



GLADSTONE
REGIONAL COUNCIL

GENERAL MEETING AGENDA

**TO BE HELD AT THE COUNCIL CHAMBERS - CIVIC CENTRE
101 GOONDOON STREET, GLADSTONE**

On 18 June 2019

Commencing at 9.00am

**Leisa Dowling
CHIEF EXECUTIVE OFFICER**

Table of Contents

ITEM	PAGE
G/1. MAYORAL STATEMENT OF CURRENT ISSUES.....	3
G/2. CONFIRMATION OF MINUTES	4
G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 4 JUNE 2019.....	4
G/3. OFFICERS' REPORTS	5
G/3.1. OFFICE OF THE CEO	5
G/3.2. STRATEGY AND TRANSFORMATION	6
G/3.3. STRATEGIC ASSET PERFORMANCE	7
G/3.3.1. TERMS OF REFERENCE - TRAFFIC ENVIRONMENT ADVISORY COMMITTEE	7
G/3.3.2. REVIEW OF GLADSTONE REGION ENVIRONMENTAL ADVISORY NETWORK (GREAN).....	11
G/3.3.3. ASSET NAMING - GARY AND JOY COWBURN	15
G/3.3.4. NAMING OF INFRASTRUCTURE ASSETS - 'SANDY CREEK ROAD'.....	18
G/3.4. OPERATIONS	21
G/3.5. COMMUNITY DEVELOPMENT AND EVENTS	22
G/3.6. CUSTOMER EXPERIENCE.....	23
G/3.6.1. PLUMBING AND DRAINAGE ACT & REGULATION 2018 COMMENCEMENT - FAST- TRACK APPLICATION PROCESS	23
G/3.7. PEOPLE CULTURE AND SAFETY	26
G/3.8. FINANCE GOVERNANCE AND RISK.....	27
G/3.8.1. ARTS AND CULTURAL DEVELOPMENT PLAN 2018-2022 AND ARTS AND CULTURAL DEVELOPMENT POLICY.....	27
G/3.8.2. REVIEW OF REVENUE POLICY	30
G/3.8.3. REVIEW OF PROPERTIES EXEMPT FROM GENERAL AND DIFFERENTIAL RATES POLICY.....	32
G/3.8.4. REVIEW OF CONCEALED WATER LEAK CONCESSION POLICY.....	35
G/3.8.5. REVIEW OF PENSIONER REMISSION POLICY.....	38
G/3.8.6. REVIEW OF FINANCIAL HARDSHIP POLICY	41
G/3.8.7. REVIEW OF WATER ALLOCATIONS AND SEWERAGE CONNECTION CONCESSIONS FOR NOT-FOR-PROFIT SPORTING BODES AND OTHER NOT- FOR-PROFIT ORGANISATIONS.....	44
G/3.8.8. EMPLOYEE CODE OF CONDUCT POLICY	47
G/3.8.9. MONTHLY FINANCIAL REPORTS FOR PERIOD ENDING 31 MAY 2019	50
G/4. DEPUTATIONS.....	57
G/4.1. INFOFISH AUSTRALIA PTY LTD - PROVIDE INFORMATION ON GLADSTONE FISH STOCKS AND THE COLLECTION OF DATA.....	57
G/5. COUNCILLORS REPORT	58
G/6. URGENT BUSINESS	62
G/7. NOTICE OF MOTION.....	63
G/8. CONFIDENTIAL ITEMS	64
G/8.3. WASTE FEES AND CHARGES FOR THE 2019/2020 FINANCIAL YEAR.....	64
G/8.4. WRITE OFF REPORT 2018/2019.....	65

G/1. MAYORAL STATEMENT OF CURRENT ISSUES

Nil.

G/2. CONFIRMATION OF MINUTES

G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 4 JUNE 2019

Responsible Officer: Chief Executive Officer

Council Meeting Date: 18 June 2019

File Ref: CM7.2

Purpose:

Confirmation of the minutes of the General Meeting held on 4 June 2019.

Officer's Recommendation:

That the minutes of the General Meeting of Council held on 4 June 2019 be confirmed.

Attachments:

1. Minutes of the General Meeting of Council held on 4 June 2019.

Tabled Items:

Nil.

Report Prepared by: Executive Secretary

G/3. OFFICERS' REPORTS

G/3.1. OFFICE OF THE CEO

Nil.

G/3.2. STRATEGY AND TRANSFORMATION

Nil.

G/3.3. STRATEGIC ASSET PERFORMANCE

G/3.3.1. TERMS OF REFERENCE - TRAFFIC ENVIRONMENT ADVISORY COMMITTEE

Responsible Officer: General Manager Strategic Asset Performance

Council Meeting Date: 18 June 2019

File Ref: RD4.4

Purpose:

The purpose of this report is to allow Council to endorse amendments made to the Traffic Environment Advisory Committee (TEAC) Terms of Reference (ToR) and change the name from the Traffic Environment Advisory Committee (TEAC) to Traffic Environment Advisory Group (TEAG).

Officer's Recommendation:

That Council:

1. Rescind Part 1 of Council Resolution G/16/2781 to re-establish the Traffic Environment Advisory Committee (TEAC) as an Advisory Committee to Council; and
2. Endorse the proposed Transport Environment Advisory Group (TEAG) Terms of Reference.

Background:

Council's Operational Plan 2018/2019 contains an action under Goal 4.1 to '*Review existing and develop new organisational committees that are aligned to strategic objectives*' with all current committees to be reviewed (and revised where needed) this financial year. Accordingly, a review of the current governance arrangements for the Traffic Environment Advisory Committee (TEAC) has occurred.

What is TEAC?

TEAC is a technical forum coordinated by Strategic Asset Performance officers to allow Council Officers to liaise with external parties such as Department of Transport & Main Roads (DTMR) and Queensland Police Service (QPS) to share information and consider traffic related matters impacting the Gladstone region (excluding speed limit considerations). The aim is to provide a safer road environment for users.

In general, Strategic Asset Performance staff receive a request for a changed traffic environment, investigate the request and propose a solution. If it is deemed that the solution will not alter the current traffic environment, but reinforce what is currently in place, then the solution is implemented by carrying out the required works.

If the proposed solution will alter the current traffic environment, and officers are wanting to utilise the expertise of the TEAC, then the findings from the investigation are presented to the TEAC in a report form to allow the Committee to discuss the advantages and disadvantages of the solution with the officer.

It should be noted that unlike the Speed Management Committee (SMC) where the meeting process is guided by the Manual of Uniform Traffic Control Devices (MUTCD), Part 4 – Speed Controls, there are no meeting process guidelines within the MUTCD for TEAC.

Current Terms of Reference for TEAC

Prior to the adoption, by Council, of the TEAC Terms of Reference (ToR) on 21 August 2012 (*Vide Resolution G/12/1179*), the Committee was operating on a general understanding of good meeting protocol, experience and goodwill of the appointed members. The ToR was developed to provide transparency around the meeting process by outlining the committee's purpose, issues to be considered, quorum and other committee operating matters.

Council endorsed amendments to the TEAC ToR (*Vide Resolution G/15/2419*) on 19 May 2015. The amendments related to an increase in the Minor and Major Matter thresholds. Council then endorsed further amendments to the ToR (*Vide Resolution G/16/2781*) on 16 April 2016. A copy of the current endorsed ToR can be found in Attachment 1.

Issue

Under the *Local Government Regulation 2012* (LGR), section 264 provides for the Local Government to appoint 'Advisory Committees'. Whilst TEAC was formally re-established as an Advisory Committee (*Vide Resolution G/16/2781*) on 16 April 2016, it does not operate within the framework of an advisory committee.

There has been some confusion in the past at officer level on the status of TEAC given the current name includes the words 'advisory committee'.

The ToR for the group requires updating to reflect the current structure and governance operating model.

Consideration:

Requirements of an Advisory Committee

For TEAC to be considered an advisory committee the group:

- Must be appointed by the Local Government.
- May include members that are not Councillors (includes external members).
- May vote on business before the committee including persons other than Councillors (currently occurs).
- May appoint a member to chair the committee if not appointed by the Local Government (Chair is currently nominated by the committee).
- Must hold voting in open (the TEAC is currently closed to the public).
- Meeting minutes must be taken (currently occurs).
- Meeting minutes must be made available for public inspection within 10 days after the meeting ends (does not currently happen – minutes are held over until next suitable General Meeting).
- Must open meetings to the public (currently meetings are closed to the public).
- Must provide notice of meetings including agendas (this does not occur).

The technical nature of the current TEAC framework and the open and frank conversations held with external stakeholders is not considered conducive to a formalised advisory committee framework. Other benefits of holding closed meetings include:

- Lessons learnt can be discussed in detail, i.e. if Council is planning changes within their road network, DTMR provide experiences from other Councils or on state roads.
- Community concerns/issues are raised not only via Council, but from DTMR and QPS (and Councillors in TEAC).
- Provides opportunities for cross-agency road safety initiatives and campaigns.
- Provides awareness of funding opportunities.
- Unified responses are given by all agencies for items discussed from concerns raised.
- Fosters good relationships between Council, DTMR and QPS.
- Easy networking and provides a point of contact within these agencies.

Required changes to the ToR

The ToR for the group requires amendment to incorporate changes in the organisation structure and delegated authorities. These changes include:

- Delegating decisions for 'Minor matters' to General Manager Strategic Asset Performance (or delegate) with the group making recommendations but not being the decision maker. Minor matters are less than \$30,000 in cost and can be carried within existing budget constraints.
- Remove individual names from TOR to alleviate frequent administrative amendments.
- Update referrals to Council General Meetings and not former Works and Traffic Committee.
- Reinforces that the agenda and minutes are confidential (i.e. not for public distribution).
- Documents the process for Dormant Items.
- Distribution of the TEAG minutes to Council will now be via email, rather than through the current process of a report being presented to the Council General Meeting.
- Clarifies how TEAG matters are endorsed.

Communication and Consultation (Internal/External):

The proposed changes to the TEAC ToR were forwarded to committee members on the 19 November 2018. Only two responses were received which were agreeable to the proposed changes.

Officers have undertaken further research into other Local Governments (Rockhampton, Central Highlands and Banana) and those Councils operate some form of transport advisory group for their local regions with varying degrees of governance frameworks. None are operated as formalised 'Advisory Committees' and of note, some are run and operated by Department of Transport and Main Roads (DTMR), not the Council themselves.

Legal Environmental and Policy Implications:

If Council wished to continue TEAC as an Advisory Committee under the Local Government Act 2009, it will need to revise the Terms of Reference to ensure the Committee operates in accordance with Chapter 8, Part 2, Division 2 of the *Local Government Regulation 2012* that outlines the legislative requirements for Local Government Committees.

Financial and Resource Implications:

Nil

Commentary:

Nil

Summary:

As the group primarily discusses issues of a technical nature, with each relevant road authority responsible for decision making on their own roads, and the group canvasses matters relating to roads outside of Council's jurisdiction, it is not recommended to continue the group as a formalised Advisory Committee.

It is therefore recommended that the group title is changed from TEAC to Traffic Environment Advisory Group (TEAG) and the ToR is updated to reflect the new structure.

A copy of the proposed ToR for the TEAG is presented in Attachment 2.

Anticipated Resolution Completion Date:

It is anticipated that the ToR and group title will be updated by 31 July 2019.

Attachments:

1. Current TEAC Terms of Reference
2. Proposed TEAG Terms of Reference – June 2019
3. TEAG Terms of Reference – June 2019

Tabled Items:

Nil.

Report Prepared by: Senior Technical Officer

G/3.3.2. REVIEW OF GLADSTONE REGION ENVIRONMENTAL ADVISORY NETWORK (GREAN)

Responsible Officer: General Manager Strategic Asset Performance

Council Meeting Date: 18 June 2019

File Ref: EM17.8

Purpose:

To allow Council to consider the future operation of the Gladstone Region Environmental Advisory Network (GREAN) following review as per 2018/19 Operational Plan action.

Officer's Recommendation:

That Council rescind Part 4 of Council Resolution G/16/2781 to re-establish the Gladstone Region Environmental Advisory Network (GREAN) as an Advisory Committee to Council, noting that this will cease operation of GREAN.

Background:

GREAN was re-formed by Gladstone Regional Council in response to community enquiries to re-establish Gladstone City Council's Environmental Advisory Group following an environmental forum and visioning session held in 2010 in the development of the Gladstone Regional Community Plan.

GREAN was re-established as a formal Advisory Committee to Council under Section 264(1)(b) of the *Local Government Regulation 2012* by resolution of this current Council on the 19 April 2016 (G/16/2781). The current terms of reference which were later revised on the 28 June 2016 are set out in Attachment 1 to this report.

Council's Operational Plan 2018/2019 contained an action under Goal 4.1 to '*Review existing and develop new organisational committees that are aligned to strategic objectives*' with all current committees to be reviewed (and revised where needed) this financial year. Accordingly, a review of the current governance arrangements for GREAN has occurred.

Consideration:

The review of GREAN has centered around the purpose of the group and whether the purpose can be met through other activities undertaken by Council and the Business. The purpose of GREAN is defined in its terms of reference (TOR) as follows:

'The purpose of GREAN is to provide advice to Gladstone Regional Council (GRC) regarding matters of interest or concern relating to the regional environment, conservation and biodiversity.'

The environmental, conservation and biodiversity advice is provided through the GREAN membership base which consists of the following organisations and representatives:

- Central Queensland University
- Fitzroy Basin Association
- Burnett Mary Regional Group
- Conservation Volunteers Australia
- Gladstone Healthy Harbour Partnership

- Discovery Coast Environmental Group
- The Department of Environment and Science
- Three (3) community representatives determined by a nomination process.

Council delegates and the Environment and Conservation team actively participate and engage directly with a number of groups, committees and organisations that draw broad environmental stakeholder attendance and participation on environmental, conservation and biodiversity matters. Current active groups and committees Council and Council Officers engage with include:

- Gladstone Healthy Harbour Partnership
- Capricorn Pest Management Group
- Gladstone Local Marine Advisory Committee
- Gladstone Air Quality Community Group
- Curtis Island Integrated Environmental Management Precinct Reference Group.

Current organisations that Council Officers directly engage with include:

- Conservation Volunteers Australia
- Gidarjil
- Central Queensland University
- Fitzroy Basin Association
- Burnett Mary Regional Group
- Discovery Coast Environmental Group
- The Department of Environment and Science.

In addition to the above established groups and organisations, Environment and Conservation officers actively engage directly with the community via completion of Customer Service Requests and direct contact and engagement and attendance at community events such as 1770 Festival, Ecofest, BAM, Clean Up Australia Day and National Tree Planting Day.

All current GREAN membership organisations are represented in alternate stakeholder engagement forums. The review has therefore identified that GREAN is no longer required as an environmental advisory committee for Council.

Communication and Consultation (Internal/External):

Relevant Councillors and Council Officers both currently and formally involved with GREAN have been consulted, along with Governance & Risk officers and the Executive Team as part of the 2018/19 Operational Plan action.

A Special Meeting was convened on 21 May 2019 to discuss with the current GREAN membership and to seek feedback on the proposal to cease operation of the Advisory Committee. The outcomes of the internal review were communicated to current GREAN membership during a Special Meeting held on 21 May 2019. Minutes from the Special Meeting are included as Attachment 2 of this report. Feedback was varied, with the main views being that GREAN has lost momentum and that an alternate, community driven group could be established in place to fill any gap if GREAN was to cease. The revision of the Terms of Reference for GREAN in 2016 was raised as impacting the original purpose of GREAN and feedback recognised that Council's current activities worked towards achieving the purpose of GREAN under the current Terms of Reference.

Legal Environmental and Policy Implications:

If Council wished to continue GREAN as an Advisory Committee under the Local Government Act 2009, it will need to review the Terms of Reference and ensure the Committee operates in accordance with Chapter 8, Part 2, Division 2 of the *Local Government Regulation 2012* that outlines the legislative requirements for Local Government Committees.

Financial and Resource Implications:

Nil.

Commentary:

Recommended Option 1

Based on the internal review and consultation with the GREAN committee it is recommended that GREAN is discontinued as the purpose of the group is met through other existing stakeholder engagement channels.

This recommendation:

- Allows for the development of an independent, community driven environmental forum. Feedback suggest that there is appetite for the creation of such a group.
- Does not limit engagement and participation of Council and Council Officers with alternate groups/committees/organisations to support Council decision making
- Does not limit available avenues for the community to engage and support Council decision making on environmental matters
- Provides for Council resources to be applied efficiently and effectively to achieve Corporate and Operational Plan goals.

This outcome can be achieved through rescinding Part 4 of Council Resolution G/16/2781.

Alternate Option 2: Continue with GREAN as a formal Advisory Committee to Council

If it is considered by Council that GREAN should perform a vital role in informing Council on environmental issues and achieving Council's Corporate and Operational goals, then an option available to Council is to invest resources to reinvigorate GREAN.

In outworking this option, the following actions will be required:

- Update the current Terms of Reference to ensure that they meet the requirements of Chapter 8, Part 2, Division 2 of the *Local Government Regulation 2012* including:
 - Meetings being open to the public to attend;
 - Formalised voting on recommendations and recording of votes;
 - Recording conflicts of interests and material personal interests;
 - The quorum of the meeting being the majority of members;
 - Publishing of meeting minutes in Council's public office and on its website within 10 days after the meeting.
- Allocation of resources to meet governance requirements of a formal Advisory Committee.
- Consideration be given to the membership to ensure that relevant stakeholder groups are represented.

Alternate Option 3: Continue with GREAN but not as a formal Advisory Committee to Council with possible amendments to the Terms of Reference

An alternative option is for Council to consider a less formal structure for the group (i.e. convert it from a formal Advisory Committee to an advisory group) and that meetings be convened only when stakeholders have a need to discuss regional issues and/or make recommendation or requests to stakeholder organisations.

Consultation with GREAN members has highlighted a preference for a community driven stakeholder group rather than a Council driven group.

In outworking this option, it is recommended that the Terms of Reference be reviewed to align to this altered governance structure.

Summary:

Nil.

Anticipated Resolution Completion Date:

1 July 2019 based on recommendation.

Attachments:

1. Current GREAN Terms of Reference
2. GREAN Special Meeting Minutes 21 June 2019

Tabled Items:

Nil.

Report Prepared by: Manager Environment and Conservation

G/3.3.3. ASSET NAMING - GARY AND JOY COWBURN

Responsible Officer: General Manager Strategic Asset Performance

Council Meeting Date: 18 June 2019

File Ref: CR8.8

Purpose:

The purpose of this report is to allow Council to consider the request to add the names 'Gary Cowburn' and 'Joy Cowburn' to the Approved Place Names Register.

Officer's Recommendation:

That Council:

1. Include the name 'Cowburn' on the Approved Place Names Register as an option for future road naming.
2. Include the name 'Gary and Joy Cowburn' on the Approved Place Names Register as an option for future naming of assets other than roads.

Background:

Cr Churchill submitted a report at the Council Meeting on the 20 February 2018 regarding the passing of Gary Cowburn, aged 81 years, which came as a great loss to the Gladstone region, Gladstone PCYC and community. The Council resolution concluded that Council would consider adding the names 'Gary Cowburn' and 'Joy Cowburn' to the Approved Place Names Register, and that the Gladstone PCYC be requested to provide further information.

The report included the following supporting information -

- Gary Cowburn passed away on the 27 January 2018, while Joy passed away in 2017
- Gary's boxing career included 41 fights – 24 wins (13 by knockout) and 2 draws
- Gary achieved prestigious Titles as Queensland, Australian and British Empire Welterweight Champion
- Gary was officially inducted into the Queensland Hall of Fame in 2009
- Both Gary and Joy were honoured with the prestigious QLD Life Membership of the Queensland Police Citizens Youth Welfare Association
- The PCYC developed the 'Gary Cowburn Boxing Room' as a tribute to his achievements
- Gary was a respected Aboriginal elder, great friend and a trainer/mentor for young boxers from all races, colours and creeds
- Gary received high accolades for Regional, State, National and International boxing history as an athlete and as a boxing trainer/mentor

Consideration:

The application has been assessed against the requirements of Council's Naming of Infrastructure Assets Policy (P-2018-09) to add a name to the Approved Place Names Register.

Assessment Criteria	Compliance with Criteria
Diversity of place names within the Local Government Area	Compliant
Compliance with Australian Standard AS4819:2011	Use of Cowburn for a road name is compliant
Consist of less than 35 characters	Compliant
For indigenous names consultation has occurred with PCCC or prescribed entity.	Local Elders have been consulted
Propriety of the name	Compliant
For the naming of roads to be one word, easily read and spelled	Use of Cowburn for a road name is compliant

Any decision to add a name requires resolution from Council at a General Meeting.

While there is no limitation as to the source of the name, when in memoriam of an individual/family, documentation must be provided to support the claims and demonstrate national prominence or significant history, sporting achievements or contributions to the local community. As per Cr Churchill's report, it can be determined that Gary and Joy Cowburn have demonstrated significant history, community contributions and sporting achievements.

Communication and Consultation (Internal/External):

Cr Churchill and other Councillors The Gladstone PCYC were presented with the opportunity to provide additional supporting information to assist Council in making this decision.

Council officers consulted with the eldest daughter of Gary and Joy. She was appreciative and supportive of the proposal to add her parents' names to the Approved Place Names Register.

Furthermore, Council's Reconciliation Action Plan Officer liaised with the local Elders and received support for the proposal. The proposal was considered to be a wonderful tribute to Gary and will grant him the recognition he deserves.

Legal Environmental and Policy Implications:

Adding names to the Approved Place Names Register is to occur in accordance with Council's Naming of Infrastructure Assets Policy (P-2018-09)

Financial and Resource Implications:

Administrative requirements as well as costs for installation/maintenance if the name is utilised on an asset.

Commentary:

Nil.

Summary:

The following recommendations exist based on the consideration above:

Option 1 – Deny the Application

1. Not include the names 'Gary Cowburn' and 'Joy Cowburn' on the Approved Place Names Register

Option 2 – Approve an Alternative (recommended)

1. Include the names 'Cowburn' (for future road naming) and 'Gary and Joy Cowburn' (for use on other infrastructure asset types) on the Approved Place Names Register

Anticipated Resolution Completion Date:

18 June 2019

Attachments:

1. Cr Churchill report dated 20 February 2018

Tabled Items:

Nil.

Report Prepared by: Administration Officer – Asset Governance

G/3.3.4. NAMING OF INFRASTRUCTURE ASSETS - 'SANDY CREEK ROAD'

Responsible Officer: General Manager Strategic Asset Performance

Council Meeting Date: 18 June 2019

File Ref: RD5.1

Purpose:

The purpose of this report is to allow Council to consider a request to name an unformed road off Tableland Road (between 2145 and 2151 Tableland Road) in Mount Maria 'Sandy Creek Road'.

Officer's Recommendation:

That Council:

1. Does not include the name 'Sandy Creek' on the Approved Place Names Register.
2. Does not utilise the name 'Sandy Creek Road' on the unformed road off Tableland Road between 2145 and 2151 Tableland Road in Mount Maria.

Background:

On 13 September 2017, Council received a request to reinstate the name 'Sandy Creek Road' on an unformed road in Mount Maria. The applicant advises that the road was previously named 'Sandy Creek Road' but was then downgraded to a road reserve and the name was removed.

Council's records do not indicate that the road in question was previously named 'Sandy Creek Road'.

The road in question is:

- Unformed
- Not maintained by Council
- Only provides access to one dwelling.

Consideration:

Placing a name on the Approved Place Names Register

The application has been assessed against the requirements of Council's Naming of Infrastructure Assets Policy (P-2018-09) to add a name to the Approved Place Names Register and the requirements for utilising a name from the Approved Place Names Register.

Assessment Criteria	Compliance with Criteria
Applications received in an approved form.	Compliant
Complies with AS4819:2011	Not compliant: <ul style="list-style-type: none">• Unformed roads should not be named unless required for addressing The applicant's property has a preexisting address on Tableland Road.
Diversity of place names within the Local	Compliant

Government Area	
Consists of less than 35 characters	Compliant
Consultation undertaken for Indigenous name	Not applicable
Propriety of the name	Compliant
For roads – one word, easily read, spelled and pronounced	Not compliant – two words are proposed

If it is proposed to name this unformed road, a name may be selected from the approved place name register. These names should have been approved either by the Miriam Vale Shire Council or Gladstone Regional Council, not in use or reserved for another purpose and not of a theme that is utilised for another location. An extract of the approved place name register with these requirements is attached.

Communication and Consultation (Internal/External):

Applicant

Legal Environmental and Policy Implications:

Compliance with Council's Naming of Infrastructure Assets Policy (P-2018-09).

An unformed road being named is one requirement for Council to consider undertaking condition assessments and maintenance in accordance with Council's Maintenance Of Unformed Or Unmade Roads Policy (P-2014/12). However other criteria must also be met as per the policy:

Council may consider commencing condition assessments and routine maintenance on road reserves for which improvements have been undertaken in accordance with this policy subject to the following

- a) Council has inspected any and all previous improvements, minor repairs and maintenance undertaken in the road reserve and is satisfied with the works*
- b) The bulk of the works are no less than 6 months old.*
- c) The existing road and or access is within the designated road reserve and directly joins a road that Council currently inspects and maintains*
- d) The improvements within the nominated road reserve services more than (1) Council approved dwelling that has been continuously occupied for more than 2 years,*
- e) The road reserve has been formally named by Council*
- f) Council specifically resolves to accept responsibility for condition assessments and routine maintenance.*

Financial and Resource Implications:

Cost of initial signage and maintenance, as well as administrative requirements.

Commentary:

Nil

Summary:

The following recommendations exist based on the considerations above:

Option 1 – Deny the Application (recommended)

1. Not include the name 'Sandy Creek' on the Approved Place Names Register.
2. Not utilise the name 'Sandy Creek Road' on the unformed road off Tableland Road between 2145 and 2151 Tableland Road in Mount Maria.

Option 2 – Approve the Application

This option does not comply with the policy, due to the name being two words and the road being unformed, and as such reasoning for non-compliance with the policy will need to be included in the recommendation if this option is preferred.

1. Due to the proximity of the unnamed road to the creek, the simplistic nature of the proposed name (ie easy to read, spell and pronounce) and to reduce ambiguity of land tenure, include the name 'Sandy Creek Road' on the Approved Place Names Register; and
2. Utilise the name 'Sandy Creek Road' on the unformed road off Tableland Road between 2145 and 2151 Tableland Road in Mount Maria.

Option 3 – Select an alternate road name from the approved place name register

This option does not comply with the policy, due to the road being unformed, and as such reasoning for non-compliance with the policy will need to be included in the recommendation.

1. Not include the name 'Sandy Creek' on the Approved Place Names Register.
2. To reduce the ambiguity of land tenure, utilise the name '_____ Road' on the unformed road off Tableland Road between 2145 and 2151 Tableland Road in Mount Maria.

Anticipated Resolution Completion Date:

31 July 2019

Attachments:

1. Naming of Infrastructure Assets Policy (P-2018-09).
2. Approved place name register extract.

Tabled Items:

Nil.

Report Prepared by: Manager Asset Governance

G/3.4. OPERATIONS

Nil.

G/3.5. COMMUNITY DEVELOPMENT AND EVENTS

Nil.

G/3.6. CUSTOMER EXPERIENCE

G/3.6.1. PLUMBING AND DRAINAGE ACT & REGULATION 2018 COMMENCEMENT - FAST-TRACK APPLICATION PROCESS

Responsible Officer: General Manager Customer Experience

Council Meeting Date: 18 June 2019

File Ref: DB10.3

Purpose:

The purpose of this item is to allow Council to consider opting out of the fast-track Plumbing Application process.

Officer's Recommendation:

That Council opt out of Fast-track Applications and only accept Standard Applications under the new *Plumbing and Drainage Act 2018* and *Plumbing and Drainage Regulation 2018*.

Background:

On 1 July 2019, the *Plumbing and Drainage Act 2018* and *Plumbing and Drainage Regulation 2018* will repeal the *Plumbing and Drainage Act 2002* and *Plumbing and Drainage Regulation 2003*. There are various changes within the new plumbing laws, however, the most notable change is the introduction of fast-track applications which significantly reduce the approval timeframes.

Currently, the approval and inspection process for compliance assessable work (permit work) is carried out by Local Government and divided into two (2) stages:

1. Permit required to commence work; and
2. Inspection of work carried out by Local Government to gain a compliance certificate.

From the 1 July 2019, permit applications are divided into two (2) streams: fast-track and standard. Timeframes for Local Government Plumbing Application approvals are reduced as per the following breakdown:

Fast-track Applications

- Approval timeframes reduced from 20 to 2 business days.
- Available for the majority of new residential dwellings and sheds (class 1a and 10a buildings).

Standard Applications

- Approval timeframes reduced from 20 to 10 business days.
- Available for all other types of buildings, including multi-unit residential and commercial buildings (class 2 – 9 buildings) and for those applications excluded from the fast-track process.

Under the *Plumbing and Drainage Regulation 2018 section 40(1)*, the Local Government may, by resolution, 'opt-out' of the fast-track application and only process permit applications under the mandatory Standard Application process.

Consideration:

With the new Plumbing Laws to commence by 1 July 2019, there are two options available with various points to consider against Fast-track Applications and Standard Applications.

Option One: Accepting Fast-track Applications and Standard Applications

Under this option, Council would need to consider the below implications for the two (2) stream application process:

Fast-track Applications

- Increased risk of error due to significantly reduced timeframes.
- Increased risk to Council of missing legislative deadlines due to significantly reduced timeframes.
- Lack of resources to support Inspector's to issue permits within two (2) business days
- Reduced timeframes would not provide adequate time for internal referral responses (e.g. Building, Planning, Water Services).
- Internal programs (Pathway Production) would require amendments to ensure timeframes are appropriately reflected.
- Update forms (produced by Department of Housing and Public Works) to be available online and at Gladstone Regional Council counters.

Standard Applications

- Potential risk to Council of missing legislative timeframes (as they have reduced from 20 to 10 business days).
- Internal programs (Pathway Production) would require amendments to ensure timeframes are appropriately reflected.
- Internal programs (Pathway Production) would require amended templates and condition packages.
- Update forms (produced by Department of Housing and Public Works) to be available online and at Gladstone Regional Council counters.

Option Two: Opting Out of Fast-track Applications and Accepting Standard Applications only

If Council were to opt out of the Fast-track Application process, this would allow Plumbing and Drainage Inspectors appropriate time to adequately assess Plumbing Applications. Although internal programs and forms will still require amendments, the work associated with these updates are reduced by opting out of a the Fast-track application process.

Communication and Consultation (Internal/External):

Department of Housing and Public Works have issued media statements, fact sheets and seminars (available to Local Government plumbing inspectors, plumbing and drainage licensees and contractors, builders, developers, water service provides and homeowners) prior to the commencement of the Plumbing Laws. Officers have attended several sessions regarding the changes.

Legal Environmental and Policy Implications:

Council must progress this matter as the plumbing laws will commence on 1 July 2019 and internal programs and templates will require amendment to reflect the changes.

Financial and Resource Implications:

N/A.

Commentary:

In 2019, our Plumbing and Drainage Inspectors have issued plumbing approvals within an average of four (4) days. Adopting the officer's recommendation for Standard Applications will do nothing to alter our current resourcing or timescales for approvals.

To reduce our processing time to 2 days is a significant step change for the business to achieve within current resources, systems and processes, and would be unlikely to be achieved within at least the first 12 months of adoption.

The legislation provides Council with flexibility to choose the approval model that best suits their available resources. Council can at a later date by resolution, choose to opt back in to the fast-track model.

Summary:

There are various changes within the new plumbing laws. The most notable impact is the introduction of fast-track applications which will significantly reduce the statutory approval timeframes for Local Government Plumbing and Drainage Inspectors.

Anticipated Resolution Completion Date:

1 July 2019

Attachments:

1. Plumbing and Drainage Reform – Fact Sheet 1
2. Plumbing and Drainage Reform – Fact Sheet 2

Tabled Items:

Nil.

Report Prepared by: Planning Officer

G/3.7. PEOPLE CULTURE AND SAFETY

Nil.

G/3.8. FINANCE GOVERNANCE AND RISK

G/3.8.1. ARTS AND CULTURAL DEVELOPMENT PLAN 2018-2022 AND ARTS AND CULTURAL DEVELOPMENT POLICY

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 18 June 2019

File Ref: CM28.2

Purpose:

The purpose of this report is to present a revised Arts and Cultural Policy for Council consideration that has been informed by the Gladstone Region Arts and Cultural Development Plan 2018-2022.

Officer's Recommendation:

That Council:

1. Repeal P-2015-10 Arts and Cultural Policy;
2. Adopt P-2019-19 Arts and Cultural Development Policy.

Background:

In early 2018 Council engaged consultant Stephen Clark from Good Thinking to develop a Gladstone Region Arts and Cultural Development Plan 2018-2022 and accompanying policy to provide direction to Council on how best to support the development of arts and culture in the Gladstone Region.

The consultant undertook a community consultation process which involved interviews, group discussions, public meetings, individual consultations and a community online survey which has culminated in providing the direction for the Gladstone Region Arts and Cultural Plan 2018-2022 (attached).

The consultant was also asked to prepare a draft policy position on how Council can best support and develop arts and culture in the Gladstone Region. This work is presented in the attached draft policy. Should the draft policy be adopted by Council, it would replace the existing policy P-2015-10 Arts and Cultural Policy (adopted 19 May 2015).

Consideration:

Option 1 – Recommendation

That Council endorse the recommendation and adopt the proposed policy as tabled, noting the policy has been informed by the Arts and Cultural Plan 2018-2022.

Option 2 - Reconsider its policy and position on Arts and Culture

If Council does not support the direction of the arts and cultural development plan and accompanying policy as tabled, it may wish to provide alternative direction on the development of these documents. This could occur via a resolution as follows:

'That the Gladstone Region Arts and Cultural Development Plan 2018-2022 and Draft Arts and Cultural Development Policy as tabled lay on the table pending further stakeholder consultation and research particularly in the area/s of:

1. *Insert direction from Council; and*
2. *Insert direction from Council.....'*

Communication and Consultation (Internal/External):

- External Stakeholders consultation lead by the consultant and guided by Council's Arts and Culture Team (refer page 2 of Gladstone Region Arts and Cultural Development Plan 2018-2022)
- Former Councillor Cindi Bush
- Former Chief Executive Officer
- Executive Team
- Manager and Curator Gladstone Regional Art Gallery and Museum
- Manager Events and Entertainment
- Manager Regional Libraries
- Cultural Projects Specialist

Legal Environmental and Policy Implications:

Adoption of the Plan and Policy will set Council's strategic direction and accountability framework for arts and cultural development through to 2022.

Financial and Resource Implications:

The implementation of this Policy will be subject to the annual budgetary allocations provided by Council.

Of note, the items represented in the Arts and Culture Plan are mostly internally driven, however where budget is required it has been reflected in Council's 2019/20 operating budget.

Commentary:

Nil

Summary:

Nil

Anticipated Resolution Completion Date:

Within one month of resolution.

Attachments:

1. Current P-2015-10 Arts and Cultural Policy.
2. Proposed P-2019-19 Arts and Cultural Development Policy
3. Gladstone Region Arts and Cultural Development Plan 2018-2022

Tabled Items:

Nil.

Report Prepared by: Governance Advisor

G/3.8.2. REVIEW OF REVENUE POLICY

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 18 June 2019

File Ref: CM28.2

Purpose:

The purpose of this policy is to seek Council adoption of a Revenue Policy that sets the principles for the Revenue Statement prior to the adoption of the 2019/20 budget.

Officer's Recommendation:

That Council:

1. Repeal P-2018-19 Revenue Policy as attachment 1; and
2. Adopt P-2019-12 Revenue Policy as attachment 2.

Background:

Section 193(3) of the *Local Government Regulation 2012* requires that a “*local government must review its revenue policy annually and in sufficient time to allow an annual budget that is consistent with the revenue policy to be adopted for the next financial year.*”

The purpose of the Revenue Policy is to provide the overarching principles for the framing of the Revenue Statement, in that it includes reference to the principles which are used to establish all rates and charges set by Council.

Provided that Councillors propose that revenue be raised on similar terms as last financial year, Officers have identified minor amendments as follows:

- References to the financial year have been updated
- The Policy references a Debt Administration Corporate Standard as a related document
- Removal of the last sentence of Section 6.5 which was considered unnecessary “*These will be funded as Community Service Obligations from the Community Support Budget.*”

Consideration:

Not applicable

Communication and Consultation (Internal/External):

General Manager Finance Governance and Risk
Manager Revenue Services
Manager Governance
Executive Team
Elected Members and other Executives via the budget workshop process

Legal Environmental and Policy Implications:

Section 193(3) of the *Local Government Regulation 2012* requires that a “*local government must review its revenue policy annually and in sufficient time to allow an annual budget that is consistent with the revenue policy to be adopted for the next financial year.*”

Financial and Resource Implications:

Council is legislatively required to adopt a Revenue Policy in advance of its Revenue Statement in order to levy rates and charges. To not adopt a Revenue Policy would affect Council’s ability to levy its 2019/20 rates and charges which is a significant revenue stream that allows Council to deliver its operational and capital works programs.

Commentary:

Not applicable

Summary:

Not applicable

Anticipated Resolution Completion Date:

17 July 2019 – Budget Adoption Date.

Attachments:

1. Current P-2018-19 Revenue Policy
2. Proposed P-2019-12 Revenue Policy (ECM DSI 4310266)
3. P-2019-12 Revenue Policy (tracked changes)

Tabled Items:

Nil.

Report Prepared by: Governance Advisor

G/3.8.3. REVIEW OF PROPERTIES EXEMPT FROM GENERAL AND DIFFERENTIAL RATES POLICY

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 18 June 2019

File Ref: CM28.2

Purpose:

The purpose of this policy is to seek Council adoption of a revised Properties Exempt from General and Differential Rates Policy in advance of the adoption of the 2019/20 budget.

Officer's Recommendation:

That Council:

1. Repeal P-2018-18 Properties exempt from General and Differential Rates Policy as attachment 1; and
2. Adopt P-2019-11 Properties exempt from General and Differential Rates Policy as attachment 2.

Background:

Under the *Local Government Act 2009* and *Local Government Regulation 2012*, there are some properties that are exempt from general and differential rates. Council also has ability to make further exemptions by resolution. The Properties Exempt from General and Differential Rates Policy identifies those properties that Council wishes to exempt from general and differential rates by resolution.

A review of the policy has been conducted in advance of the 2019/20 financial year and some minor changes are recommended to the policy as follows:

- The inclusion of a definition for Community Club Licence which aligns with the definitions under the *Liquor Act 1992*.
- The inclusion of a definition of Sporting clubs to clarify Council's intention to provide an exemption to just those clubs that are not-for-profit;
- The inclusion of a definition for *Used for Charitable Purposes* that aligns with the Queensland Government's recommended definition which supersedes the need for a definition in the Section 6 of the policy.
- Improved articulation of the Exemption Category 1 Provision which aligns with the new definitions.

Consideration:

Option 1 – Adopt the Recommendation

Officers recommend this option as it exempts not-for-profit sporting and community clubs from general and differential rates in recognition of the important role that they play in the community providing, maintaining and making these services and facility available for general community use.

Option 2 – Amend the revised Policy

Should Council wish to provide a different level of assistance to non-for-profit sporting and community clubs (reduce the level of exemption from general and differential rates), it may direct the revised policy to be amended. In order to effect this change, Council would need to pass a resolution as follows:

'That Council:

1. *Repeal existing P-2018-18 Properties exempt from General and Differential Rates Policy; and*
2. *Adopt revised P-2019-11 Properties exempt from General and Differential Rates Policy, subject to the following amendment.....'*

The risk associated with this option is that if Council resolves to decrease the level of exemption clubs will be required to contribute resources that they have not previously been asked to make which will potentially reduce their financial capacity to operate.

Option 3 – Repeal the existing Policy

Council may elect to repeal its Policy and not exempt not-for-profit sporting and community clubs from general and differential rates. Council would need to pass the following resolution if it elects to take up this option:

'That Council repeal existing P-2018-18 Properties exempt from General and Differential Rates Policy.'

The risk associated with this option is that not-for-profit sporting and community clubs will need to find funds to pay general rates which will reduce the club's financial capacity to operate and potentially place an additional impost on its membership to cover the costs associated with general rates. It may also reduce the clubs' capacity to secure membership and operate the facilities/services that are currently offered to the community thereby potentially reducing the number of services/facilities currently available for community use.

Communication and Consultation (Internal/External):

Executive Team
Manager Revenue Services
Manager Governance

Legal Environmental and Policy Implications:

Under Section 93(3) of the *Local Government Act 2009* and Section 73 of the *Local Government Regulation 2012* exemptions from general and differential rates are available to organisations that provide services to the community within the scope of those provisions.

Financial and Resource Implications:

There are no additional costs to Council in the adoption of the revised Policy.

Commentary:

Nil

Summary:

Nil

Anticipated Resolution Completion Date:

1 July 2019

Attachments:

1. Current P-2018-18 Properties Exempt from General and Differential Rates Policy
2. Draft P-2019-11 Properties Exempt from General and Differential Rates Policy (ECM 4310328)
3. P-2019-11 Properties Exempt from General and Differential Rates Policy (tracked changes)

Tabled Items:

Nil.

Report Prepared by: Governance Advisor

G/3.8.4. REVIEW OF CONCEALED WATER LEAK CONCESSION POLICY

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 18 June 2019

File Ref: CM28.2

Purpose:

The purpose of this policy is to seek Council adoption of a revised Concealed Water Leak Concession Policy prior to the adoption of the 2019/20 budget.

Officer's Recommendation:

That Council:

1. Repeal P-2018-20 Concealed Water Leak Concession Policy as attachment 1;
2. Adopt P-2019-09 Concealed Water Leak Concession Policy as attachment 2.

Background:

On the 21 June 2016 Council first adopted a concealed water leak concession policy in response to several landowners experiencing financial difficulties as a result of receiving high water consumption bills due to concealed water leaks on their property.

Under Section 120 of the *Local Government Regulation 2012*, Council has the ability to grant a concession on rates and charges. Council has determined as part of its policy that where a landowner has had a concealed leak and incurred an increase of 40% or more water consumption than past billing periods due to a concealed water leak, this can cause financial hardship and as a result is prepared to grant a concession under Section 120(1)(c).

A revision of the policy has taken place in advance of this year's budgetary considerations. The changes to the policy presented include:

- An amendment in related documents due to changes in associated processes.
- A review of definitions to align them to legislative provisions and a simplification of the wording where possible to assist in better understanding of the terms.
- That the 40% be compared to the previous two full years, to allow for seasonal fluctuations.
- Changes in Section 6.2 to remove the duplication of the last paragraph of Section 6.1 and to include an addition to point 4 which references the issue of a High Water Consumption Letter with the period extended out to 28 days.
- Removal of the application form and plumbers report as attachments to the policy and listing them as related documents to allow some flexibility for changes to be made to the forms as required.
- Adjustments to the use of the word 'Council' to reflect a differentiation between Council as the business and Council as the elected body of Council.
- There are other grammatical improvements and alignment with the revised definitions to improve readability of the document as shown in the attached tracked changes version of policy.

Consideration:

Option 1 – Adopt the Recommendation

Officers recommend this option as it allows those that experience significant increases in their water consumption due to a concealed leak to seek some financial relief.

Option 2 – Amend the revised Policy

Should Council wish to provide a different level of assistance (more or less), it may direct the revised policy to be amended. In order to effect this change, Council would need to pass a resolution as follows:

‘That Council:

1. Repeal existing P-2018-20 Concealed Water Leak Policy; and
2. Adopt revised P-2019-09 Concealed Water Leak Policy *subject to the following amendments.....*’

The risks associated with this option are that if Council resolves to increase the concession, there will be a greater rating burden on the balance of rate payers, alternatively if Council resolves to reduce the concession, it increases the cost for the individual water consumers that experience a concealed leak.

Option 3 – Repeal the existing Policy

Council may elect to repeal its Concealed Water Leak Policy and not offer any concessions. Council would need to pass the following resolution if it elects to take up this option:

‘That Council repeal existing P-2018-20 Concealed Water Leak Concession Policy.’

Communication and Consultation (Internal/External):

Executive Team
Manager Revenue Services
Manager Governance

Legal Environmental and Policy Implications:

Under Section 120(1)(c) the *Local Government Regulation 2012*, Council can grant a concession on rates and charges where landowners are likely to encounter financial hardship. The Policy sets the quantum of the concession and any terms and conditions that apply when landowners experience significantly higher water consumption charges as a result of concealed water leaks.

Financial and Resource Implications:

There is no amount budgeted for concealed leaks in the 2019/2020 financial year as it is completely a guess. However, the table below outlines how much has spent on concessions due to concealed water leaks since it was first tracked in 2016/2017 financial year.

Financial Year	Concession Amount
2015/2016	Not tracked separately in the GL
2016/2017	\$19,778.03
2017/2018	\$30,841.57
2018/2019	\$32,349.28

Commentary:

Not applicable

Summary:

Not applicable

Anticipated Resolution Completion Date:

1 July 2019

Attachments:

1. Current P-2019-20 Concealed Water Leak Concession Policy
2. Proposed P-2019-09 Concealed Water Leak Concession Policy (ECM 4310655)
3. P-2019-09 Concealed Water Leak Concession Policy (tracked changes)

Tabled Items:

Nil.

Report Prepared by: Governance Advisor

G/3.8.5. REVIEW OF PENSIONER REMISSION POLICY

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 18 June 2019

File Ref: CM28.2

Purpose:

The purpose of this policy is to seek Council adoption of a revised Pensioner Remission Policy which guides the granting of a concession on rates for eligible pensioners.

Officer's Recommendation:

That Council:

1. Repeal P-2018-13 Pensioner Remission Policy at attachment 1; and
2. Adopt P-2019-10 Pensioner Remission Policy as attachment 2.

Background:

Under Section 120(1)(a) of the *Local Government Regulation 2012*, Council has the ability to grant a concession to pensioners on rates.

Under the current system, the State and generally most local governments grant a pensioner remission on rates to assist this sector of the community with meeting the costs of living in their own home.

Council has offered a pensioner remission since amalgamation in 2008 and the former Councils also had their own schemes in place prior to amalgamation.

Council can only grant a concession by resolution of Council. Therefore prior to the budget each year, Council reviews its Pensioner Remission Policy and has to date, passed a resolution granting the concession in accordance with Section 122(1)(b).

Following a review of the policy, it is recommended that some minor changes be made this financial year:

1. Following consultation with the State Government, an additional paragraph has been added to the bottom of Section 6 to align with the State Government practice regarding the death of a pensioner.
2. The policy purpose and the definition of *Pensioners* has been updated to include the types of cards relevant to qualify as a pensioner for the concession.
3. The policy scope now references the other policies that Council also has in place in relation to concessions being financial hardship and concealed water leaks.
4. The proposal is to increase the concession this year from \$290 (18/19) to \$295.

Council currently has 2,904 pensioners who are accessing the pensioner remission concessions.

Consideration:

Option 1 – Adopt the Recommendation

Officers recommend this option as it allows pensioners in the Gladstone Region to access up to a \$295 concession on rates for their principal place of residence which enhances the affordability for pensioners to remain in their own home. The State Government also currently offers a concession of \$200 making the total State and Council maximum concession \$495.

Option 2 – Amend the revised Policy

Should Council wish to provide a different level of assistance to pensioners (more or less), it may direct the revised policy to be amended. In order to effect this change, Council would need to pass a resolution as follows:

‘That Council:

- 1. Repeal existing P-2018-13 Pensioner Remission Policy; and*
- 2. Adopt revised P-2019-10 Pensioner Remission Policy subject to increasing/decreasing the Council remission amount to \$xxxx.’*

The risks associated with this option are that if Council resolves to increase the pensioner remission, there will be a greater rating burden on the balance of rate payers, alternatively if Council resolves to reduce the pensioner remission, it increases the cost of living for our pensioner community who reside in their own home.

Option 3 – Repeal the existing Policy

Council may elect to repeal its Pensioner Remission Policy and not offer any Pensioner concessions. Council would need to pass the following resolution if it elects to take up this option:

‘That Council repeal existing P-2018-13 Pensioner Remission Policy.’

The risk associated with this option is that our pensioner community who reside in their own home would need to cope with not only the costs in the general rate/charge increases for the 2019/20 financial year, but also find additional funding to offset the loss of the concession.

Communication and Consultation (Internal/External):

Executive Team
Manager Revenue Services
Manager Governance

Legal Environmental and Policy Implications:

Under Section 120(1)(a) the *Local Government Regulation 2012*, Council can grant a concession on rates for pensioners. The Policy sets the quantum of the concession and any terms or conditions that apply.

Financial and Resource Implications:

The proposed change from \$290 to \$295 for the concession, represents an increase of approximately \$14,520 (based on the current 2,904 pensioners accessing the remission). Overall, under the proposed option, Council will need to allocate \$856,680 in the 2019/20 budget to fund the concession.

Commentary:

Nil

Summary:

Nil

Anticipated Resolution Completion Date:

1 July 2019

Attachments:

1. Current P-2018-13 Pensioner Remission Policy
2. Proposed P-2019-10 Pensioner Remission Policy (ECM 4310364)
3. P-2019-10 Pensioner Remission Policy (tracked changes)

Tabled Items:

Nil.

Report Prepared by: Governance Advisor

G/3.8.6. REVIEW OF FINANCIAL HARDSHIP POLICY

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 18 June 2019

File Ref: CM28.2

Purpose:

The purpose of this policy is to seek Council adoption of a revised Rating Financial Hardship Policy to apply in the 2019 / 20 financial year for those persons who may be experiencing financial difficulties and reduced capacity to pay their Council rates (which includes property service charges).

Officer's Recommendation:

That Council:

1. Repeal P-2018-17 Financial Hardship Policy as attachment 1; and
2. Adopt P-2019-07 Rating Financial Hardship Policy as attachment 2.

Background:

Council has since October 2016 had a financial hardship policy in place that sets out the circumstances where Council may consider providing some relief for property owners experiencing financial difficulties.

The policy primarily focuses the relief in the form of allowing ratepayers to pay off their rates in instalments and the reimbursement of interest and other costs associated with overdue rates.

The policy has been revised in advance of levying rates and charges for 2019/20 and proposes the following changes for Council's consideration:

- Better defining the definition of property owner and linking it to the relevant provisions under the *Local Government Act 2009* and *Local Government Regulation 2012*.
- Linking the policy to Rates and Charges as strictly defined by the *Local Government Regulation 2012* – this ensures that the policy does not extend beyond rates and charges into other areas where fees apply (eg, for licensing or other specific applications fees).
- The name of the policy has been changed to emphasise that the policy does not extend beyond Council rates (which includes property service charges).
- A new application form has been developed, which is a related document in the policy, which allows the ratepayer to set out their circumstances for consideration by Council.
- Some general tidy up of wording has been carried out as part of the review.

Consideration:

Option 1 – Adopt the Recommendation

This is the recommended option as it provides clear guidance on the application and assessment process and represents the least cost option for Council in that the policy focuses on providing relief in the form of apportioning the payment of costs over time rather than writing off rates and charges.

Option 2 – Amended Policy Position

Council may wish to consider altering the content of the policy to provide more significant financial relief or allowing greater access to the policy by changing the assessment criteria.

The potential risks associated with this option include:

- If Council provides more relief in the form of say, granting greater concessions that reduce the amounts payable, this will increase the rate burden on the balance of the community;
- If the criteria is broadened to allow more applicants to apply, this could impact on cash flow if greater numbers of ratepayers delay the payment of rates and charges.

If Council considers that it would like to provide greater relief and a broadened scope in the policy, it would need to pass a resolution along the lines of the following:

‘That Council repeal existing P-2019-17 Financial Hardship Policy and adopt P-2019-07 Rating Financial Hardship Policy, subject to the following amendments:

- (a) Insert proposed amendment; and*
- (b) Insert proposed amendment.....’*

Option 3 – Resolve not to adopt a Policy and consider requests on a case by case basis

Should Council decide that it does not wish to adopt a policy on this matter, it could repeal the existing policy and consider requests on a case by case basis. The risks associated with this option include:

1. Extra administrative resources required to allow an individual report to be presented to Council via a General Meeting for individual circumstances;
2. Without a clear policy position, inconsistent decision-making may result which could favour one ratepayer over another.

Communication and Consultation (Internal/External):

Executive Team
Manager Revenue Services
Manager Governance

Legal Environmental and Policy Implications:

The Rating Financial Hardship Policy provides the basis on which Council will assess and consider requests for rating relief due to financial hardship.

Financial and Resource Implications:

Allowing property owners to pay off their rates on an instalment plan creates delays in the receipt of funds, however, it will generally not have a great impact on cash flow given that Council’s works programs are delivered throughout the financial year and therefore expenditure is spread accordingly. Delayed receipt of cash can have an impact on the ability for Council to generate interest on investments. This is generally not a significant consideration given that the proportion of residents that meet the criteria for financial hardship would not be significant.

Commentary:

Not applicable

Summary:

Not applicable

Anticipated Resolution Completion Date:

1 July 2019

Attachments:

1. Current P-2018-17 Financial Hardship Policy.
2. Proposed P-2019-07 Rating Financial Hardship Policy (ECM 4284838)
3. P-2019-07 Rating Financial Hardship Policy (tracked changes)

Tabled Items:

Nil.

Report Prepared by: Governance Advisor

G/3.8.7. REVIEW OF WATER ALLOCATIONS AND SEWERAGE CONNECTION CONCESSIONS FOR NOT-FOR-PROFIT SPORTING BODES AND OTHER NOT-FOR-PROFIT ORGANISATIONS

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 18 June 2019

File Ref: CM28.2

Purpose:

The purpose of this policy is to seek Council adoption of a revised Water Allocations and Sewerage Connection Concessions for Not-for Profit Sporting Clubs and other Not-for-Profit Organisations in advance of the adoption of the 2019/20 budget.

Officer's Recommendation:

That Council:

1. Repeal P-2018-21 Water Allocations and Sewerage Connection Concessions for Sporting Bodies and other Not-for-Profit Organisations Policy as attachment 1; and
2. Adopt P-2019-14 Water Allocations and Sewerage Connection Concessions for Not-for-Profit Sporting Clubs and other Not-for-Profit Community Organisations Policy as attachment 2.

Background:

To assist not-for-profit sporting and other not-for-profit community organisations with operational costs, Council has since 2009 had a policy in place to minimise the costs for clubs for water and sewerage services and with the costs of watering playing fields.

The policy has been reviewed in advance of Council's adoption of the 2019/20 budget with the following changes recommended:

- An amendment to the scope of the policy to ensure that it is clear which organisations are eligible for assistance.
- The inclusion of a definition of Sporting Clubs, Playing Fields and Community Club Licence to again clarify the eligibility of organisations and the area of land that the water consumption concession will be calculated on. These definitions are the same as those used in other complementary policies (I.e. Exemption from General and Differential Rates)
- The reference to Water Access and Sewerage Access Charges have been amended to Water Availability and Sewerage Availability Charges to align with the proposed 2019/20 revenue statement to ensure that there is consistency in Council's terminology across the suite of policies and publications.
- A new section on Concession Mechanism has been included to signal to clubs how the charges will be levied and reimbursed and that Council will be conducting annual audits to ensure that concessions are being correctly and equitably applied.
- There has also been some minor wording changes to improve readability and consistency with the definitions.

As part of the levying of charges in 2019/2020, the concessions will show as Rebates on the Rate Notices and Allowances, where applicable, against the consumption. Along with this, the size of

the playing fields, and total annual allowance will also be shown, so that there is no confusion between Officers and organisations of the quantum available to them.

Consideration:

Option 1 – Adopt the Recommendation

Officers recommend this option as it allows Not-for-Profit Sporting and Community Clubs to receive a concession on water and sewerage charges and assist these organisations with meeting the cost of irrigating playing fields.

Option 2 – Amend the revised Policy

Should Council wish to provide a different level of assistance (more or less), it may direct the revised policy to be amended. In order to effect this change, Council would need to pass a resolution as follows:

That Council:

- 1. Repeal existing P-2018-21 Water Allocations and Sewerage Connection Concessions for Sporting Bodies and other Not-for-Profit Organisations Policy; and*
- 2. Adopt revised P-2019-14 Water Allocations and Sewerage Connection Concessions for Not-for-Profit Sporting Clubs and other Not-for-Profit Community Organisations Policy subject to the following amendments.....'*

The risks associated with this option are that if Council resolves to decrease the level of assistance, this will place a greater financial burden on clubs. Increasing the level of assistance will place a greater rating burden on the balance of rate payers.

Option 3 – Repeal the existing Policy

Council may elect to repeal its Water Allocations and Sewerage Connection Concessions for Not-for-Profit Sporting Clubs and other Not-for-Profit Community Organisations Policy and not offer any concessions. Council would need to pass the following resolution if it elects to take up this option:

'That Council repeal existing P-2018-21 Water Allocations and Sewerage Connection Concessions for Sporting Bodies and other Not-for-Profit Organisations Policy.'

The risk associated with this option is that not-for-profit clubs would need to cope with greater operating costs and there may be a disincentive for clubs to irrigate at appropriate levels due to water costs which may have a negative impact on these community assets.

Communication and Consultation (Internal/External):

Executive Team
Manager Revenue Services
Manager Governance

Legal Environmental and Policy Implications:

Under Section 120(1)(b) the *Local Government Regulation 2012*, Council can grant a concession on rates and charges. The Policy sets the quantum of concessions and the terms and conditions that apply.

Financial and Resource Implications:

There are currently 44 organisations accessing this policy at a total concessional cost of \$448,309.90 for the 2018/19 financial year. Council anticipates granting the same level of concessions in the 2019/20 financial year.

Commentary:

Nil

Summary:

Nil

Anticipated Resolution Completion Date:

1 July 2019

Attachments:

1. Current P-2018-21 Water Allocations and Sewerage Connection Concessions for Sporting Bodies and other Not-for- Profit Organisations Policy
2. Proposed P-2019-14 Water Allocations and Sewerage Connection Concessions for Not-for-Profit Sporting Clubs and other Not-for-Profit Community Organisations Policy (ECM 4035860)
3. P-2019-14 Water Allocations and Sewerage Connection Concessions for Not-for-Profit Sporting Clubs and other Not-for-Profit Community Organisations Policy (tracked changes)

Tabled Items:

Nil.

Report Prepared by: Governance Advisor

G/3.8.8. EMPLOYEE CODE OF CONDUCT POLICY

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 18 June 2019

File Ref: CM28.2

Purpose:

Presentation of a revised Code of Conduct Policy for our people for consideration.

Officer's Recommendation:

That Council:

1. Repeal P-2015/29 Code of Conduct Policy as attachment 1; and
2. Adopt P-2019-04 Code of Conduct as attachment 2.

Background:

The Code of Conduct Policy for employees (P-2015/29) is due for review. A Code of Conduct for Gladstone Regional Council was adopted on 5 May 2009 with amendments adopted on 2 April 2013, 20 October 2015, 19 July 2016 and 26 September 2017.

The wording of Policy P-2015/29 has been redrafted with the aim of promoting a standard of conduct that supports "living our corporate values" and seeking the commitment of our people to that standard of conduct. The wording used in the redrafted Code, now represented in a new policy P-2019-04, is reflective of a commitment from our people to a standard of conduct that is required by legislation and meets the expectations of our community. Duplication of legislation and other policies has been removed as much as possible.

The brevity of the redrafted policy and the change in language supports a cultural shift and represents our Strategic Goal to Connect – our people, our values. The Code of Conduct Policy will also be supported by the People and Culture suite of policies and corporate standards.

Consideration:

Council is required to adopt a Code of Conduct for its employees to provide standards of conduct consistent with the ethics principles and values. Whilst Council currently holds a Code of Conduct, it is due for review and the revised proposed Code of Conduct is recommended to ensure it remains consistent and in support of our Corporate plan and values.

If Council wish to choose to make amendments to the proposed code, an alternate recommendation would be:

That Council:

1. *Repeal P-2015/29 Code of Conduct Policy; and*
2. *Adopt P-2019-04 Code of Conduct subject to the following amendments:*
 - a.

It is not recommended to retain the existing policy P-2015/29 as the code does not reflect Council's current Corporate Values.

Communication and Consultation (Internal/External):

In accordance with Section 1.11 of the Enterprise Agreement 2018, Council, before adopting any changes to policies and corporate standards that impact employee entitlements and working arrangements will conduct full, genuine consultation with the Unions and our employees before distribution and implementation of the policy.

In addition, section 17 of the *Public Sector Ethics Act 1994* requires that Council, may approve the code of conduct only if it is accompanied by a written statement by the chief executive officer outlining:

- a) the nature and extent of the consultations that took place during the preparation of the code; and
- b) the outcome of the consultations.

In consideration of these requirements, the following statement is provided:

The wording of the redrafted Code of Conduct was developed by the People Services, Governance and Ethics Integrity and Audit teams in collaboration and consultation with the Executive team.

On 7 March, the proposed redrafted version of the Code of Conduct was presented to the Joint Consultative Committee (JCC) for consideration and for the collaborative development of a consultation process. (The JCC is a representative body comprised of union officials, union delegates and management representatives with one role being to “receive and review information about Council and its workforce and consider all industrial and employment matters that may impact the workforce thus ensuring effective communication between management, employee work teams and all unions.”) The JCC provided support for the intent and content of the draft Code of Conduct and with Council representatives agreed to support and participate in the consultation process, including an initial workshop for union delegates.

A workshop for union delegates was held on 27 March 2019. Suggested amendments to the Code of Conduct included wording changes that focused on supporting a more readable and relevant document. The intent and approach of the draft was supported. The workshop participants agreed that consultation with the wider workforce could be facilitated by holding small workshops at different locations throughout the region.

On 28 March the Chief Executive Officer, via an email to all staff, announced the consultation phase for the revised and simplified Code of Conduct. Supervisors were asked to distribute the announcement to their teams. The announcement included a video of the Chief Executive Officer and the launch of an intranet discussion page and included the draft code as an attachment.

An intranet page, available to all employees, was created to provide communication on the draft code and to provide a portal for employees to register suggested amendments and promote discussion on those suggestions.

Workshops were held (between 16 April and 3 May) at the following locations:

- Gladstone (Thiess room)
- Calliope office – function room
- Gladstone Depot
- Tannum Sands Library
- Calliope Depot
- Tannum Sands Depot
- Miriam Vale Depot
- Miriam Vale Office
- 1770 Depot
- Agnes Water RTC
- Mt Larcom RTC

75 people (approximately 11.5% of our headcount) attended the Code of Conduct Consultation Workshops. (This does not include the Miriam Vale depot as the union delegates had discussed the draft code at a toolbox. The facilitator was on site for the workshop time slot.)

Feedback from the union delegate meeting (held on 27 March) was collated and placed on the intranet page. 4 additional items registered on the cloud discussion page and two further suggestions emailed.

The outcome of the consultation is that amendments received related to wording changes to support a more understandable, relevant and easy to understand document. Feedback received at the workshops supported the intent and approach taken to change:

- replication and language focused on legislation to a language focused on supporting the living of our values which reflect the intent of the legislation
- from directive language such as “you must” to inclusive language of “we will” and
- the reduction of the document from 37 pages to 6 pages.

Legal Environmental and Policy Implications:

The *Public Sector Ethics Act 1994* outlines the requirements for public sector entities in developing, consulting and adopting codes of conduct. The development of the proposed revision to the Code of Conduct has been undertaken in accordance with these requirements.

Financial and Resource Implications:

The provision of copies of Policy P-2019-07 Code of Conduct and training and education (including at induction) do not require specific budgetary allocation however, supporting internal communication documentation and people resources will be required. These resources requirements are provided for within existing resources.

Commentary:

Nil.

Summary:

The Code of Conduct Policy was due for review in accordance with our standard review timeframes. The Policy has been subject to significant review and amendment. Consultation has included engagement with our people and their representatives (I.e. Unions) through consultation workshops and through an online portal.

Anticipated Resolution Completion Date:

Within one month of resolution.

Attachments:

1. Current P-2015/29 Code of Conduct Policy
2. Proposed P-2019-04 Code of Conduct Policy

Tabled Items:

Nil.

Report Prepared by: Ethics Integrity and Audit Specialist

G/3.8.9. MONTHLY FINANCIAL REPORTS FOR PERIOD ENDING 31 MAY 2019

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 18 June 2019

File Ref: FM15.1

Purpose:

This report seeks Council adoption of the Monthly Financial Statements for the 2018-19 year to date, for the period ended 31 May 2019, as required under Section 204 Local Government Regulation 2012.

Officer's Recommendation:

That Council adopt the Monthly Financial Statements attached to this report for the 2018-19 year to date, for the period ended 31 May 2019 as required under Section 204 Local Government Regulation 2012.

Background:

Nil.

Consideration:

Budget Variations

Since the adoption of the 2018-19 budget on 24 July 2018, several variations to budget have been processed in line with emergent needs. Revisions are visible through the Program Budgets and Aggregated Financial Statements with both Adopted and Revised Budget columns displayed.

Council has recently undertaken a forecasting process and budgets have been revised to align with expectations for the rest of the financial year. As a result of this process, Council now has a budgeted operating surplus of \$6.8m. The original budgeted operating surplus for 2018-19 was \$0.5m.

Statement of Income and Expenditure

The pro-rata rate as at 31 May 2019 is 91.78%

Recurrent Revenue

Recurrent revenue is reporting within expectations at \$176.4m or 90.68% of the revised budget of \$194.4m. Notable variations from expectations include:

Grants, Subsidies, Contributions and Donations	Percentage of Revised Budget
	64.13%

Currently at \$12.5m of the revised budget of \$19.5m. The largest instalment of the Financial Assistance Grant is received in June in advance for next year. This year Council is expecting approximately \$3.8m for this payment. The rest of the variance can be explained by a difference in the amount budgeted versus the amount received of Natural Disaster Relief and Recovery

Arrangements (NDRRA) funding. Additional claims for NDRRA funding are expected to be lodged and paid in the coming months.

Capital Revenue

Capital revenue is reporting at 80.98% of the revised budget, totaling \$10.5m of an expected \$13.0m for the year. Included in this category are:

Grants, Subsidies, Contributions and Donations	Percentage of Revised Budget
	80.58%

Currently at \$9.9m of the revised budget of \$12.3m. Funding of \$1.5m is expected to be received in this financial year for capital sewerage projects. Additional outstanding funding of \$0.3m for Transport Infrastructure Development Scheme (TIDS) funding and \$0.6m for Works for Queensland (W4Q) funding is also still to be received on various projects. The remaining variance can be explained by a difference in the amount budgeted versus the amount received of NDRRA funding. Additional claims for NDRRA funding are expected to be lodged and paid in the coming months.

Recurrent Expenses

Year to date expenditure is tracking slightly below expectations, currently sitting at 84.48% of the revised budget of \$187.7m. Included in this category are:

Employee Benefits	Percentage of Revised Budget
	86.61%.

Employee expenses are reporting slightly below budgetary expectations at this time. Costs are currently at \$58.6m, a 7.3% increase when compared with this time last year. The final pay fortnight of May is not processed until the first week of June which will bring the employee expenses back into line with the pro-rata rate.

Materials and Services	Percentage of Revised Budget
	77.67%.

Currently sitting at \$55.4m of a revised budget of \$71.3m. Materials and services expenditure was at 82.96% of the revised budget for the same period last year.

The net operating result for the year to date is \$17.8m compared to \$5.1m for the same period last year.

Statement of Financial Position

Year to Date Assets	Current Value	Revised Budget	Percentage of Revised Budget
	\$2.3b	\$2.2b	101.60%
Year to Date Liabilities	Current Value	Revised Budget	Percentage of Revised Budget
	\$145.3b	\$142.2b	102.19%

Assets and liabilities are within expectations for this time of year.

Capital Expenditure

Year to Date Capital Expenditure	Year to Date \$41.7m	Revised Budget \$54.0m	Percentage of Revised Budget 77.26%
Including Commitments	\$64.4m		119.31%

Capital works expenditure up to 31 May was 77.26% of the revised budget. However, when outstanding purchase orders (commitments) are included, the total capital spend is increased to 119.31% of budget. This percentage will only be reached if all outstanding commitments are met prior to the end of financial year.

Significant actual capital expenditure (not including commitments) is presented by group in the table below:

Group	Adopted Budget	Revised Budget	YTD Actual	Actuals as % of Revised Budget
Road Assets	\$36.937m	\$26.499m	\$20.941m	79%
Water Assets	\$14.263m	\$5.115m	\$3.716m	73%
Sewerage Assets	\$29.535m	\$11.500m	\$8.261m	72%
Waste Assets	\$1.645m	\$0.987m	\$0.369m	37%
Parks & Environment Assets	\$2.875m	\$2.082m	\$1.312m	63%
Asset Planning	\$1.579m	\$0.028m	\$0.028m	100%
Delivery Support & Performance	\$6.815m	\$4.919m	\$5.135m	104%
Property Assets	\$0.000m	\$1.227m	\$0.964m	79%
Strategy & Transformation	\$6.752m	\$1.015m	\$0.832m	82%

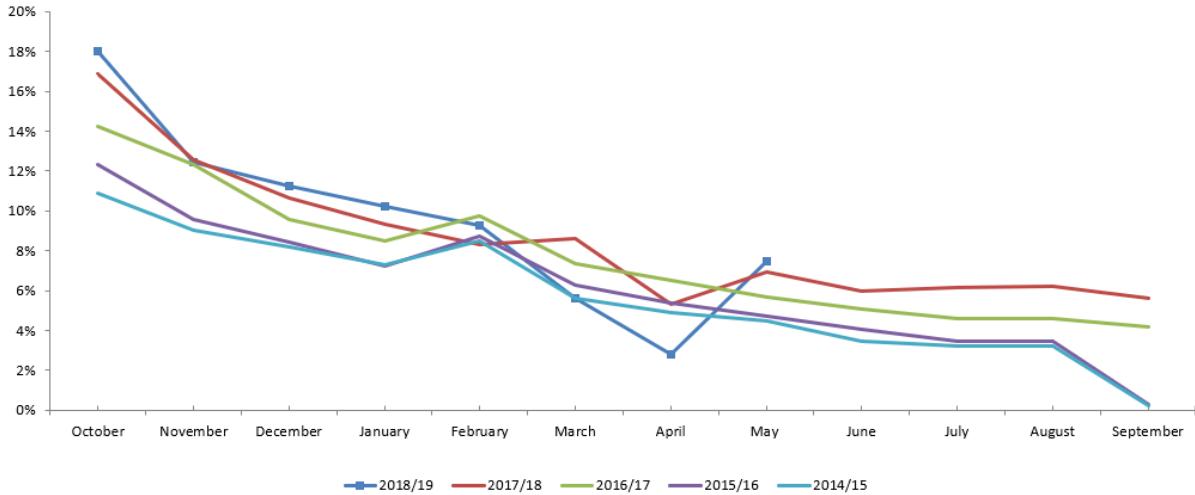
Outstanding Rates

Outstanding rates as a percentage of gross rates levied, and collectible, is at 7.49% at the end of May, compared to 6.91% for the same period last year. All rates are now due.

Of the \$13.1m of outstanding rates, 13.6% relates to commercial / industrial assessments and 86.4% represents residential assessments.

These figures include \$1.3m of rates that are currently being repaid under an authorised payment plan, for which there were 59 commercial/industrial assessments and 1,605 residential assessments. This totals 1,664 assessments, which is an increase from 1,660 assessments in April.

Outstanding Rates



Sustainability Ratios

Councils Sustainability Ratios for the period are generally in line with expectations at this stage of the reporting year. Throughout the year the ratios are distorted as revenue is raised in stages and not evenly across the year. Capital and operating expenditure is incurred on an incremental basis throughout the year.

Financial ratios provide a useful snapshot of Council's financial status and emerging trends. Individual ratios do not provide enough information to form a comprehensive opinion of Council's financial position and performance, but when the right mix of ratios are considered together, they become an important tool in analysing Council's overall financial performance.

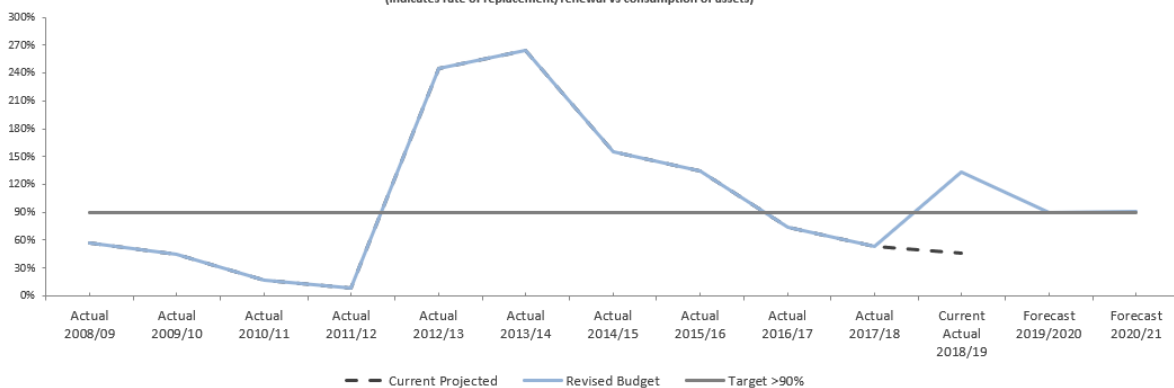
Asset Sustainability Ratio

This ratio compares Councils expenditure on capital renewal or replacement assets with the rate at which our assets are depreciating. A slower rate of capital spending has produced a lower result compared to the same period in the previous year. Council has not achieved the target range since the 2015/16 financial year.

Asset Sustainability Ratio			
Current Year to Date	Prior Year to Date	Budget	Target
46.13%	55.50%	133.48%	>90%

Asset Sustainability Ratio

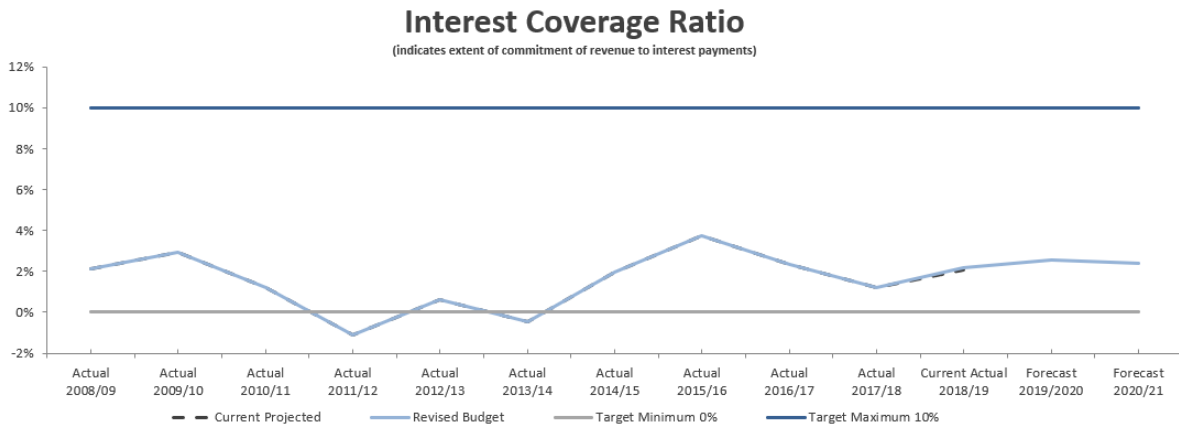
(indicates rate of replacement/renewal vs consumption of assets)



Interest Coverage Ratio

The interest coverage ratio for the year to date is within the target range and will continue to align closely to budget as income is received through June.

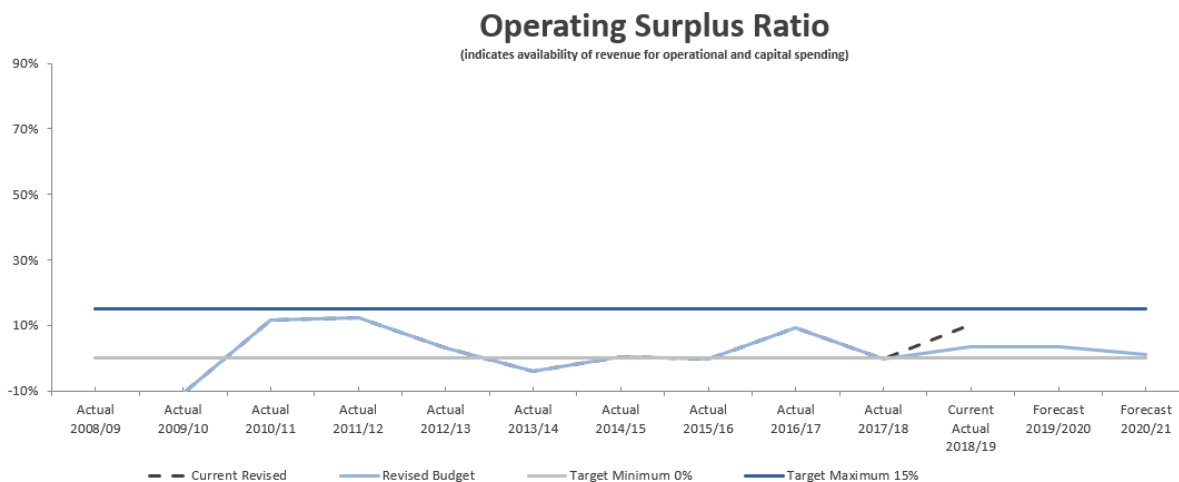
Interest Coverage Ratio			
Current Year to Date	Prior Year to Date	Budget	Target
2.05%	0.89%	2.17%	0% - 10%



Operating Surplus Ratio

The current results of this ratio are sitting within the target range. The current operating surplus is exceeding the budgeted operating surplus, which is reflected in these ratio results.

Operating Surplus Ratio			
Current Year to Date	Prior Year to Date	Budget	Target
10.10%	3.21%	3.50%	0%-15%

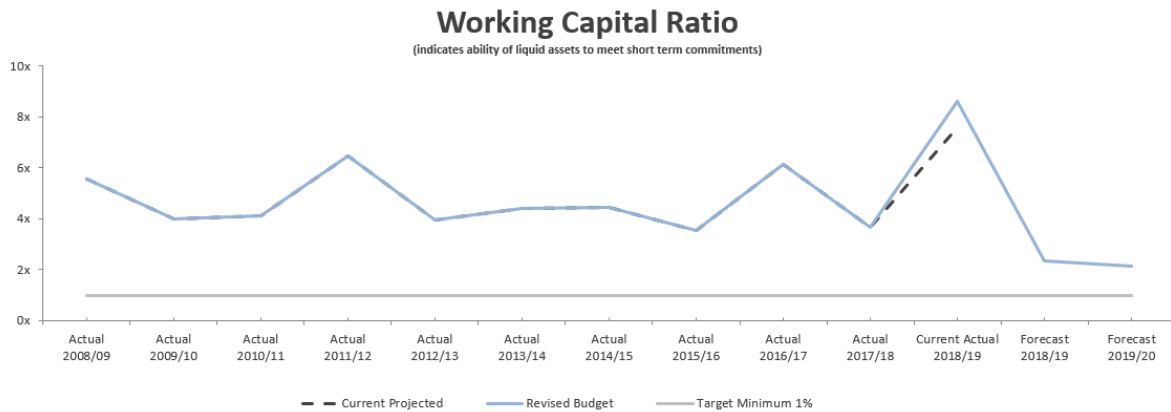


Working Capital Ratio

As the annual rates have been generated, Council has a large balance of current assets including cash and receivables that increase the results of this ratio. Although slightly lower than this time last year, the ratio remains in excess of the target minimum, reflecting a healthy position for Council.

Working Capital Ratio

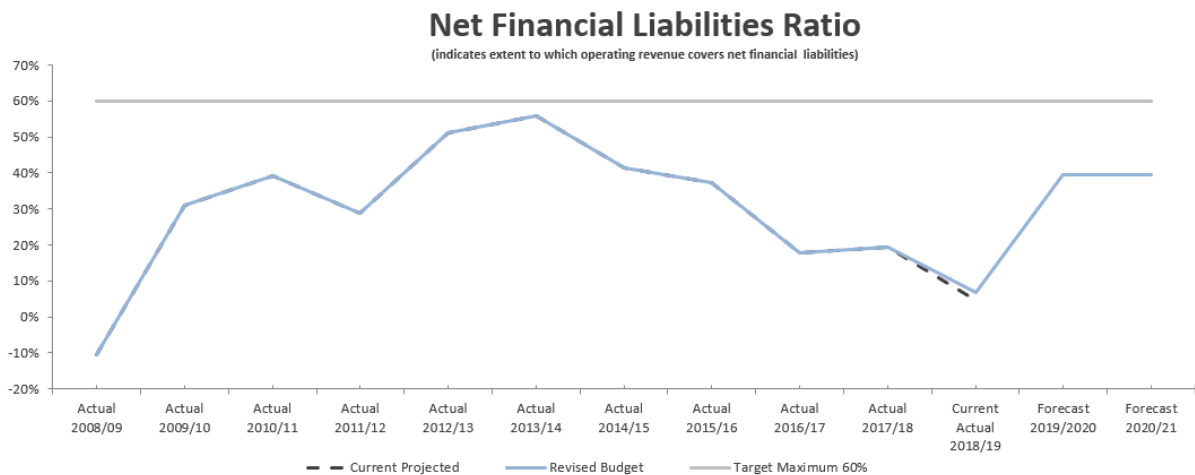
Current Year to Date	Prior Year to Date	Budget	Target
7.58x	7.98x	8.62x	> 1:1



Net Financial Liabilities Ratio

This ratio is also affected by a strong current asset value. It is anticipated to align to budget as expenditure targets are met. The results are better than the same period last year.

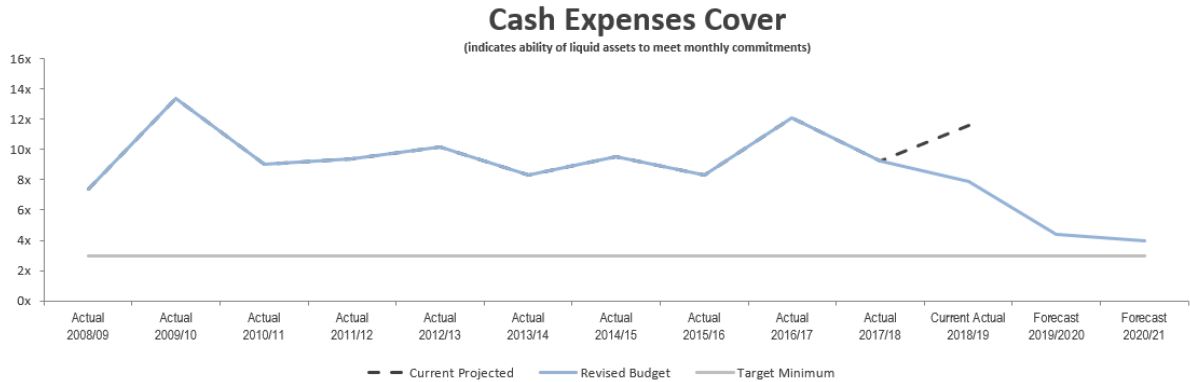
Net Financial Liabilities Ratio			
Current Year to Date	Prior Year to Date	Budget	Target
4.63%	16.95%	6.73%	< 60%



Cash Expenses Cover Ratio

The current result reflects a continuing strong cash position proportional to operating costs. This result is well above the target ratio.

Cash Expenses Cover Ratio			
Current Year to Date	Prior Year to Date	Budget	Target
11.57x	10.92x	7.90x	>3x



Communication and Consultation (Internal/External):

Input regarding budget variations sought from Systems Modelling and Metrics Specialist.
 Input regarding unpaid and prepaid rates sought from Manager Revenue Services.

Legal Environmental and Policy Implications:

Nil.

Financial and Resource Implications:

Nil.

Commentary:

Nil.

Summary:

Nil.

Anticipated Resolution Completion Date:

Nil.

Attachments:

1. Operating Statement for Month End May 2019
2. Monthly Financial Statements period ending 31 May 2019

Tabled Items:

Nil.

Report Prepared by: Accountant

G/4. DEPUTATIONS

G/4.1. INFOFISH AUSTRALIA PTY LTD - PROVIDE INFORMATION ON GLADSTONE FISH STOCKS AND THE COLLECTION OF DATA

Responsible Officer: Chief Executive Officer

Council Meeting Date: 18 June 2019

File Ref: CM7.6

Purpose:

A Deputation will be held for Infofish Australia Pty Ltd to provide information on the work they are doing in relation to Gladstone fish stocks and the technology the organisation is using in collection data.

Officer's Recommendation:

That the Deputation from the Infofish Australia Pty Ltd be received and noted for information only.

Background:

Bill Sawynok on behalf of Infofish Australia Pty Ltd has made an application for a Deputation Request to Council which has been approved by the Mayor. The Deputation is to inform Council in relation to the work the organisation undertakes on data collection and analysis of fish stocks in the Gladstone area and new technology that can be used in the future. The organisation provides support for the Boyne Tannum Hook Up event through the collection of tag data and other data collection. The Boyne Tannum Hookup sponsor Infofish Australia to continue to collect this data. Data has been collected in conjunction with the Gladstone Sportfishing Club since the year 2000.

Attached is a summary of Infofish Australia's activities for further information. Presenters participating in the Deputation will be Bill Sawynok, Rockhampton Manager and Stefan Sawynok, Managing Director. The duration of the deputation will be for 15 minutes and will commence at approximately 11.00 am.

Attachments:

1. Summary of Infofish Australia activities

Tabled Items:

Nil.

Reported Prepared by: Executive Assistant to the Chief Executive Officer

G/5. COUNCILLORS REPORT

Responsible Officer: Chief Executive Officer

Council Meeting Date: 18 June 2019

File Ref: CM17.5

Purpose:

Cr Glenn Churchill submits the following report on the Gladstone Region Regional Arts Development Fund (RADF) Round One 2018-19 Funding Celebration, held on Friday 10 May 2019 at the Gladstone Regional Art Gallery and Museum.

Councillor's Recommendation:

That the report be received.

Background:

The Gladstone Region Regional Arts Development Fund (RADF) is a project developed by Arts Queensland and administered by the Gladstone Regional Council, providing funding for arts and cultural development activities. This presentation was "Live Streamed on the Gladstone Regional Art Gallery & Museum Facebook page".

Local art and cultural, groups and individuals, can apply for funding for specific projects. Submissions are assessed through locally determined policy, by a local committee of dedicated arts and community representatives. Recognition: GRAGM Manager & Curator Jo Duke and Cultural Projects Specialist & RADF Liaison Officer Di Paddick.

TOTAL RADF AMOUNTS AWARDED ROUND ONE 2018-19 PER CATEGORY:

Building Community Cultural Capacity (6 projects)	\$28,069.00
Regional Partnerships (1 project)	\$5,730.62
Contemporary Collections / Stories (3 projects)	\$11,401.00
THE TOTAL PROJECT VALUE ESTIMATE OF THESE SUPPORTED PROJECTS: \$117,986	TOTAL RADF \$ INVESTED \$45,200.62

RADF Chairman Cr Glenn CHURCHILL congratulated recipients of 2018-19 Round 1 *Gladstone Region Regional Arts Development Fund (RADF)*. Expressed gratitude to RADF committee members for their work in mentoring the applicants through the submission process and thanked the Gladstone Regional Art Gallery & Museum personnel for coordinating the round. Also gave recognition to the wonderful volunteer efforts of the RADF Committee for their individual and collective commitment to the program.

Indicated GRC & many people will look forward to these exciting new projects furthering arts and cultural opportunities for benefit of Gladstone Region.

Each recipient was invited to speak about their project, upon announcement.

Applicant Committee member	Project Title	Project description	Category	Artform	Amount invested
Jan Ross-Manley Michael Connolly	<i>Reef on Our Mind: The GBR in the Australian Psyche</i>	Documenting the 'Reef on Our Mind' exhibition for online access	Contemporary Collections / Stories	Design	\$7,000.00
Melissa Peacock (attending) Lorna McGrath	<i>World Community Arts day 2020</i>	Present workshops in conjunction with World Community Arts Day 2020	Regional Partnerships	Visual Arts	\$5,730.62
Gladstone Spinners, Weavers & Fibre Workers (Barbara Kukulies and 3 members attending) Michael Connolly	<i>Rigid Heddel Weaving Techniques class, AKA Knitters Loom</i>	Host Rigid Heddle Weaving workshop	Building Community Cultural Capacity	Visual Arts	\$2,254.00
Capricorn Film Festival Hannah Rodda	<i>Chasing Gold</i>	Creation of new work	Building Community Cultural Capacity	New Media / Film	\$9,500.00
Yarwun Grow Group (Julie Wilson attending) Michael Connolly	<i>Murals in Yarwun</i>	Public artwork at Yarwun Reserve	Building Community Cultural Capacity	Visual Arts	\$3,470.00
Gladstone Performing Arts Company (attending Leanne Brooker & Jenny Garrett) Mike Lunan	<i>Jonathon Welch Coral Workshops</i>	Host two full-day choral workshops led by choir conductor Dr Jonathan Welch	Building Community Cultural Capacity	Music	\$5,358.00
Leah Chynoweth-Tidy (attending) Wesley Walker	<i>Kissing the Flint Music Videos</i>	Create original music videos	Contemporary Collections / Stories	New Media / Film	\$2,566.00
Kristel Kelly (attending) Michael Connolly	<i>Podcast workshop</i>	Host podcast workshop	Contemporary Collections / Stories	New media	\$1,835.00
Creative Gladstone Region Inc. Lorna McGrath	<i>Art workshop "Let the child in"</i>	Mixed media painting workshop and exhibition	Building Community Cultural Capacity	Visual arts	\$2,015.00
Katrina Elliott (attending) Wesley Walker	<i>Aunty</i>	Create mosaic sculpture	Building Community Cultural Capacity	Visual arts	\$5,472.00
TOTAL:					\$45,200.62



Image: Cr Glenn Churchill RADF Chair with RADF Committee members and successful R1 2018-19 RADF recipients.

It was also a pleasure to announce and introduce the 2018-19 RADF Council Strategic Project – **Take pART**. Following previous successful collaborative projects: **Art on Fleet**, **Art in Parks** and **Artist Windows** with local visual artists, **Take pART** is a creative pop-up public art project where visual and performing artists are working together, in conjunction with Gladstone Regional Council’s EcoFest 2019 program. Held at Gladstone Tondoon Botanic Gardens from 9am to 3pm Sunday June 2, EcoFest celebrates World Environment Day.

Also joining the “Live Streamed” presentations from Brisbane, were special guests and street theatre professionals Hoozatt Entertainment’s Rob & Deb Bowen-Saunders. The following list of successful **Take pART** artists, gave a 30-second sneak peek at their EcoFest project.

Hoozatt are providing expert advice to the performers leading up to their visit to Gladstone Region for workshops with the **Take pART** presenters, and their delivery on 1st and 2nd June.

The **Take pART** performances at EcoFest is coordinated by local event specialists Gladstone Festivals & Events (GF&E). Playing a vital **Take pART** role, Event Coordinator Tracey French also assisted in selection and development of their performances for the event.

Take pART performers list:

ARTIST	Title	Partner
Rosemary Anderson	<i>The Rescuer</i>	John Anderson and Boyne Island State School
Leah Chynoweth-Tidy	<i>Discovereco - Reducing Wastelines - Discovery Coast Sustainable Creatives</i>	Madonna’s Café’s Philip Frost and Madonna Lyell, costuming in recycled materials
Kristel Kelly	<i>No Strings Attached</i>	Johanna Houlahan
Melissa Peacock	<i>Wing It</i>	Rosella Park State School
Andreia Pereira & Luke Wrathall	<i>The Story of my Murder</i>	Andreia and Luke

Beryl Wood	<i>Science and Nature</i>	Isabella Wood de Melo
Beryl Wood	<i>Spreading the News</i>	Mana Ridden
Margaret Worthington (apology)	<i>Intrepid Bird Explorer David Chatenborough</i>	Ben Felix



Image: Cr Glenn Churchill RADF Chair with RADF Committee member Mike Lunan and *Take pART* artists.

Summary:

Nil.

Anticipated Completion Date:

Nil.

Attachments:

Nil.

Tabled Items:

Nil.

Report Prepared by: Cr Churchill

G/6. URGENT BUSINESS

Nil.

G/7. NOTICE OF MOTION

Nil.

G/8. CONFIDENTIAL ITEMS

G/8.3. WASTE FEES AND CHARGES FOR THE 2019/2020 FINANCIAL YEAR

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 18 June 2019

File Ref: FM6.1

Reason for Confidentiality:

This report is **CONFIDENTIAL** in accordance with Section 275 (1) of the Local Government Regulation 2012, the meeting is to be closed to the public to discuss business relating to the following: -

- (c) the local government's budget.

G/8.4. WRITE OFF REPORT 2018/2019

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 18 June 2019

File Ref: RV4.2

Reason for Confidentiality:

This report is **CONFIDENTIAL** in accordance with Section 275 (1) of the Local Government Regulation 2012, the meeting is to be closed to the public to discuss business relating to the following: -

(d) rating concessions.