



**GLADSTONE**  
REGIONAL COUNCIL

## **GENERAL MEETING AGENDA**

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

**On 3 September 2019**

**Commencing at 9.00am**

**Leisa Dowling  
CHIEF EXECUTIVE OFFICER**

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## **G/1. MAYORAL STATEMENT OF CURRENT ISSUES**

Nil.

## **G/2. CONFIRMATION OF MINUTES**

### **G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 20 AUGUST 2019**

**Responsible Officer:** Chief Executive Officer

**Council Meeting Date:** 3 September 2019

**File Ref:** CM7.2

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**Purpose:**

Confirmation of the minutes of the General Meeting held on 20 August 2019.

**Officer's Recommendation:**

That the minutes of the General Meeting of Council held on 20 August 2019 be confirmed.

**Attachments:**

1. Minutes of the General Meeting of Council held on 20 August 2019.

**Tabled Items:**

Nil.

**Report Prepared by:** Executive Secretary

## **G/3. OFFICERS' REPORTS**

### **G/3.1. OFFICER'S REPORTS**

#### **G/3.1.1. QUARTERLY REVIEW OF THE 2018/19 GLADSTONE REGIONAL COUNCIL OPERATIONAL PLAN - QUARTER 4**

**Responsible Officer: General Manager Strategy and Transformation**

**Council Meeting Date: 3 September 2019**

**File Ref: CM14.2**

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#### **Purpose:**

To present the quarterly progress toward implementation of Gladstone Regional Council's 2018/2019 Operational Plan for the quarter ending 30 June 2019.

#### **Officer's Recommendation:**

That the information contained within the Assessment of the Implementation of the 2018/19 Operational Plan – Quarter 4 report be noted.

#### **Background:**

Endorsed 4 September 2018, the Operational Plan 2018/2019 identifies what activity is necessary to deliver on the vision and objectives contained in the Gladstone Regional Council Corporate Plan 2018-2023, which was adopted on 3 July 2018.

In accordance with requirements under s.174(3) of the *Local Government Regulation 2012*, the report for the quarter ending 30 June 2019 is presented for Council's information.

The attached report provides an assessment of the organisation's progress toward the implementation of the actions, projects, initiatives and key performance indicators as identified in the 2018/2019 Operational Plan.

#### **Consideration:**

Nil.

#### **Communication and Consultation (Internal/External):**

Relevant levels of management have provided the content for the attached report, which has then been reviewed and approved at General Manager level.

#### **Legal Environmental and Policy Implications:**

Section 174(3) *Local Government Regulation 2012* (Preparation and adoption of annual operational plan) states that: The Chief Executive Officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months.

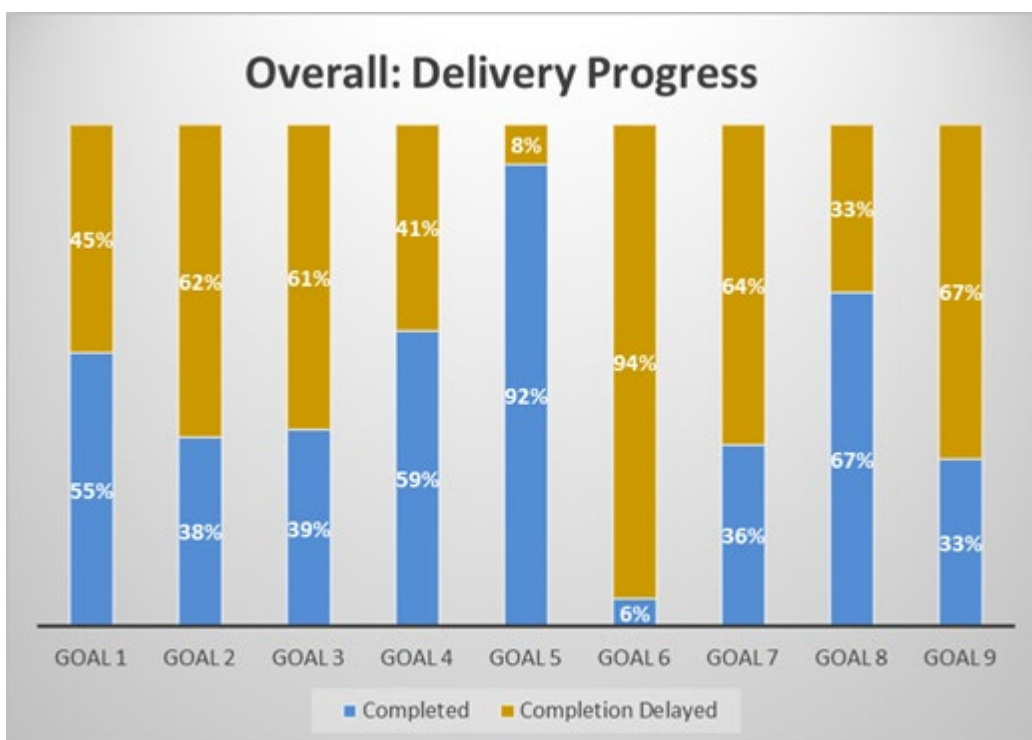
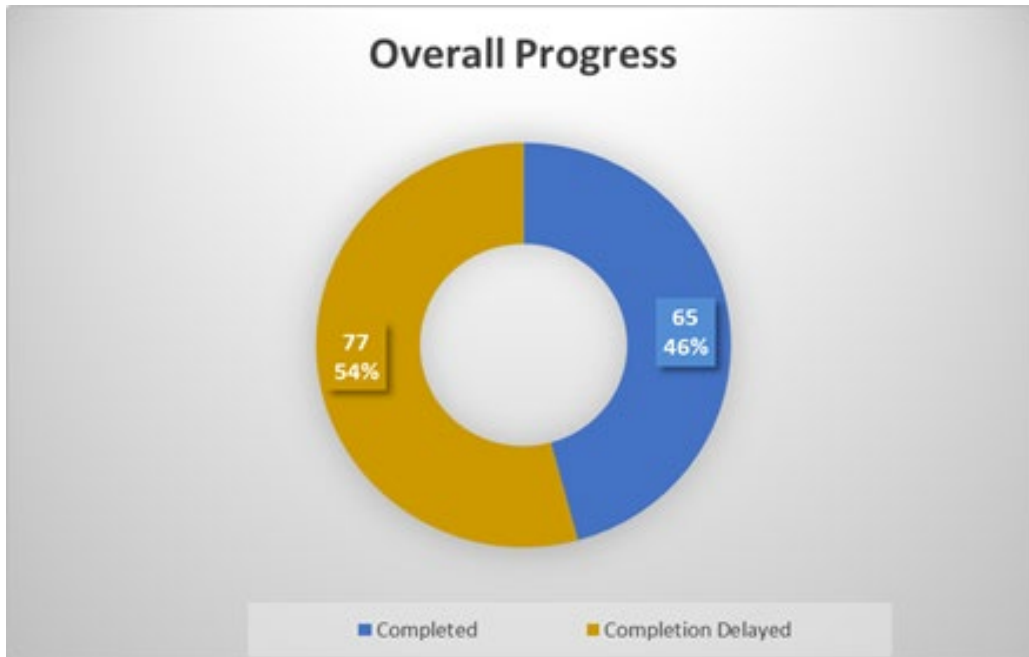
## Financial and Resource Implications:

Nil.

## Commentary:

Refer to attached report for progress against each operational plan item.

## Summary:



**Anticipated Resolution Completion Date:**

3 September 2019

**Attachments:**

1. Q4 2018 19 Gladstone Regional Council Operational Plan Assessment

**Tabled Items:**

Nil.

**Report Prepared by:** Strategic Policy and Planning Specialist

## **G/3.1.2. REVIEW OF INFORMATION AND COMMUNICATION TECHNOLOGY POLICY**

**Responsible Officer: General Manager Finance Governance and Risk**

**Council Meeting Date: 3 September 2019**

**File Ref: CM28.2**

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### **Purpose:**

To propose repealing the current Computer and Telecommunications Policy and replacing it with an Information, Communications and Technology Corporate Standard.

### **Officer's Recommendation:**

That Council repeal P-2014/35 Computer and Telecommunications Policy, noting it will be replaced with an Information, Communications and Technology Corporate Standard.

### **Background:**

The scheduled review of the Computer and Telecommunications Policy and Corporate Standard have been undertaken. It is proposed that the Policy be repealed, with a Corporate Standard (amended) to remain in place.

### **Consideration:**

The current Policy provides a number of statements which are either aligned with Council's previous strategic position or which are operational in nature.

Specifically, Policy statement 6.2 reflects a conservative approach to ICT, however Strategic Goal 9 (Smart Investment) of our Corporate Plan provides for actively using technology to reduce operational costs.

Also reflective of Strategic Goal 9 is Policy statement 6.11 (alignment of technology with strategies). This has been provided for in the 2019/2020 Operational Plan with a Digital Strategy to be developed in Quarter 2 and an ICT Technology Strategy to be developed in Quarter 3.

Furthermore, Policy statement 6.4 requires major ICT initiatives to be supported by quantifiable business benefits having been costed effectively using "whole of life" criteria and prioritised according to the Operational Plan. The repealing of the Policy will not impede Elected Member consideration of such initiatives as these are adopted through the budget process.

The balance of Policy statements are largely administrative statements in that they provide details about how the ICT Team will contribute to the achievement of the business's strategic goals. For example:

- the impact on customers will be considered;
- the accountability of users; and
- the consideration of the existing capabilities of ICT systems and solutions.

It is the officer's recommendation that the Computer and Telecommunications Policy be repealed as:

- it does not add value to the strategic position already set within the Corporate Plan and Operational Plan;
- there is no legal requirement to adopt a policy of this nature; and



- the Corporate Standard provides the operational guidance.

Alternatively, Elected Members may seek to retain an ICT Policy. In this instance, officers will review the current policy and provide a revised policy for adoption at a future General Meeting.

### **Communication and Consultation (Internal/External):**

The review of these documents has been in conjunction with Governance and the Information, Communications and Technology Team. Internal discussions have also occurred with:

- Executive Team;
- Insights and Innovation Team;
- Digital Communications Advisor;
- Senior GIS Officer;
- Records Management Specialist; and
- Leaders were also given the opportunity to attend consultation sessions or provide feedback via email.

### **Legal Environmental and Policy Implications:**

There is no legal requirement to adopt a Policy. The adoption of the officer's recommendation will result in the repealing of the existing Policy, with the revised Corporate Standard to be adopted by the Chief Executive Officer.

Council also has a separate Information Privacy Policy which addresses the collection and protection of personal information.

### **Financial and Resource Implications:**

No additional financial or resource implications will be incurred as a result of repealing the Policy. ICT purchases are provided for in the operational budget.

### **Commentary:**

Nil.

### **Summary:**

Nil.

### **Anticipated Resolution Completion Date:**

Within two weeks of resolution.

### **Attachments:**

1. Current Policy P-2014/35 Computer and Telecommunications
2. Draft Corporate Standard CS-2019-12 Information, Communications and Technology.

### **Tabled Items:**

Nil.

**Report Prepared by:** Policy Officer (Acting)

## **G/3.1.3. WELCOMING CITIES REPORT**

**Responsible Officer: General Manager Community Development and Events**

**Council Meeting Date: 3 September 2019**

**File Ref: ED2.1**

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### **Purpose:**

This report seeks Council's resolution to obtain premium membership of the Welcoming Cities Network, and adoption and accreditation of the Welcoming Cities Standard (The Standard).

### **Officer's Recommendation:**

That Council seek membership within the Welcoming Cities Network and seek initial accreditation at the 'established' level with progression to 'advanced' as soon as practicable.

### **Background:**

Becoming a *Welcoming City* aids Council in embracing diversity, fostering social cohesion and building economic success in the face of complex population challenges.

Welcoming Cities uses a whole-of-community approach to, not only embrace diversity but also, harness its strength and identify opportunities to enhance our multicultural focus.

The Welcoming Cities Standard is a central element of the Welcoming Cities network. The Standard establishes the framework for local councils to:

- Benchmark their cultural diversity and inclusion policies and practices across the organisation
- Identify where and how further efforts could be directed
- Assess progress over time

There are five stages of The Standard that Council can progress through:

1. Committed (membership stage)
2. Established
3. Advanced
4. Excelling
5. Mentoring

With six categories of criteria under The Standard:

1. Leadership
2. Social and Cultural Inclusion
3. Economic Development
4. Learning and Skills Development
5. Civic Participation
6. Places and Spaces

## **Consideration:**

Gladstone Regional Council is already aligned with many of the Welcoming Cities criteria. Maintaining premium membership of the Network and seeking accreditation will help in delivering several of Council's commitments as per Operational Plan 2019-2020.

Membership and accreditation will support the outputs for Council's Connect Strategic Goal 3: Our people, our values, point 3.2a: develop and implementation of a diversity and inclusion framework. Delivery of this commitment will work hand-in-hand with becoming a Welcoming City.

Joining the Welcoming Cities Network and becoming an accredited Council will also support the output of, and help to shape and influence Connect Strategic Goal 1: Engaged, involve and proud communities, part 1.1c: develop a community development strategy.

There are currently 31 local Council's and Governments across Australia that are registered Welcoming Cities, with two of these residing in Queensland: the Livingstone Shire Council and the Balonne Shire Council.

Becoming a registered Welcoming City provides Gladstone Regional Council with an opportunity to align with best practice multiculturalism that is already prevalent across other Council's and Governments in Australia.

By pursuing premium membership and accreditation Gladstone Regional Council can ensure it is at the forefront of igniting multicultural inclusiveness and growth.

To achieve premium membership of the Welcoming City Network, Council is required to complete the attached Welcoming Cities Commitment Form – signed by either the Mayor or CEO along with the association costs as outlined under *Financial and Resource Implications*.

To achieve accreditation of the 'Established' level of The Standard, Council is required to meet, via self-assessment, the criteria as laid out in category 1.0 Leadership (attached). This criteria and indicators are then verified by Welcoming Cities. Accreditation expires every three years with Council's wishing to maintain their level of accreditation or progress to the next level muster-apply. *Please see attached document: How to become an accredited Welcoming City.*

Council is already aligned with numerous 'Leadership' criterion. Out of the 16 deliverables, seven are already being addressed through Council's:

- Reconciliation Action Plan deliverables
- Acknowledgment to Country and Welcome to Country practices at Council and Council sponsored events
- Participation in and support of 'multicultural' events ie Multicultural Festival
- Saiki Sister City initiative
- Adopted Operational Plan 2019-2020

A further five deliverables can be easily achieved, using human resources of existing Council officers, through:

- Opportunity for RAP elders to attend and present at WIN's language classes held at the Gladstone Library
- marketing and communication strategy
- community engagement.
- Attached are the criteria for all six levels of Welcoming Cities accreditation, including notes on what Council is already aligned with and noting opportunities to satisfy other deliverables within that level.

## **Communication and Consultation (Internal/External):**

Nil.

**Legal Environmental and Policy Implications:**

Nil.

**Financial and Resource Implications:**

Seeking membership of the Welcoming Cities Network provides a free or premium membership option.

Free membership will provide Council with formal recognition and promotion as a member of the network, access to the Welcoming Cities network, access to members group and knowledge sharing platform, access to library of leading cultural diversity and inclusion materials, suite of images and promotional material, invitation to face-to-face meetings of state based members, discounted tickets to the annual Welcoming Cities Symposium and access to the established accreditation level (additional fees apply).

Premium membership will provide Council with all of the above and additional benefits of; access to advanced, excelling and mentoring accreditation levels (additional fees apply), support to develop and promote case studies that support Council's work, media and publicity opportunities, opportunity to present and be profiled at the annual Welcoming Cities Symposium and consultancy support including advice, referrals and workshops.

Premium membership pricing is based on population size with Gladstone Regional Council sitting in the 50,000 – 150,000 population size category. Annual premium membership costs \$3,000.

Seeking accreditation at the established level will cost Council \$2,000 for a maximum of three year's accreditation. Please see below table outlining financial implications for the accreditation levels:

<b>Accreditation level</b>	<b>Cost</b>
Established	\$2,000 for three years accreditation
Advanced	\$5,000 for three years accreditation
Excelling	\$10,000 for three years accreditation
Mentoring	No further cost to Excelling accreditation

*Please see attached Membership Guide and How to become an accredited Welcoming City.*

As Council is already aligned with parts of the Welcoming Cities Standard achieving accreditation can be attained using resources in existing Council officers. The Community Development Team is well placed to lead this program of works.

**Commentary:**

Nil.

**Summary:**

Nil.

**Anticipated Resolution Completion Date:**

September 2020.

**Attachments:**

1. Welcoming Cities Membership Guide

**Tabled Items:**

Nil.

**Report Prepared by:** Community Development Officer

## **G/4. DEPUTATIONS**

### **G/4.1. DEPUTATIONS**

#### **G/4.1.1. DR GASTON BOULANGER - GLADSTONE DISTRICT HOSPITAL DEVELOPMENTS**

**Responsible Officer: Chief Executive Officer**

**Council Meeting Date: 3 September 2019**

**File Ref: CM7.6**

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#### **Purpose:**

A presentation to Council will be held by Dr Gaston Boulanger to inform the Mayor, Councillors and Gladstone Community about the developments regarding the Gladstone District Hospital.

#### **Anticipated Outcome:**

That the Deputation from Dr Gaston Boulanger be received.

#### **Background:**

Council will receive a deputation from Dr Gaston Boulanger to explain what has happened since 2012, the start of Here 4 Health, the Vision 2030 report from Central Queensland Hospital and Health Service and the response of the Gladstone doctors. The Deputation has been approved by the Mayor.

The goal of the deputation is to inform the community and create a platform to move forward, to describe the lacking services in Gladstone District Hospital, District Health Workforce Shortage closure and the Mater Hospital being for sale.

The presentation details are as follows:

<b>Time of Presentation</b>	9.00 am
<b>Duration of Presentation plus question time</b>	30 minutes
<b>Speakers to present</b>	Dr Gaston Boulanger
<b>Matter currently or previously subject to legal proceedings?</b>	No

#### **Attachments:**

Nil.

#### **Tabled Items:**

Nil.

**Reported Prepared by: Executive Secretary**

## **G/4.1.2. GLADSTONE FESTIVALS AND EVENTS ASSOCIATION INC - OVERVIEW OF AUSTRALIA DAY 2019 AND ECOFEST 2019**

**Responsible Officer: Chief Executive Officer**

**Council Meeting Date: 3 September 2019**

**File Ref: CM7.6**

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### **Purpose:**

Gladstone Festivals and Events Association Inc. will present an overview on the two Council events it manages on Australia Day 2019 and Ecofest 2019.

### **Anticipated Outcome:**

That the Deputation from Gladstone Festivals and Events Association Inc. be received.

### **Background:**

Council will receive a Deputation from Gladstone Festivals and Events Association (GFE) on the Australia Day 2019 and Ecofest 2019 events. The organisation has made an application for a Deputation which has been approved by the Acting Mayor.

Gladstone Festivals and Events currently manage and operate these events under a contract for Council and have asked to provide information and have an open discussion on both events coming up to the expiry of their contract. GFE are seeking a contract renewal of another two years.

Deputation details are as follows:

<b>Time of Presentation</b>	10.45 am
<b>Duration of Presentation plus question time</b>	30 minutes
<b>Speakers to present</b>	Tracey French Raymond Lewis Clare King Nicola Scurr
<b>Is the matter currently or subject to legal proceedings?</b>	No
<b>Is the matter for information only to Council?</b>	Yes

### **Attachments:**

Nil.

### **Tabled Items:**

Nil.

**Reported Prepared by: Executive Secretary**

## **G/5. COUNCILLORS REPORT**

Nil.



## **G/6. URGENT BUSINESS**

Nil.

## **G/7. NOTICE OF MOTION**

**Responsible Officer: Chief Executive Officer**

**Council Meeting Date: 3 September 2019**

**File Ref: CM7.2**

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### **Purpose:**

This report presents information for Council to review the decision to extend the 10% discount period and 5% discount period by 30 days for residential, rural and commercial ratepayers. Mayor Matt Burnett has provided this notice of motion via email on 26 August 2019.

### **Officer's Recommendation:**

1. That Council in accord with Section 130 (7) *Local Government Regulation 2012* extend the discount period for the 2019/2020 Rate Levy such that a discount of 10% will be allowed if payment is made in full within the discount period of the initial sixty (60) days of the date of issue of the rate notices and a discount of 5% will be allowed if payment is made in full within the discount period after the initial sixty (60) day period but before ninety (90) days of the date of issue of the rate notice, for the following rates and charges:

- general rates;
- waste cleansing charges;
- sewerage charges;
- trade waste charges; and
- water availability (fixed costs component) charges; and

2. That Council amend Section 6.9.2 (f) of the Revenue Statement to:

*“The maximum instalment payment frequency is to be six-monthly; however, optimally this frequency should not exceed monthly and advance payments on a weekly and fortnightly basis are accepted”*

### **Background:**

Despite a media campaign around Council's decision to revert to a single rates notice this year, the community is largely unaware of the change.

This, together with a delay at the printers and distribution means many residents will not have adequate time to take advantage of the 10% or 5% discount periods, within the timeframes that were intended, with notices being received up to a week later (7 days) than the issue date on the Rates Notice of 19<sup>th</sup> August 2019.

The half yearly water and sewerage bill was introduced to spread the cost during an economic downturn following the LNG construction boom.

While the economy is certainly improving many residents and small businesses are still struggling financially.

I appreciate residents can make weekly, fortnightly, monthly, quarterly and half yearly payments however the printing and distribution delay on top of the change to the rating frequency of water and sewerage access charges has negatively impacted on many household budgets.

In order to support local families and small business I believe an extension of the discount period is fair and reasonable.

**Consideration:**

Nil.

**Communication and Consultation (Internal/External):**

Nil.

**Legal Environmental and Policy Implications:**

The head of power to extend the discount period for the payment of rates and charges is provided for within Section 130(7) *Local Government Regulation 2012*

Further that the Revenue Statement adopted within the budget for 2019/2020, as adopted only facilitates instalments with a maximum frequency of monthly, an amendment is recommended to ensure ratepayers have optimum flexibility with respect to instalment plans.

**Financial and Resource Implications:**

The cost of the decision to extend the period, principally relates to the delay in receipt of income and therefore reduced cash flow from rates for additional thirty days.

Past experience has shown that approximately 85% of ratepayers, pay within the discount period and whilst it is difficult to assess how many ratepayers will utilise the additional thirty days, for calculating lost interest income it is assumed that one third of rate payers will pay within 30 days and the balance of those that take up discount within 60 and 90 days. The anticipated impact on lost interest income at current investment rates of 2.35% is approximately \$200,000.

**Commentary:**

Revised 60 day and 90 day discount dates will be 18<sup>th</sup> October 2019 and 19<sup>th</sup> November 2019, respectively.

**Summary:**

Nil.

**Anticipated Resolution Completion Date:**

3 September 2019.

**Attachments:**

Nil.

**Tabled Items:**

Nil.

**Report Prepared by:** Executive Secretary

## **G/8. CONFIDENTIAL ITEMS**

### **G/8.1. ENERAQUE PTY LTD - DIESEL GENERATOR SOLE SUPPLIER**

**Responsible Officer: General Manager Operations**

**Council Meeting Date: 3 September 2019**

**File Ref: PE1.1**

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#### **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: -

- (e) contracts proposed to be made by it.

## **G/8.2. PSA 222-19 SUPPLY OF PLUMBING FITTINGS AND FIXTURES**

**Responsible Officer: General Manager Operations**

**Council Meeting Date: 3 September 2019**

**File Ref: PE1.1**

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### **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: -

- (e) contracts proposed to be made by it.

**ATTACHMENTS**