



GLADSTONE
REGIONAL COUNCIL

GENERAL MEETING AGENDA

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

On 5 November 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 15 OCTOBER 2019

Responsible Officer: Chief Executive Officer

Council Meeting Date: 5 November 2019

File Ref: CM7.2

Purpose:

Confirmation of the minutes of the General Meeting held on 15 October 2019.

Officer's Recommendation:

That the minutes of the General Meeting of Council held on 15 October 2019 be confirmed.

Attachments:

1. Minutes of the General Meeting of Council held on 15 October 2019.

Tabled Items:

Nil.

Report Prepared by: Executive Secretary

G/3. OFFICERS' REPORTS

G/3.1. OFFICER'S REPORTS

G/3.1. QUARTERLY REVIEW OF THE 2019/20 GLADSTONE REGIONAL COUNCIL OPERATIONAL PLAN - QUARTER 1

Responsible Officer: General Manager Strategy and Transformation

Council Meeting Date: 5 November 2019

File Ref: CM14.2

Purpose:

To present the quarterly progress toward implementation of Gladstone Regional Council's 2019/20 Operational Plan for the quarter ending 30 September 2019.

Officer's Recommendation:

That the information contained within the Assessment of the Implementation of the 2019/20 Operational Plan – Quarter 1 report be noted.

Background:

Endorsed 17 July 2019, the Operational Plan 2019/20 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 September 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 2019/20 Operational Plan.

In order to continue to promote transparency across the business, the results of those items within the 2018/19 Operational Plan which were incomplete as at 30 June 2019 and not included in the formulation of the 2019/20 plan will continue to be reported on quarterly until they are finalised. The items are reported on separately to the 2019/2020 items.

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 the attached report for progress against each operational plan activity.

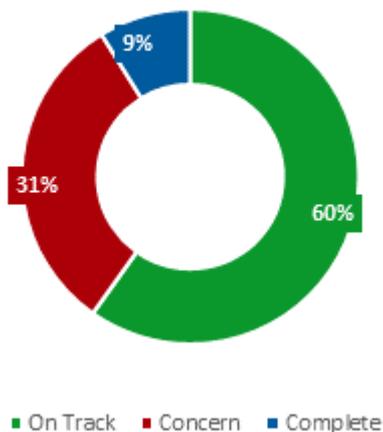
Summary:

2019/20 Operational Plan results are as follows:

Goal Outcome - Summary

Goal	On Track	Concern	Complete	Total
Goal 1. Engaged, involved and proud communities.	10	5	1	16
Goal 2. Healthy environment, healthy community.	7	1	0	8
Goal 3. Our people, our values.	5	4	0	9
Goal 4. Ethical and responsible government.	8	8	1	17
Goal 5. Outstanding customer service.	8	0	0	8
Goal 6. Smart asset management.	4	6	5	15
Goal 7. Operational excellence.	7	4	1	12
Goal 8. Grow the region.	5	0	0	5
Goal 9. Smart investment.	7	4	1	12
Total	61	32	9	102

Overall Progress



2019 / 2020
Operational Plan Overall Progress

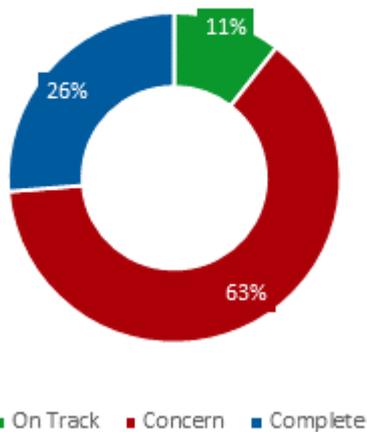
There has been significant progress on items of concern since this report has been finalised that will be reflected in the Quarter 2 report.

2018/19 Operational Plan results are as follows:

Goal Outcome - Summary

Goal	On Track	Concern	Complete	Total
Goal 1. Engaged, involved and proud communities.	0	1	4	5
Goal 2. Healthy environment, healthy community.	1	3	0	4
Goal 3. Our people, our values.	0	3	1	4
Goal 4. Ethical and responsible government.	1	0	0	1
Goal 5. Outstanding customer service.	0	1	0	1
Goal 6. Smart asset management.	0	3	0	3
Goal 9. Smart investment.	0	1	0	1
Total	2	12	5	19

Overall Progress



2018 / 2019
Operational Plan Overall Progress

Anticipated Resolution Completion Date:

12 November 2019.

Attachments:

1. Q1 2019-20 Gladstone Regional Council Operational Plan Assessment

Tabled Items:

Nil.

Report Prepared by: Strategy Policy and Planning Specialist

G/3.2. 2018-2019 GLADSTONE REGIONAL COUNCIL ANNUAL REPORT ADOPTION

Responsible Officer: General Manager Strategy and Transformation

Council Meeting Date: 5 November 2019

File Ref: CM18.1

Purpose:

Presenting the 2018/19 Gladstone Regional Council Annual Report for adoption.

Officer's Recommendation:

That the 2018/19 Gladstone Regional Council Annual Report be adopted in accordance with Section 182 of the *Local Government Regulation 2012*.

Background:

Section 104(3)(a) of the *Local Government Act 2009* and s182 of the *Local Government Regulation 2012* require local governments to prepare an Annual Report for each financial year.

The Annual Report is Council's primary progress report to the community, documenting the progress and achievements of the 2018/19 financial year, and relating this progress to our adopted Operational and Corporate Plans.

Also included in this report are the final audited financial statements for the reporting period 1 July 2018 to 30 June 2019, which have been audited by Queensland Audit Office, without qualification.

Consideration:

Nil.

Communication and Consultation (Internal/External):

Relevant officers were requested to provide information for inclusion in the report.

General Managers were provided with the opportunity to provide feedback on the draft Annual Report content.

Council's appreciation is extended to Council staff for their contribution to the content of the 2018/19 Gladstone Regional Council Annual Report.

Legal Environmental and Policy Implications:

Local Government Regulation 2012 s182 legislates both the requirement for Council to prepare an Annual Report and also the time within which Council must adopt an Annual Report, which is legislated at not more than one month from the date the Auditor General certifies the annual financial statements.

Local Government Act 2009 s104(5)(b) requires the preparation of the Annual Report to be a core integrated part of Councils financial management systems.

This year Strategy and Transformation worked with Governance to conduct a full review to ensure compliance of our Annual Report.

Financial and Resource Implications:

The 2018/19 Annual Report has been completed internally by Council officers and has not required an additional budget allocation.

Commentary:

The 2018/19 Gladstone Regional Council Annual Report presents Council's performance against the delivery of Council's Corporate Plan 2018-2023. The Annual Report 2018/19 showcases the significant events and achievements of our organisation and our region, along with reporting our performance across the entire business.

The report also highlights our financial position and performance not only for 2018/19, but includes current forecasts for two subsequent financial years.

The report is centered around the theme, 'Connect. Innovate. Diversify'. in line with our Corporate Plan 2018-2023. This theme reflects the focus to truly connect with our community and environment and to future-proof our organisation to deliver according to the needs of the community. The intent is to meet these needs in an efficient and responsive manner, embracing innovation and taking the value for money approach to service delivery. The year 2018/19 represents the start of our journey to create a strong fabric of community connectedness; an organisation whose culture is proudly defined by innovation and a region that celebrates the diversification of opportunities and lifestyle.

Summary:

Nil.

Anticipated Resolution Completion Date:

12 November 2019.

Attachments:

1. 2018-2019 Gladstone Regional Council Annual Report

Tabled Items:

Nil.

Report Prepared by: Strategy Policy and Planning Specialist

G/3.3. REVIEW OF REPRESENTATION ON THE GLADSTONE FOUNDATION

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 5 November 2019

File Ref: CM7.1

Purpose:

This report presents information to assist in determining whether Council should continue with representation on the Board of the Gladstone Foundation.

Officer's Recommendation:

That Council determine a position on representation on the Board of the Gladstone Foundation.

Background:

One of the outputs of Council's 2019/20 Operational Plan is to '*Review existing and develop new organisational committees that are aligned to strategic objectives*'. This requires a governance review of Council appointed representation on external organisations including the Gladstone Foundation.

The Gladstone Foundation was established under a Trust Deed on 11 February 2011 for the purpose of managing the voluntary contributions made by infrastructure project proponents in Gladstone towards social infrastructure in the region. The trust deed sets out the following specific purposes of the Trust:

"The Specific Purposes of the Trust are for the benefit of the Gladstone Region and are in no specific order:

- a. The relief of poverty;*
- b. The relief of the needs of the aged;*
- c. The relief of sickness or distress;*
- d. The advancement of religion;*
- e. The advancement of education;*
- f. The provision of childcare services on a non-profit basis; and*
- g. Other purposes which are for the benefit of the Gladstone Region."*

The Trustee of the Foundation is the Public Trustee of Queensland. The Trustee has the power to establish and appoint the Board of Advice taking into account the views of the Minister for State Development, Manufacturing, Infrastructure and Planning. Board membership is presented below:

- Mr Tim Griffin, OAM (Chair)
- Mayor Matt Burnett
- Mrs Maxine Brushe
- Mr Bob McCosker
- Mr Robert Gibb
- Mrs Karen Leinster
- Mr Richard Austin.

Membership must be at least 6 members but not more than 10.

Options & Risk Analysis:

Gladstone Regional Council (GRC) - Entity Considerations

Some considerations for Council in determining this matter should include:

- The Board of Advice has no decision-making powers and can only make recommendations to the Trustee.
- Council as a representative of the community may wish to participate in providing advice on what social infrastructure is appropriate for the community it serves.
- The Trustee Deed that establishes the Foundation states that, the Trustee in appointing the members of the Board of Advice, will use best endeavours to appoint members from the following:
 - (a) the Queensland Government;
 - (b) the local government of Gladstone Region;**
 - (c) the business sector of the Gladstone Region;
 - (d) community or philanthropic representatives from the Gladstone Region; and
 - (e) industry donors to the Foundation.
- Council is not a financial contributor to the Gladstone Foundation.
- The Trustee Deed requires a minimum of six Members on the Board of Advice. There are currently seven members.

Appointed Representative – Potential Conflicts

Councillors are obligated under the *Local Government Act 2009* to act in good faith and in the best interests of Council [S.12(6)]. The trust deed that establishes the Gladstone Foundation does not contain any specific requirements in relation to the duties and obligations of the Board of Advice other than fulfilling the functions set out in the Terms of Reference.

4.2 FUNCTION

The Board of Advice's broad function is to:

- (a) promote and market the Foundation to the community and the key stakeholders (including potential donors);
- (b) bring a wide community perspective reflective of the Members' background, skills and experience to the Trustee's administration and management of the Foundation;
- (c) make recommendations to the Trustee regarding the distribution of capital and income from the Foundation in pursuing the Specific Purposes;
- (d) comment and assist where possible in identifying opportunities for the Foundation;
- (e) provide recommendations as to suitable key indicators of financial performance of the Foundation and its activities;
- (f) liaise with the Gladstone Region Community Development Committee in its role to provide the board with expert advice and local content and context regarding social infrastructure and programs;
- (g) monitor and regularly report to the Trustee on the impact and effectiveness of the Foundation in achieving its objectives;
- (h) review, assess and comment on the strategic direction to be taken by the Foundation and to enhance the achievement of its activities in pursuing the Specific Purposes;
- (i) provide advice and recommendations in relation to the overall governance of the Foundation including its strategic direction and goals for management, and monitoring the achievement of these goals;
- (j) provide direction to the Foundation Secretariat established pursuant to clause 13.5(a) of the Trust Deed;

(k) assist and, where practical, locate and make recommendations to the Minister and the Trustee as to the best possible candidates for potential Members of the Board of Advice; and

(l) generally to take an effective advisory role in relation to the Foundation.

The potential points of conflict for a Councillor in fulfilling their Councillor role and undertaking the duties associated with the Gladstone Foundation Board of Advice should not be significant. From a governance perspective, provided the Councillor is aware of their obligations and duties with declaring conflicts of interest as a Councillor there does not appear to be a significant governance impediment which cannot be managed in having a Councillor serve on both organisations.

Council should balance this view with considerations such as:

1. The strategic advantages and disadvantages for Council serving on the Gladstone Foundation Board of Advice;
2. Council is not legally obligated to have a Councillor representative on the Board.
3. Any community expectation (perceived or real) in relation to Councillor participation on the Board given its function in determining community social infrastructure.

Consideration:

Option 1 – Continue with Councillor Representation on the Gladstone Foundation

Should Council consider having a Councillor representative on the Gladstone Foundation aligns with the strategies and objectives of its Corporate Plan, and that associated potential conflicts for the appointed Councillor can be managed, then Council may elect to continue having a Councillor appointment on the Board of Advice of the Gladstone Foundation.

Option 1 suggested resolution:

That Council endorse its decision to nominate a Councillor of Gladstone Regional Council to serve on the Gladstone Foundation Board of Advice noting that Mayor Burnett is the current representative.

Option 2 – Council cease its participation on the Gladstone Foundation Board of Advice

Should Council be comfortable with not having a Councillor serve on the Gladstone Foundation Board of Advice, it may wish to consider withdrawing.

Option 2 suggested resolution:

That Council discontinue its participation on the Board of Advice of the Gladstone Foundation.

Communication and Consultation (Internal/External):

Manager Governance
General Manager Finance Governance and Risk

Legal Environmental and Policy Implications:

Council is not legally required to have a representative on the Gladstone Foundation.

Financial and Resource Implications:

The Mayor as the Council appointed representative on the Board dedicates time in fulfilling the duties and responsibilities of the role.

Commentary:

Not applicable.

Summary:

Not applicable.

Anticipated Resolution Completion Date:

30 November 2019

Attachments:

Nil.

Tabled Items:

Nil.

Report Prepared by: Governance Advisor

G/3.4. REQUEST TO EXTEND THE NAME HOAD ROAD

Responsible Officer: General Manager Strategic Asset Performance

Council Meeting Date: 5 November 2019

File Ref: RD5.1

Purpose:

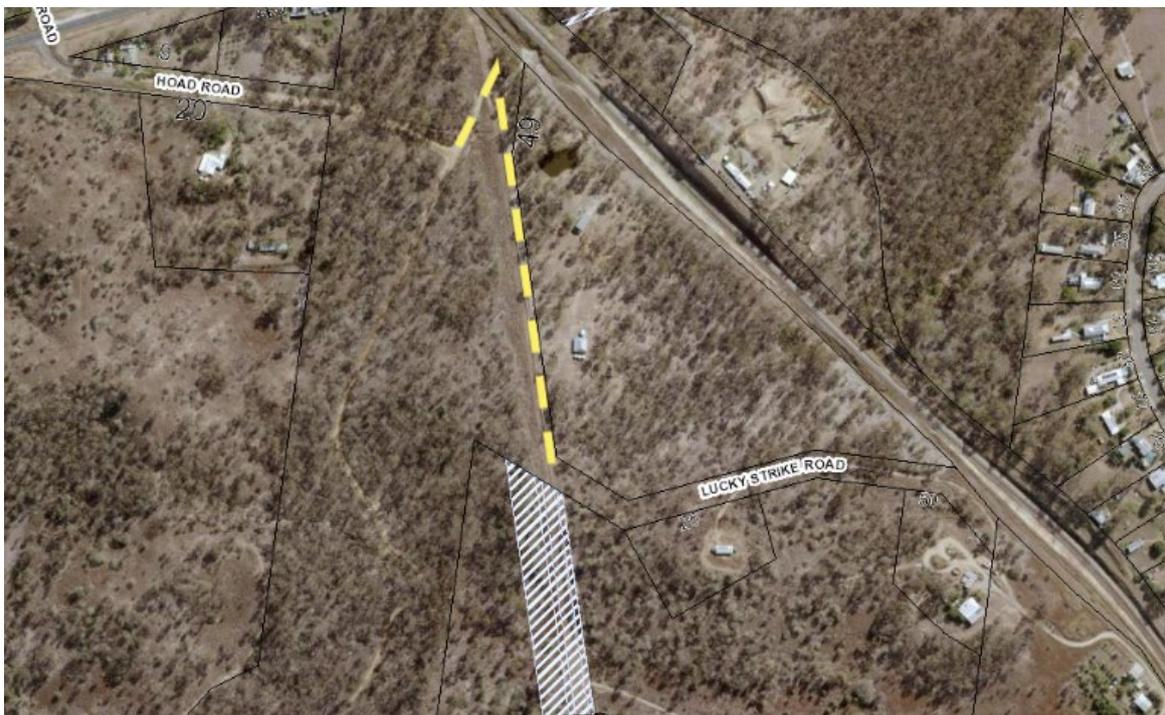
The purpose of this report is to allow Council to consider a request to extend 'Hoad Road' in Benaraby.

Officer's Recommendation:

That Council decline the request to utilise the name 'Hoad Road' on the unformed road between Hoad Road and Lucky Strike Road.

Background:

On 20 May 2019, Council received a request to extend the name of Hoad Road in Benaraby. The application proposed that the section of road between Hoad Road and Lucky Strike Road be named 'Hoad Road'. In doing so, Hoad Road would extend past the GAWB pipeline, provide access to 49 Hoad Road, Benaraby and meet with Lucky Strike Road.



The road in question:

- Hoad Road currently extends approximately 482m from the Bruce Highway and provides an address for three (3) properties (9, 20 and 49 Hoad Road). This section of road is maintained by Council and is a Rural Access road under Council's Road Hierarchy Policy;
- Hoad Road ends at a T-intersection. Access is provided to 49 Hoad Road, Benaraby, by turning left at the T-intersection and continuing around and then over a major GAWB pipeline (approximately 300m). This section of road is not maintained by Council;

- The section of road reserve joining Hoad Road and Lucky Strike Road is not a formed road, not maintained by Council and is classed as an unnamed/gazetted road. This road reserve is approximately 200-250metres wide in places and does not just join Hoad Road and Lucky Strike Road but extends over 1km further south towards Awoonga Dam.

The applicant lives at 20 Lucky Strike Road and currently accesses the property by travelling through 100 Awoonga Dam Road, which is owned by the applicant's relative. The road in question is currently not often utilised by the applicant but can be travelled along when required. The applicant states that there is no expectation for Council to form or maintain the road if it is named Hoad Road. The main intention is to name the road so that when access can no longer be via 100 Awoonga Dam Road, the road to the applicant's property is formally named and can be updated on maps.

The application has been assessed against the requirements of Council's Naming of Infrastructure Assets Policy (P-2018-09) and Corporate Standard (CS-2018-16) to utilise a name from the Approved Place Names Register.

Assessment Criteria	Compliance with criteria
Application received in an approved form	Compliant
Intended use of the name	The name is intended to be used to extend Hoad Road, Benaraby
Status of the name	The name has already been added to the Approved Place Names Register and is in use
Need to name the infrastructure asset	Not compliant: AS4819:2011 states that "unformed roads should not be named unless required for addressing purposes". All properties along Hoad Road have a pre-existing address

Development Services have confirmed that legal access to 20 Lucky Strike Road is via Hoad Road. In relation to the formation of the currently unnamed road reserve that is proposed to be named Hoad Road, previous subdivision documentation reveals that Council quoted \$160.00 to grade a track along the road. This was paid and satisfied the relevant condition of the subdivision approval. Council does not maintain this section of road, nor is required to do so under current standards. As it is road reserve, the residents of Lucky Strike Road are permitted to drive along the unnamed road reserve beside the pipeline to access Hoad Road as this is the legal access to their property.

As the road reserve in question extends further beyond the area proposed to be named by the applicant, naming this road reserve Hoad Road may mean that the entire road reserve, which stretches south over 1km past the proposed area, would also be named Hoad Road. In order to name only the section of road reserve which meets Lucky Strike Road, a road opening/closure may be required.

Asset Planning has confirmed there is no budget or future projects in the Long-Term Financial Plan to develop the road or area. However, Council maintains 482 metres of Hoad Road and in order to join with Lucky Strike Road, a further 700 metres approximately would be required. There are three (3) existing water mains in the area of unnamed road, which include one (1) Council Distribution water main (300mm) which supplies Benaraby township and two (2) GAWB raw water main which are the only supplies from Awoonga Dam to Gladstone Water Treatment Plant. Building and maintaining a named road over and near the three (3) major water mains present a significant risk to both Council and GAWB as the road would need to both cross and run alongside the pipelines. There is only 8 metres between the GAWB and Council pipelines, and while there is potential room to construct a road to the west, the geography of the land is less favourable.

Consideration:

Option 1 – Deny the Application (recommended)

Decline the request to name 'Hoad Road' on the unformed road between Hoad Road and Lucky Strike Road.

Option 2 – Approve the Application

This option does not comply with the policy, due to their being no need to name the road, and as such reasoning for non-compliance with the policy will need to be included in the recommendation if this option is preferred. If this option is preferred, it is suggested further research and consideration is undertaken to review potential impacts this naming has on road openings/closures and future formation/maintenance of this road.

1. Due to the proposed name already being on the Approved Place Names Register, the simplistic nature to extend the road name and to reduce the ambiguity of land tenure, utilise the name 'Hoad Road' on the unformed road between Hoad Road and Lucky Strike Road, Benaraby.
2. Install signage and advise the applicant accordingly

Option 3 – Approve an Alternative

This option does not comply with the policy, due to their being no need to name the road, and as such reasoning for non-compliance with the policy will need to be included in the recommendation if this option is preferred. If this option is preferred, it is suggested further research and consideration is undertaken to review potential impacts this naming has on road openings/closures and future formation/maintenance of this road.

1. Utilise the name '_____ Road' on the unformed road to provide a connection between Hoad Road and Lucky Strike Road, Benaraby.
2. Install signage and advise the applicant accordingly

Communication and Consultation (Internal/External):

Applicant
Manager Asset Planning
Development Services
Land Acquisition and Disposal Specialist

Legal Environmental and Policy Implications:

Compliance with Council's Naming of Infrastructure Assets Policy (P-2018-09) and Australian Standard 4819:2011 must be met. As per AS4819:2011, there is no need to name the road reserve as unformed roads should not be named unless required for addressing purposes.

Councils Construction of Roads in Rural Areas Policy sets out Council's response to requests to construct roads on road reserves under the care and control of Council, where no pavement currently exists. Typically, these requests relate to historical subdivisions in rural areas which have gazetted road reserves but no constructed or maintained road assets.

The objectives of this Policy are to clearly articulate that Council:

- a) Is under no obligation to construct a road or pavement;
- b) Is under no obligation to extend the length of an existing road;
- c) Is under no obligation to upgrade the level of service or hierarchy class of an existing road;

The Policy states that Council will not undertake capital improvements to unmade, unformed or formed roads except where a benefit to the community can be demonstrated such as access to beaches, campgrounds and tourist attractions etc. Should a landowner require access via an

unmade, unformed or formed road Council expects that the landowner will upgrade the road access at their cost.

Financial and Resource Implications:

To name this road reserve may involve costs associated with road openings/closures. If in future the road reserve was formed into a road, there would be costs for construction and maintenance of the road, as well as ensuring any measures are taken to reduce the risk to the water mains.

Commentary:

Nil.

Summary:

Nil.

Anticipated Completion Date:

19 November 2019.

Attachments:

Nil.

Tabled Items:

Nil.

Report Prepared by: Administration Officer – Asset Governance

G/3.5. ADDITION OF NAMES TO THE APPROVED PLACE NAMES REGISTER - SELLERS, BRUSHE, WICKHAM

Responsible Officer: General Manager Strategic Asset Performance

Council Meeting Date: 5 November 2019

File Ref: RD5.1

Purpose:

The purpose of this report is to allow Council to consider three (3) individual requests to add names to the Approved Place Names Register; 'Sellers', 'Brushe' and 'Wickham'.

Officer's Recommendation:

That Council:

1. Includes the name 'Wickham' on the Approved Place Names Register
2. Decline the names 'Sellers' and 'Brushe' on the Approved Place Names Register

Background:

Council has received three (3) individual requests to add names to the Approved Place Names Register. Details of each request are as follows:

Sellers: the application proposes that the name be used within the Gladstone City urban area and recognises Gail Sellers for her long-term community service and as being a local eminent person. Information to support this proposal includes details on her contribution to the Gladstone Region, which has spanned over 47 years and includes being a Member, Chair, President/Treasurer, Chairman/Coordinator and Patron of more than 20 local groups. Furthermore, Gail Sellers was a teacher, Alderman, Councillor, Deputy Mayor and Mayor.

Brushe: the application proposes that the name be used within the Boyne Island/Tannum Sands area and recognises Maxine Brushe for her long-term community service and as being a local eminent person. Information to support this proposal includes details on her contribution to the Gladstone Region, which has spanned over 34 years and includes being a Board Member, Community Representative, Founder, Member, Brownie Leader, Chair, Volunteer and Patron of more than 12 local groups. Furthermore, Maxine Brushe was awarded Citizen of the Year in 2017, helped establish ANZAC services in Boyne Island, was a JP for 33 years, former Councillor and was honoured as a Paul Harris Fellow by the Boyne Tannum Rotary Club.

Wickham: the application proposes that the name be used within the Gladstone City urban area. Supporting documentation includes a newspaper article which explains how Dennis Wickham became the first person to ride a penny farthing from England to Australia. Dennis Wickham was a former Gladstone sheet-metal worker who was working in Bavaria in the late 1960's. On the journey home, he suffered a concussion, smashed teeth and broken leg in Munich, which set his journey back by 11 months, and was arrested by soldiers in Bulgaria. He reached Darwin in September 1971 and rode 40 days through the outback to meet mayor Clem Jones at the Brisbane City Hall after a 24,000km journey. Following this journey, Dennis Wickham crossed the continent twice on camels before developing motor neuron's disease.

The applications have 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.

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

Sellers:

Assessment Criteria	Compliance with Criteria
Diversity of place names within the Local Government Area	Compliant
Compliance with Australian Standard AS4819:2011	Compliant
Consist of less than 35 characters	Compliant
For indigenous names consultation has occurred with PCCC or prescribed entity	Not applicable
Propriety of the name	Compliant
For the naming of roads to be one word, easily read and spelled	Compliant
No longer active in service, position or community	Not compliant

Brushe:

Assessment Criteria	Compliance with Criteria
Diversity of place names within the Local Government Area	Compliant
Compliance with Australian Standard AS4819:2011	Compliant
Consist of less than 35 characters	Compliant
For indigenous names consultation has occurred with PCCC or prescribed entity	Not applicable
Propriety of the name	Compliant
For the naming of roads to be one word, easily read and spelled	Compliant
No longer active in service, position or community	Not compliant

Wickham:

Assessment Criteria	Compliance with Criteria
Diversity of place names within the Local Government Area	Compliant
Compliance with Australian Standard AS4819:2011	Compliant
Consist of less than 35 characters	Compliant
For indigenous names consultation has occurred with PCCC or prescribed entity	Not applicable
Propriety of the name	Compliant
For the naming of roads to be one word, easily read and spelled	Compliant
No longer active in service, position or community	Compliant

Where an individual/family name is proposed, evidence must be provided showing a history of the individual/family within the region, which may include national prominence. This has been provided for both Gail Sellers and Maxine Brushe in the relevant applications, however, as they are each still involved in the community, they are non-compliant with these criteria of the Policy. The supporting documentation for Dennis Wickham indicates that he achieved national prominence.

Consideration:

The following options exist based on the consideration above:

Sellers

Option 1 (recommended): - While it is acknowledged that Gail Sellers has made a large impact and contribution to the region, do not include the name 'Sellers' on the Approved Place Names Register in accordance with the Policy due to her continual involvement in the community.

Option 2: - To recognise the contribution and impact Gail Sellers has made on the region, include the name 'Sellers' on the Approved Place Names Register

Brushe

Option 1 (recommended): - While it is acknowledged that Maxine Brushe has made a large impact and contribution to the region, do not include the name 'Brushe' on the Approved Place Names Register in accordance with the Policy due to her continual involvement in the community

Option 2: - To recognise the contribution and impact Maxine Brushe has made on the region, include the name 'Brushe' on the Approved Place Names Register

Wickham

Option 1 (recommended): - Include the name 'Wickham' on the Approved Place Names Register due to Dennis Wickham's national prominence

Communication and Consultation (Internal/External):

Nil

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:

Nil.

Anticipated Completion Date:

19 November 2019

Attachments:

Nil.

Tabled Items:

Nil.

Report Prepared by: Administration Officer – Asset Governance

G/3.6. RADF AGM AND R2 2018-19 RE-SUBMISSION RECOMENDATION

Responsible Officer: General Manager Community Development and Events

Council Meeting Date: 5 November 2019

File Ref: CC7.16

Purpose:

Regional Arts Development Fund (RADF) Committee reporting on a recommendation following a resubmission during Round Two 2018-19 and 2019 Annual General Meeting (AGM).

Officer's Recommendation:

That Council:

1. Accept the recommendations of its RADF Committee and approve funding the following application, resubmission during Round Two 2018-19.

During the assessment meeting, 16 September 2019, the committee made a recommendation for further development and re-submission from the applicant. The applicant has worked with their mentor to engage a professional artsworker for the project. The committee has recommended the revised project for funding:

Applicant	Project Title	Project description	Category	Artform	Total project value	RADF investment recommended
Lee Mclvor	<i>Wrapt in Mugul</i>	Engage professional to develop business and marketing plan for series of ephemeral works installed in the landscape at Mugul Mountain Retreat and along the Bruce Highway.	Regional Partnerships	Concept Development	\$21,888.50	\$7,694.60 The committee has recommended a condition apply that the applicant makes the plan accessible to other community groups as a guide to future opportunities. The applicant has agreed to the condition.
TOTAL					\$21,888.50	\$7,694.60

2. Note the acceptance of ten (10) nominations, received during the 2019 Annual General Meeting. The nominated members, include current sitting and new members, are accepted as a diverse group of informed representatives who reflect the diverse arts, culture and geography of the Council area.
 - a. Adrienne Ward
 - b. Jennie Ryan
 - c. Michael Lunan
 - d. Belynda (Bindi) Waugh
 - e. Hannah Rodda
 - f. Lorna McGrath
 - g. Michael Connolly
 - h. Wendy Barker
 - i. Sharon Hare
 - j. Jack Viljoen

Background:

Regional Arts Development Fund (RADF) is a financial partnership between the Queensland Government and Gladstone Regional Council designed to support development of local arts and culture. Each year, a public invitation is advertised for people to become involved in the administration of RADF through appointment to its committee.

Council appointed Cr Glenn Churchill as Chair of RADF, 4 December 2018, and provides a secretariat service to the committee through the Gladstone Regional Art Gallery and Museum.

Consideration:

Endorsement of the recommendations will support local arts and culture in the Gladstone Region, and contribute to the Gladstone Region Arts and Cultural Plan 2018-2022.

Communication and Consultation (Internal/External):

Council's RADF Committee includes community members, staff members and Cr Churchill, Chair.

Legal Environmental and Policy Implications:

RADF is a financial partnership between the Queensland Government (Arts Queensland) and Gladstone Regional Council.

RADF is informed by Council's Arts & Culture Policy

<https://www.gladstone.qld.gov.au/downloads/file/462/arts-and-cultural-development-policy>

developed in conjunction with the advisory committee and the community, adopted 18 June 2019.

Financial and Resource Implications:

Council has budgeted \$133,740 (gross) for the RADF program in 2018-19 which includes \$55,000 from the Queensland Government. The 2019-20 RADF program has both Council and the Queensland Government increasing their contributions \$5000 each.

Commentary:

Council initiated Strategic Projects include:

- a) Take pART – Gladstone Region and
- b) Community & Committee Training

Summary:

RADF and the funding partnership offered by Arts Queensland is an important component of arts and culture development in Gladstone Region.

Anticipated Resolution Completion Date:

Completion of correspondence 9 November 2019 and re-submission financials 30 November 2019.

Attachments:

1. RADF AGM MINUTES 2019 - final noted

Tabled Items:

Nil.

Report Prepared by: Manager Gladstone Regional Art Gallery and Museum (Acting)

G/3.7. BUSINESS IMPROVEMENT COMMITTEE MEETING MINUTES 25 SEPTEMBER 2019

Responsible Officer: Chief Executive Officer

Council Meeting Date: 5 November 2019

File Ref: CM26.2

Purpose:

Pursuant to Section 211 of the Queensland *Local Government Regulation 2012* presentation of a written report about the matters reviewed at the Business Improvement Committee Meeting held on 25 September 2019.

Officer's Recommendation:

That the minutes of the Business Improvement Committee Meeting held on 25 September 2019 be received and accepted.

Background:

Pursuant to Section 211 of the Queensland *Local Government Regulation 2012* an Audit Committee (our Business Improvement Committee) must as soon as practicable after a meeting of the Committee, give the local government a written report about the matters reviewed at the meeting and the committee's recommendations about the matters.

Consideration:

The Business Improvement Committee met on the 25 September 2019. The minutes of this meeting are attached for Councillor consideration.

Recommendations from the Business Improvement Committee for consideration by Council

Nil.

Issues of significance for information:

5.1 Unaudited Financial Statements for the year ended 30 June 2019

The committee considered the unaudited financial statements and sought assurance from officers that in future, and in accordance with the legislative function of the Business Improvement Committee that the unaudited financial statement be provided to the Committee prior to them being provided to the external auditor.

The committee also sought assurance that Council's controlled entity, the Gladstone Airport Corporation would make representation to the committee at the next meeting.

5.3 Prior Period Financial Statements – 27 August 2019

The committee noted that capital expenditure was not at the level expected and sought assurances from officers that serious consideration be given to the achievability of the capital works program and the potential impact on cash flows and revenue implications.

6.1 Chief Executive Officer Briefing – September 2019

The committee sought assurance that the Internal Audit plan would be achieved this year, following concern that the previous year's internal audit plan was not completed due to the reallocation of resources internally.

The Committee sought assurance from officers that Council seek greater transparency and communication regarding future pricing structures from the Gladstone Area Water Board.

7.3 Internal Audit Reports and Investigations

The committee received reports on:

- Right to Information and Information Privacy Internal Audit
- Workplace Health and Safety Internal Audit 2019
- Accounts Payable Fraud Investigation
- Quarry Extraction Threshold Exceedance Investigation

Communication and Consultation (Internal/External):

Business Improvement Committee
External Audit
Queensland Audit Office
Manager Governance

Legal Environmental and Policy Implications:

It is a legislative requirement that Council's Business Improvement Committee (acting in its capacity as an 'Audit Committee') oversee audit, annual financial reporting and other relevant governance functions to provide Council with an additional level of assurance that systems and controls are in place to assist Council in minimising its risk exposures.

Financial and Resource Implications:

Business Improvement Committee External Member fees are included within the annual operational budget each year.

Commentary:

Nil

Summary:

Nil

Anticipated Resolution Completion Date:

Not applicable.

Attachments:

1. Business Improvement Committee Minutes 25 September 2019

Tabled Items:

Nil.

Report Prepared by: Ethics Integrity and Audit Specialist

G/3.8. CHRISTMAS NEW YEAR PERIOD (INCLUDING AUSTRALIA DAY) OPERATING HOURS 2019-20

Responsible Officer: Chief Executive Officer

Council Meeting Date: 5 November 2019

File Ref: CM17.2

Purpose:

This report seeks Council's endorsement of proposed operating hours for the Christmas, New Year period and the Australia Day holiday for offices, depots and other Council facilities for 2019-20.

Officer's Recommendation:

That Council's proposed 2019-20 Christmas/New Year period (including Australia Day holiday) operating hours and closures be endorsed and advertised.

Background:

It is proposed to alter standard opening hours for offices, depots and other Council public facilities over the festive season to enable most of the Council workforce to take leave and celebrate this time with family and friends.

A large majority of the workforce would take leave at this time and it is difficult to have the required staffing in various sections if Council were to remain open at this time.

Consideration:

The attached proposed closures for Council's venues and facilities outline the operating hours including the Australia Day holiday.

Demand for the majority of Council's operations and services are not required during the Christmas and New Year period but essential and emergency services will continue to operate during this time. Council services can be accessed 24 hours, 7 days a week by telephone for the duration of the closure. Council Meetings will finish for the year with the last General Meeting of Council to be held on 17 December 2019. This year Christmas Day falls on Wednesday with New Year's Day also on Wednesday. It is anticipated that the Council customer service offices will operate until 24 December 2019 and commence operations on 2 January 2019.

Communication and Consultation (Internal/External):

Advice from all General Managers, some Managers and Team Leaders and key personnel in locations has been sought across the organisation to determine the operating hours proposed.

Advertising of the proposed operating hours and closures will be communicated both internally and externally following Council's determination.

Legal Environmental and Policy Implications:

Nil.

Financial and Resource Implications:

Essential and emergency services will remain staffed, as will after hours telephone contact.

Commentary:

Nil.

Summary:

Nil.

Attachments:

1. Venues and Facilities Operating Hours and Closures - 2019-2020 Christmas New Year Period (including Australia Day holiday)

Tabled Items:

Nil.

Report Prepared by: Executive Assistant to the Chief Executive Officer

G/4. DEPUTATIONS

Nil.

G/5. COUNCILLORS REPORT

Nil.

G/6. URGENT BUSINESS

Nil.

G/7. NOTICE OF MOTION

Nil.

G/8. CONFIDENTIAL ITEMS

G/8.1. GLADSTONE AREA WATER BOARD'S BULK WATER PRICE REVIEW SUBMISSION 2021-25 PERIOD

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 5 November 2019

File Ref: WS1.2

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: -

(h) other business for which a public discussion would be likely to prejudice the interest of the local government or someone else, or enable a person to gain a financial advantage.

G/8.2. CENTRAL QUEENSLAND REGIONAL ORGANISATION OF COUNCILS (CQROC) - GOVERNANCE STRUCTURE

Responsible Officer: Chief Executive Officer

Council Meeting Date: 5 November 2019

File Ref: CM15.3

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: -

(h) other business for which a public discussion would be likely to prejudice the interest of the local government or someone else, or enable a person to gain a financial advantage.

G/8.3. PSA 111-17 CCTV WASTEWATER DATA MANAGEMENT SERVICES

Responsible Officer: General Manager Operations

Council Meeting Date: 5 November 2019

File Ref: PE1.1

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: -

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

G/8.4. 40-20 SUPPLY OF 170HP WASTE HANDLER IT WHEEL LOADER & DOZER

Responsible Officer: General Manager Operations

Council Meeting Date: 5 November 2019

File Ref: PE1.1

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: -

(e) contracts proposed to be made by it.

G/8.5. DIAL BEFORE YOU DIG - SOLE SUPPLIER

Responsible Officer: General Manager Operations

Council Meeting Date: 5 November 2019

File Ref: PE1.1

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: -

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

G/8.6. COMMUNITY EVENTS SOLE SUPPLIERS

Responsible Officer: General Manager Operations

Council Meeting Date: 5 November 2019

File Ref: PE1.1

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: -

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

ATTACHMENTS