



**GLADSTONE**  
REGIONAL COUNCIL

## **GENERAL MEETING AGENDA**

**TO BE HELD AT THE BUILYAN HALL, 11 PINE STREET,  
BUILYAN QLD 4680**

**On 19 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 5 NOVEMBER 2019**

**Responsible Officer:** Chief Executive Officer

**Council Meeting Date:** 19 November 2019

**File Ref:** CM7.2

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#### **Purpose:**

Confirmation of the minutes of the General Meeting held on 5 November 2019.

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

That the minutes of the General Meeting of Council held on 5 November 2019 be confirmed.

#### **Attachments:**

1. Minutes of the General Meeting of Council held on 5 November 2019.

#### **Tabled Items:**

Nil.

**Report Prepared by:** Executive Secretary

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

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

#### **G/3.1.1. MONTHLY FINANCIAL REPORTS FOR THE PERIOD ENDING 28 OCTOBER 2019**

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

**Council Meeting Date: 19 November 2019**

**File Ref: FM15.1**

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#### **Purpose:**

This report seeks Council adoption of the Monthly Financial Statements for the 2019-20 year to date, for the period ended 28 October 2019.

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

That Council adopt the Monthly Financial Statements attached to the officer's report for the 2019-20 year to date, for the period ended 28 October 2019 as required under Section 204 *Local Government Regulation 2012*.

#### **Background:**

Nil.

#### **Consideration:**

The audit of the 2018-19 financial statements is now complete and comparative figures are provided throughout this report.

The pro-rata rate as at 28 October 2019 is 32.88%.

#### **Forecast**

The 2019-20 budget was adopted on 17 July 2019 and there have been no changes forecast.

#### **Statement of Income and Expenditure**

##### **Income**

##### Recurrent Revenue

Recurrent Revenue	Percentage of Adopted Budget
	<b>74.79%</b>

Year to date recurrent revenue is at \$147.5m compared to the budget of \$197.2m. Notable movements are as follows:

Net rates and utility revenue	Percentage of Adopted Budget
	<b>91.70%</b>

General rates and annual waste, water and sewerage charges have been levied. There has not been any revenue recognised for water consumption in 2019-20 to date.

Interest received from investments	Percentage of Adopted Budget
	<b>7.30%</b>

Interest from investments is \$0.2m compared to the budget of \$3.1m. A large investment will mature in November which will assist in closing the gap.

Dividends received	Percentage of Adopted Budget
	<b>0.00%</b>

It is expected that a dividend will be received from the Gladstone Area Water Board later in the financial year. The financial statements for 2018-19 for the Gladstone Airport Corporation show a net loss, therefore Council is not expecting a dividend from GAC this year.

General purpose grants	Percentage of Adopted Budget
	<b>12.41%</b>

The first quarterly instalment of the Financial Assistance Grant was received in August; however, the largest instalment of this grant is not received until June.

State government grant and subsidies	Percentage of Adopted Budget
	<b>14.12%</b>

Currently at \$0.6m compared to a budget of \$4.0m. The largest component of the budget is the Waste Levy offset payment. These funds were received in June 2019, and they will be recognised as income in the 2019-20 financial year as the costs associated with the Waste Levy are incurred.

### Capital Revenue

Capital revenue	Percentage of Adopted Budget
	<b>24.64%</b>

Total capital revenue for the month of October was \$1.8m compared to the budget of \$7.2m. Notable movements are as follows:

State government grants and subsidies	Percentage of Adopted Budget
	<b>20.50%</b>

Currently sitting at \$0.9m compared to the budget of \$4.4m. The largest projects that are yet to receive any funds are the Gladstone WWTP Biosolids building and the Auckland Hill land slide project.

## Expenditure

Year to date expenditure is tracking in line with expectations for this time of year at 28.37% of budget. Of note:

Contractors and consultants	Percentage of Adopted Budget
	<b>17.33%</b>

There are multiple areas across Council with significant budgets for contracting and consulting expenses that are spending below pro-rata. These include Asset Governance, Asset Performance and Monitoring, Strategic Projects and Transfer Stations.

Equipment and software expenses	Percentage of Adopted Budget
	<b>81.22%</b>

This account includes software maintenance fees that cover 12 months of service. Internal plant hire for October will be processed at month end which offsets the expenditure for equipment.

Insurance	Percentage of Adopted Budget
	<b>85.89%</b>

The account includes the annual payment for Workcover for 2019-20.

Other materials and services	Percentage of Adopted Budget
	<b>11.85%</b>

This account includes a variety of expenses including repairs and maintenance, the purchase of chemicals and other materials and administration costs such as advertising, postage, printing and stationery and subscriptions.

## Capital Expenditure

	Year to Date	Adopted Budget	Percentage of Adopted Budget
Year to date capital expenditure	<b>\$12.0m</b>	<b>\$77.1m</b>	<b>15.52%</b>
Including commitments	<b>\$21.9m</b>		<b>28.42%</b>

The year to date spending for capital works underway is \$12.0m of a \$77.1m budget. When outstanding purchase orders (commitments) are included, the total capital spend is increased to 28.42% of budget.

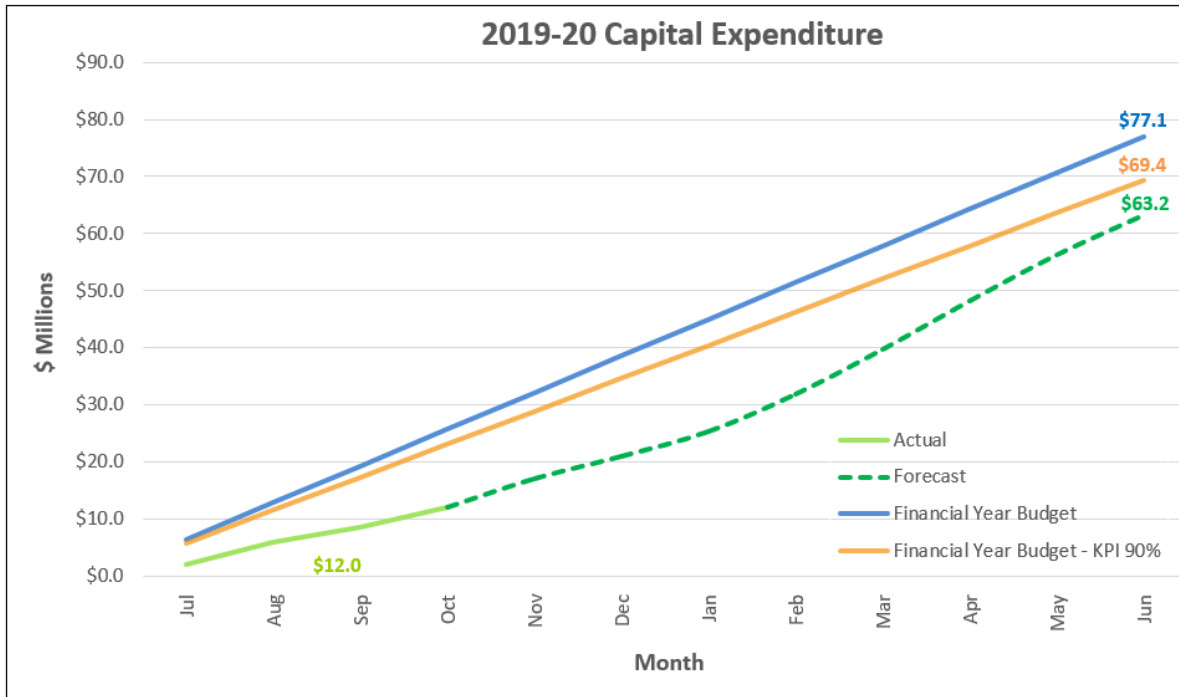
Capital expenditure (not including commitments) against groups with significant capital expenditure budgets are shown in the table below:

Group	Adopted Budget	YTD Actual	Actual as % of Budget
Parks & Environment Assets	\$1.906m	\$0.323m	17%
Property Assets	\$2.145m	\$0.007m	0%
Road Assets	\$21.544m	\$5.411m	25%
Sewerage Assets	\$20.430m	\$3.100m	15%
Waste Assets	\$4.120m	\$1.607m	39%
Water Assets	\$8.263m	\$0.809m	10%
Delivery Support and Performance	\$8.041m	\$0.091m	1%
Strategy & Transformation	\$9.170m	\$0.396m	4%
Community Development & Events	\$0.651m	\$0.195m	30%
Other	\$0.804m	\$0.022m	3%
<b>Total</b>	<b>\$77.075m</b>	<b>\$11.962m</b>	<b>16%</b>

The graph below illustrates the forecast and year to date actual capital expenditure for 2019-20 compared to the adopted budget. Council has an organisational KPI to complete 90% or greater of the value of the annual capital works program which is measured on the graph.

Based on current forecasts, Council is expecting to incur \$63.2m in capital expenditure during 2019-20 which is 82.06% of budget.





### Statement of Financial Position

Year to date Assets	Current Value	Adopted Budget	Percentage of Adopted Budget
	<b>\$2.35b</b>	<b>\$2.35b</b>	<b>100.17%</b>

Council's cash and receivables are higher than any other time of the year due to the rates generation. The cash balance is expected to decrease throughout the year as expenditure is incurred. Receivables are also expected to reduce however it is likely that the rate in reduction will be slower than previous years due to the extended rates discount date. Property, plant and equipment is less than the budgeted amount for 30 June 2020 as Council is still in the early stages of the 19-20 capital program.

Year to date Liabilities	Current Value	Adopted Budget	Percentage of Adopted Budget
	<b>\$151.04m</b>	<b>\$133.05m</b>	<b>113.52%</b>

The budget for liabilities is the expected position at 30 June 2020. As loan repayments are made throughout the year the balances will align closer to the budget.

### Outstanding Rates

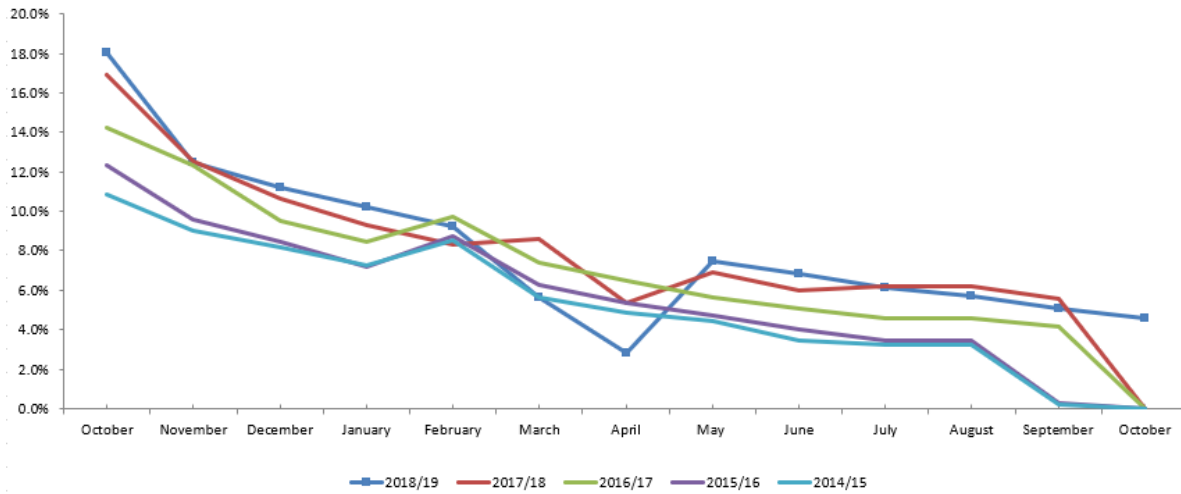
Outstanding rates as a percentage of gross rates levied and collectible for 2018-19, is at 4.59% at the end of October 2019. Of the \$8.0m of outstanding rates 12.8% relates to commercial/ industrial assessments and 87.2% represents residential assessments.

Due to the recent rates generation for 2019-20, there is a total of \$50.9m rates not due until 18 November 2019. This is 31% of the total rates raised, meaning that 69% of rates for 19-20 have been collected to date.

These figures include \$3.68m of rates that are currently being repaid under an authorised payment plan, for which there were 47 commercial/industrial assessments and 1,330 residential assessments. A total of 1,377 assessments, which is an increase from 1141 assessments in September.

There were 3,716 ratepayers who had paid their rates in advance, in the amount of \$2,471,352 which is 1.5% of the total rates raised for 2019-20.

## Outstanding Rates



## Sustainability Ratios

Council's Sustainability Ratios for the period are generally in line with expectations at this stage of the reporting year. Early in the financial year, ratios are typically distorted given that Council raises the majority of its yearly revenue early in the year but incurs expenses and delivers its capital program 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.

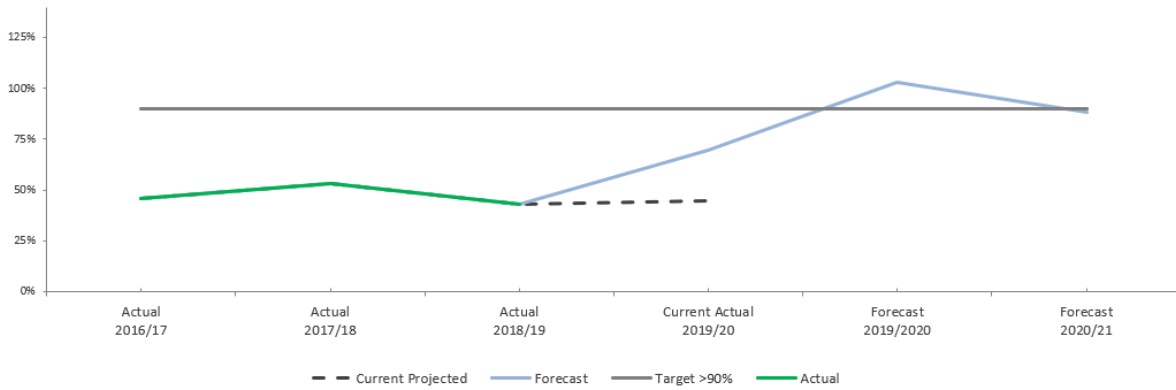
### Asset Sustainability Ratio

This ratio compares Council's expenditure on capital renewal assets with the rate at which our assets are depreciating. A low result was achieved in 2018-19 due to delays in delivering Council's capital program following the organisational restructure in August 2018. The results of this ratio are expected to increase in 2019-20 and 2020-21 as capital expenditure normalises following completion of the deferred asset replacement works, and in line with the projected cyclical investment in the renewal of Council's asset base. Council is already seeing better results compared to the same period last year.

<b>Asset Sustainability Ratio</b>			
<b>CURRENT YEAR TO DATE</b>	<b>PRIOR YEAR TO DATE</b>	<b>ADOPTED BUDGET</b>	<b>TARGET</b>
<b>44.76%</b>	<b>13.95%</b>	<b>69.70%</b>	<b>&gt;90%</b>

## Asset Sustainability Ratio

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



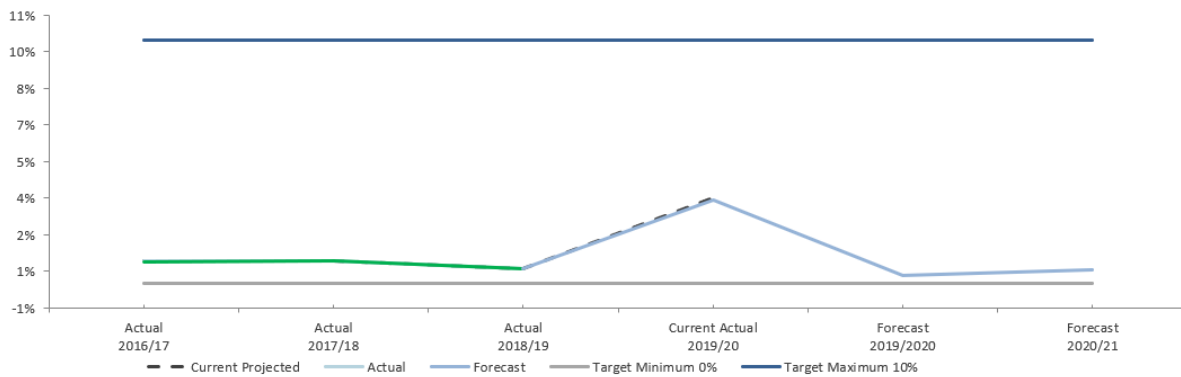
## Interest Coverage Ratio

The results of this ratio are within the target range. The better result from the previous year was due to the timing of maturing investments resulting in more interest income in the first months of the year.

Interest Coverage Ratio			
CURRENT YEAR TO DATE	PRIOR YEAR TO DATE	ADOPTED BUDGET	TARGET
3.54%	0.85%	1.59%	0 – 10%

## Interest Coverage Ratio

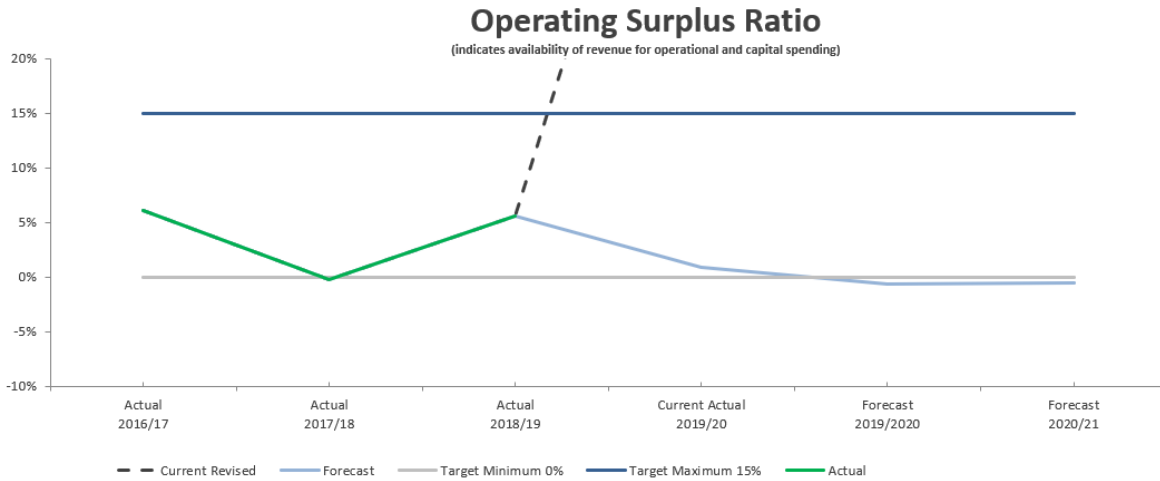
(indicates extent of commitment of revenue to interest payments)



## Operating Surplus Ratio

The results of this ratio are affected by the rates generation early in the year. This result will change throughout the year as expenditure is incurred and the operating surplus decreases.

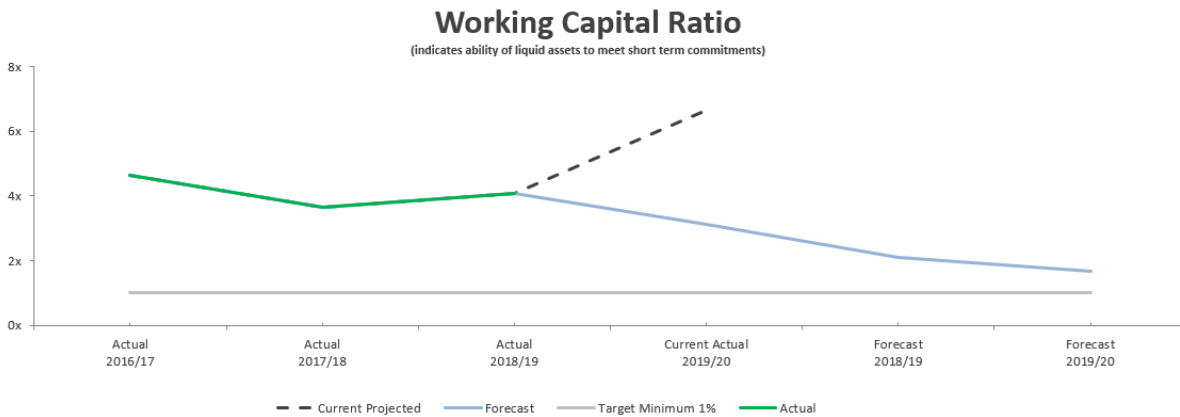
Operating Surplus Ratio			
CURRENT YEAR TO DATE	PRIOR YEAR TO DATE	ADOPTED BUDGET	TARGET
62.41%	55.26%	0.92%	0-15%



### Working Capital Ratio

Following the rates generation, Council has a large balance of current assets including cash and receivables that increase the results of this ratio. The ratio is in excess of the target minimum, reflecting a healthy position for Council.

<b>Working Capital Ratio</b>			
<b>CURRENT YEAR TO DATE</b>	<b>PRIOR YEAR TO DATE</b>	<b>ADOPTED BUDGET</b>	<b>TARGET</b>
<b>6.75x</b>	<b>8.21x</b>	<b>3.13x</b>	<b>Greater than 1:1</b>



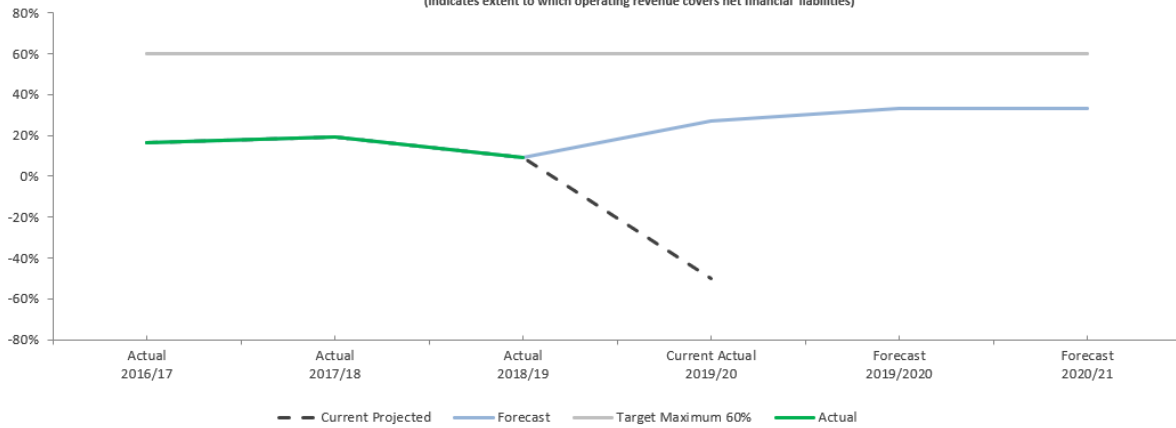
### Net Financial Liabilities Ratio

Again, the results of this ratio are abnormal due to the high value of current assets and operating revenue following the rates generation. This result will align closer to budget as the year progresses.

<b>Net Financial Liabilities Ratio</b>			
<b>CURRENT YEAR TO DATE</b>	<b>PRIOR YEAR TO DATE</b>	<b>ADOPTED BUDGET</b>	<b>TARGET</b>
<b>(52.97%)</b>	<b>(35.93%)</b>	<b>26.70%</b>	<b>&lt; 60%</b>

## Net Financial Liabilities Ratio

(indicates extent to which operating revenue covers net financial liabilities)



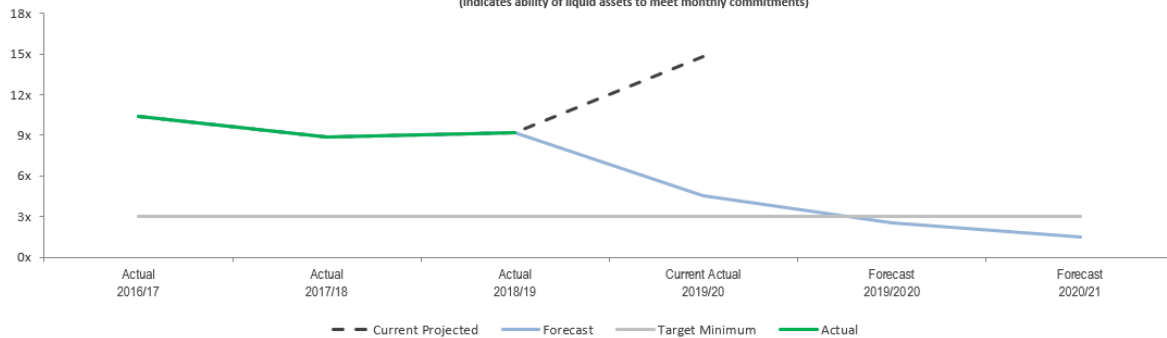
## Cash Expenses Cover Ratio

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	ADOPTED BUDGET	TARGET
14.76x	16.35x	4.53x	> 3x

## Cash Expenses Cover

(indicates ability of liquid assets to meet monthly commitments)



## Communication and Consultation (Internal/External):

Input regarding budget and forecast sought from Systems Modelling and Metrics Specialist.  
 Input regarding capital expenditure forecasts sought from Manager Works Planning and Scheduling  
 Input regarding outstanding rates and prepaid rates sought from Senior Rates Officer.

## Legal Environmental and Policy Implications:

Nil.

## Financial and Resource Implications:

Nil.

**Commentary:**

Nil.

**Summary:**

Nil.

**Anticipated Resolution Completion Date:**

19 November 2019.

**Attachments:**

1. Monthly Financial Statements period ending 28 October 2019
2. Operating Statements for month end October 2019

**Tabled Items:**

Nil.

**Report Prepared by:** Statutory Accountant

## **G/3.1.2. REVIEW OF INFRASTRUCTURE CHARGES REBATE SCHEME POLICY**

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

**Council Meeting Date: 19 November 2019**

**File Ref: ED6.2, FM7.2 & CM28.2**

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### **Purpose:**

The purpose of this report is to seek Council's endorsement to amend the Infrastructure Charges Economic Development Incentive Scheme Policy to better capture a wider range of developments eligible under the policy.

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

That Council:

1. Repeal P-2018-03 Infrastructure Charges Economic Development Incentive Scheme Policy; and
2. Adopt P-2019-28 Infrastructure Charges Rebate Scheme Policy.

### **Background:**

Council has sought to encourage development and stimulate the economy within the Gladstone region by allowing for Infrastructure Charge rebates in a similar manner to that done in nearby Local Government Areas such as Rockhampton Regional Council and until recently, Bundaberg Regional Council. The Infrastructure Charges Economic Development Incentive Scheme Policy was adopted by Council at the General Meeting on 3 July 2018 (Attachment 3). Bundaberg Regional Council have since removed their policy at the end of July 2019.

Following adoption of this Policy it has been raised that many developments are ineligible for a reduction in their Infrastructure Charges given the key criteria a development must meet. To date, only five applications have been approved under the policy. As such, it is recommended that the parameters be amended to better capture a wider range of developments.

### **Consideration:**

The current Policy only applies to Development Applications for Material Change of Use of Premises which meet the following criteria:

#### **6.1 Application of Policy**

*This Policy applies to Development Applications for making a Material Change of Use of Premises which:*

1. *Are lodged with Council after the 1 July 2018; with respect to applications lodged prior to the 1 July 2018, Council may in its sole discretion, consider Development Applications approved and not yet constructed, or Development Applications that have been lodged but not yet decided, and*
2. *Are for any land use as defined within SC1.1 Use definitions of the Our Place Our Plan Gladstone Regional Council Planning Scheme V2 other than an Excluded Use as defined herein; and*

3. *Are proposed to be located within a Priority Infrastructure Area.*

*This policy does not apply to any development application made by, or on behalf of a Federal or State Government agency.*

*Notwithstanding Clause 6.1(1) of this policy, Council may in its absolute discretion, at any time, resolve that this policy is not applicable to a Development Application.*

It is noted that reference to SC1.1 is the section of the Planning Scheme that defines the meaning of 'use' relevant to Material Change of Use applications.

Developments which do not meet these criteria are ineligible for 'as of right' access to the rebates and need to be considered at a Council General Meeting for determination which can take considerable time but also does not provide certainty to the developer. Many may not even progress to a formal request for consideration, knowing they do not meet the key criteria. Officers considered that this was not the original intent of the policy and therefore seek to amend the criteria to better achieve the development outcomes desired.

Subsequent to Council agreeing that a development is eligible (either under delegated authority or at a General Meeting), the Developer and Council will enter into an Infrastructure Agreement which will reflect the discounted Infrastructure Charge amount as well as the conditions of receiving the rebate. The standard conditions are:

*To be eligible for an incentive under this Policy, developments must:*

1. *Be completed within two years from when the Material Change of Use of Premises Development Permit starts to have effect; or*
2. *If staged, the first stage be completed within two years of when the Material Change of Use of Premises Development Permit starts to have effect with all stages of the development being completed within four years of when the Material Change of Use of Premises Development Permit starts to have effect; and*
3. *Should these Incentive Conditions not be met then no reduction in the Levied Charges shall be applicable and the balance of the Levied Charges then outstanding shall be immediately due and payable.*

If the above are met then the Developer receives a 50% discount on the total Infrastructure Charges payable, up to a maximum of \$500,000.

## **6.1 Application of Policy**

Should Council wish to capture a wider range of eligible developments, the key criteria that needs to change is item 1. Currently this only applies to MCU applications lodged after 1 July 2018. Any request to be considered under the Policy for a MCU application lodged or decided prior to this date would be required to be considered at a Council General Meeting for determination. As such, it is considered that amending the criteria as follows would better capture a range of current developments:

1. Have a current Material Change of Use application (ie. decided and not lapsed). This amended wording would mean that any current development permit for a MCU would qualify to be considered under the Policy.



Comments have also been received regarding Criteria three (3) which requires that developments be within the Priority Infrastructure Area (PIA). The PIA considers 10 to 15 years of urban development that has been identified in the Local Government Infrastructure Plan as the most cost efficient to service with trunk water, sewer, stormwater, roads and parks infrastructure, which also represents the least cost to the community to develop. Encouraging developments outside of the PIA could mean that major trunk infrastructure may need to be built up to 15 years earlier than planned, which could have a negative impact on Council's Long-Term Financial Plan.

It is also noted that many of the smaller townships have been excluded from the Policy, as they are not covered by a PIA. This is due to these towns not having all five infrastructure types (water, sewer, roads, stormwater, parks) however some small-scale development is still planned and allowed for under the planning scheme. Commercial type uses in the smaller townships are primarily located or planned to be located in the Township Zone. It is considered that only small-scale developments would be attracted to these smaller towns due to the commercial viability, even with an infrastructure charge reduction. The risk of negative impacts on the small infrastructure networks is considered low. This would result in most townships in the region having some lots either within the PIA or within the Township Zone.

As such, it is considered amending Criteria three (3) of this section as follows would be more inclusive of all areas where there has been planned development in the next 10-15 years:

3. Are proposed to be located within a Priority Infrastructure Area or Township Zone as defined in the Our Plan Our Plan Gladstone Regional Council Planning Scheme V2.

Criteria two (2) of this section is recommended to remain in its current form.

### **6.3 Rebate Conditions**

In regard to the current conditions, by opening up the range of MCU's eligible (i.e. any current MCU) the time restriction cannot be based on when the MCU permit takes effect, given that an MCU can be current for longer than 2 years. As such, the following amended wording would be required so that developments were still completed in a timely manner, subsequent to an Infrastructure Agreement being issued.

1. Be completed within two years of the Infrastructure Agreement referenced in section 6.2 being fully executed; or
2. If staged, the first stage be completed within two years of the Infrastructure Agreement referenced in section 6.2 being fully executed and all stages completed within four years of the Infrastructure Agreement referenced in section 6.2 being fully executed; and.

In relation to the naming of the policy, Officers considered that the term 'rebate' was more reflective of the purpose of the policy and that 'economic development' did not need to be present in the title of the policy, therefore it is suggested that the policy be retitled accordingly.

#### Option 1 – Adopt the Recommendation

This would result in making amendments to the policy in accordance with the draft revised policy attached.

## Option 2 – Repeal the Policy

If Council determined that the current policy to be ineffective and unlikely to attract applications into the future, it may wish to repeal the policy.

*"That Council repeal the current Infrastructure Charges Economic Development Incentive Scheme Policy P-2018-03."*

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

- Economic Development Specialist
- Manager Development Services
- General Manager Strategy and Transformation
- General Manager Customer Experience.

Should the Policy be amended, correspondence will be sent to all current MCU applicants to notify them of the policy amendment.

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

Currently the Policy is not structured to achieve the economic development incentives that it was originally established to provide. The Policy implication is that Council (and the community) is not deriving the intended benefits of the policy. There are no legal implications as the current Policy is lawful.

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

Since adoption of the policy the following applications have been approved for a rebate on their infrastructure charges:

Application Number	Primary Location	Description	Decision Date	Status	Charge after 50% rebate
DA/20/2019	6/14 Helen Street CLINTON QLD 4680	Indoor Sport and Recreation (Gym)	27/8/2019	Waiting for Applicant return of contract	\$20,657.00
DA/47/2018	11 Steel Street TANNUM SANDS QLD 4680	Indoor Sport and Recreation (Fitness Centre)	25/3/2019	Waiting for Applicant return of contract	\$4,277.00
DA/32/2017	2546 Round Hill Road ROUND HILL QLD 4677	Nature Based Tourism	6/3/2018	Waiting for Applicant return of contract	\$101,075.00
DA/6/2019	12 Enterprise Street BOYNE ISLAND QLD	Extension to Low Impact Industry	16/5/2019	Contract received	\$6,314.70
DA/10672/2008	21 Benstead Rd, CALLEMONDAH QLD 4680	High Impact Industry	31/5/2019	Contract received	\$9,099.00
<b>TOTAL</b>					<b>\$141,422.70</b>

As more projects will be eligible for the reduced infrastructure charges, should the suggested amendment occur, there may be an increased cost to Council as developments will not be paying their full infrastructure charge. It is noted that the current State Government capped charges already result in Council being unable to 'cost recover' infrastructure charges at their full cost. Council's budget for applications under this policy for the 2019/20 financial year is \$200,000.

Officers have done an assessment of applications from 2015 to 2019 of active MCUs to provide some information in relation to eligible development approvals under the revised policy:

<b>Description</b>	<b>Number</b>
Total number of Development Approvals (DAs) lodged 2015-2019	295
Total number of DAs that are Reconfiguration of Lot and therefore excluded from the policy	78
MCU Development Approvals remaining	217
MCUs ineligible under the Policy on the basis of nil charges, outside priority infrastructure area, MCU has been acted on, approval lapsed, or DA is an excluded use	190
MCUs lodged that remain eligible under the revised Policy	27

**Commentary:**

Nil.

**Summary:**

The recommended revised Infrastructure Charges Rebate Scheme Policy will allow Council to afford applicants an infrastructure rebate to deliver development within the region, especially for non-residential land uses.

**Anticipated Completion Date:**

Within one month of resolution.

**Attachments:**

1. Revised Infrastructure Charges Rebate Scheme Policy (P-2019-28)
2. Tracked changes version of Infrastructure Charges Rebate Scheme Policy (P-2019-28).
3. Existing Infrastructure Charges Economic Development Incentive Scheme Policy (P-2018-03)

**Tabled Items:**

Nil.

**Report Prepared by:** Governance Advisor

### **G/3.1.3. PROPOSAL TO MAKE ANIMAL MANAGEMENT (AMENDMENT) SUBORDINATE LOCAL LAW (NO.1) 2019**

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

**Council Meeting Date: 19 November 2019**

**File Ref: LE3.1**

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#### **Purpose:**

The purpose of this report is to seek Council approval to propose to make *Animal Management (Amendment) Subordinate Local Law (No. 1) 2019*.

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

That Council resolve to propose to make Animal Management (Amendment) Subordinate Local Law (No. 1) 2019 appended as Attachment 1 to the report.

#### **Background:**

Council's governance team has initiated the 3 yearly periodic review of Council's suite of local laws in line with the current process for the review of local laws.

The Animal Management Local Law and Subordinate Local Law have been scheduled as the first to be periodically reviewed on the basis that Council has recently added new dog agility park areas in the region (in Calliope and Bororen) which are not included in the subordinate local law as designated off-leash areas. It would be appropriate to have this updated in a timely manner.

As part of the process to determine what level of review the Animal Management Local Law and Subordinate Local Law requires, Governance consulted internally with teams that regulate activities under the local law and subordinate local law and other key stakeholders including the executive team. Elected members were provided with a summary of that preliminary feedback on 8 October 2019. As a result of this process, there does not appear to be a need to amend the Local Law at this time but given the preliminary feedback from internal consultation there does appear to be benefit in amending the subordinate local law. A short summary of the purpose and general effect of the tabled *Animal Management (Amendment) Subordinate Local Law (No. 1) 2019* is to —

- (a) prescribe animals that may be disposed of without auction or tender (the addition of stock); and
- (b) prohibit the keeping of prescribed animals (amendments to clarify that miniatures of breeds are also excluded in certain areas, changes to poultry, and the number of animals permitted to be kept on land between 10,001 and 20,000m<sup>2</sup> better defined); and
- (c) require an approval in respect of the keeping of prescribed animals (2 dogs permitted by permit in multi-residential premises); and
- (d) prescribe minimum standards for the keeping of animals (amendments to require top cover on enclosures for animals that can fly); and

- (e) prohibit animals in public places in specified circumstances (makes provision for animals used for commercial purposes such as camel or pony rides, etc in some public areas via a permit system); and
- (f) identify dog off-leash areas (includes the new off-leash areas for dog agility areas in Calliope and Bororen and the Boyne River foreshore excluding turtle nesting season).

The following is noted in regards to the local law making process:

- there are no anti-competitive provisions in the proposed subordinate local law;
- the amending subordinate local law has been drafted in accordance with Council’s legislative obligations; and
- there is no requirement for Council to consult with the State Government about the content of the subordinate local law.

**Consideration:**

Option 1 – Adopt the recommendation

This option will result in Council ‘proposing’ the amendments to the Subordinate Local Law No. 2 (Animal Management). The next stage will be to undertake public consultation on the proposed changes.

Option 2 – Adopt the recommendation with amendments

Should Council elect to proceed with amending the subordinate local law but would like to include new provisions or remove proposed changes identified in the draft subordinate it may wish to pass the following resolution:

1. *That, subject to legal advice, the following matters be included/amended/deleted in the Animal Management (Amendment) Subordinate Local Law (No. 1) 2019 prior to proceeding to public consultation:*
  - (a) *insert matter;*
  - (b) *insert matter.*
2. *That subject to the changes above, Council resolve to propose to make Animal Management (Amendment) Subordinate Local Law (No. 1) 2019.*

Option 3 – Do not proceed with amending the subordinate local law

Should Council not wish to proceed with changes to the subordinate local law at this time, it may wish to adopt the following resolution.

*“That Council does not make amendment to the Animal Management Subordinate Local Law at this time and requests for the review to be brought back within .....*”

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

Executive Team  
 Manager Governance  
 Local Laws Team Leader  
 Local Laws Team  
 Manager Biosecurity and Environmental Health  
 Biosecurity Team

King and Company Solicitors

**Legal Environmental and Policy Implications:**

Chapter 3 Part 1 of the *Local Government Act 2009* and Chapter 3 Part 1 of the *Local Government Regulation 2012* governs the process for making, amending and repealing local laws and subordinate local laws. Council also has a policy P-2018-10 Local Law Making Process which supports that legislative process.

It is noted that Council has opened two new dog leash area's (Calliope and Bororen) which are not formally declared under the Subordinate Local Law. This aspect requires to be updated to reflect the ability for dogs to be off leash in these areas.

**Financial and Resource Implications:**

The subordinate local law amendment process will require some external legal costs which is estimated at approximately \$3,700. This will be funded from Council's legal expenses budget.

In relation to resourcing, Council Officer resources will be required from both the governance and community relations areas to facilitate and gather feedback from the public consultation process, to present that feedback to Council and once Council has adopted its preferred position, to finalise the amendment process (if it proceeds) through to enactment.

**Commentary:**

Not applicable

**Summary:**

This report is the first formalised step for commencing changes to the subordinate local law. Following public consultation, further reports will be brought to Council to determine if it wishes to proceed to adoption of the changes.

**Anticipated Resolution Completion Date:**

The Subordinate Local Law Amendment process is proposed to be completed by 31 January 2020.

**Attachments:**

1. Animal Management (Amendment) Subordinate Local Law (No.1) 2019
2. List of likely Anti-Competitive Provisions assessed by King and Company.

**Tabled Items:**

Nil.

**Report Prepared by:** Governance Advisor

## **G/3.1.4. INVESTMENT DECISION FRAMEWORK POLICY**

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

**Council Meeting Date: 19 November 2019**

**File Ref: CM28.2**

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### **Purpose:**

To present a new proposed Investment Decision Framework Policy for Council adoption.

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

That Council adopt P-2019-24 Investment Decision Framework Policy.

### **Background:**

Our Operational Plan includes an action item to develop an end to end Investment Decision Framework (IDF) and commence utilisation. A working group was established to develop this framework lead by the Strategy and Transformation team. One key outcome of the framework is to adopt an overarching policy to articulate the 'why' of the integrated approach and set the strategic principles and guiding principles of the framework.

### **Consideration:**

Councillors are asked to consider the draft policy attached and endorse for adoption and implementation as a key governance document for implementation of the Investment Decision Framework.

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

Internal consultation has occurred across multiple business units with a variety of leaders participating on the working group for the framework. External support has been engaged to assist in the development of the policy and associated framework documents.

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

There is no legal requirement to adopt this policy however if adopted, it will set clear guidelines and expectations in the business on the approach to making investment decisions.

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

There are no additional resource implications anticipated for adopting the policy that are not already captured within existing operational expenses.

### **Commentary:**

Nil.

### **Summary:**

Nil.

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

Within one month of adoption.

**Attachments:**

1. Draft P-2019-24 Investment Decision Framework Policy

**Tabled Items:**

Nil.

**Report Prepared by:** Manager Governance



## G/3.1.5. ASSESSMENT OF COMMUNITY CELEBRATION FUND APPLICATIONS - IGNITE, IMPACT AND SIGNATURE EVENTS

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

**Council Meeting Date: 19 November 2019**

**File Ref: GS3.1**

### Purpose:

Consider the recommendations of the Community Investment Panel on applications received under the Community Celebration Fund for events to be held in 2020.

### Officer's Recommendation:

That Council:-

1. Adopt the Community Investment Panel recommendation of funding for applications received under the category of funding tabled below:

#### Ignite Event

Applicant	Event	Date	Location	Request		Recommendation	
				Funds	In-kind	Funds	In-Kind
Gladstone Road Runners	Australia Day Fun Run	26 Jan	Gladstone	\$500	\$ -	\$500	\$ -
Gladstone Athletics Club	2020 Regional Athletics Carnival	8 – 9 Feb	Gladstone	\$7,600	\$ -	\$7,600	\$ -
Gladstone Road Runners	Gladstone Harbour Festival Fun Run	10 Apr	Gladstone	\$1,000	\$ -	\$1,000	\$ -
Boyne Valley Historical Society Inc.	Centenary of Boyne Valley Soldier Settlement and birth of Ubobo	25 – 27 Apr	Boyne Valley	\$9,480	\$ -	\$1,500	\$ -
Gladstone PAWS Inc	Gladstone PAWS Walk	24 May	Gladstone	\$4,000	\$ -	\$ -	\$ -
Gladstone & District Junior Rugby League Inc.	Jason Hetherington Cup Annual Carnival	10 – 12 Jul	Gladstone	\$10,000	\$ -	\$7,500	\$ -
Baffle Creek Mens Shed	Baffle Creek Car and Bike Muster	19 Jul	Baffle Creek	\$3,950	\$ -	\$3,950	\$ -
Gladstone Calliope Equestrian Group	GCEG 1 Star Regional Championship and AAOR leaderboard Event	25 – 26 Jul	Mt Larcom	\$2,500	\$ -	\$2,500	\$ -
Calliope Polocrosse Assoc	<i>Polocrosse, we love it!</i> Calliope 60th Anniversary	25 – 26 Jul	Calliope	\$10,000	\$ -	\$ -	\$200

#### Impact Event

Applicant	Event	Date	Location	Request		Recommendation	
				Funds	In-kind	Funds	In-Kind
Boyne Valley Community Discovery Centre Inc.	Boyne Valley Country Music Campout	3 – 5 Apr	Boyne Valley	\$17,620	\$ -	\$10,100	\$ -
Discovery Coast Tourism & Commerce Inc.	2020 Agnes Blues, Roots & Rock Festival	21 - 23 Feb	Agnes Water	\$20,000	\$ -	\$20,000	\$ -
1770 Art Show Inc.	1770 Art Show	20 – 31 May	Seventeen Seventy	\$7,970	\$2,000	\$ -	\$900

2. Authorise the Chief Executive Officer (or delegate) to finalise and execute a grant and/or sponsorship agreement (detailing entitlements and conditions) with each successful applicant.

### Background:

In May 2019, Council adopted a new Community Investment Policy (the Policy) and implemented a new Community Investment Program on 1 July 2019.

The Community Investment Program offers six (6) key funding streams as detailed below:

- Connected Communities Fund
- Regional Enhancement Fund
- Community Celebration Fund
- Community Education Fund
- Mayor's Discretionary Fund
- Regional Arts Development Fund (RADF)

The Community Celebration Fund (the Fund) offers five (5) categories of funding (Ignite, Impact, Destination, Signature and Community) to support events that will showcase and foster community pride, boost our local economy and actively promote visitation across the region.

The Fund is also intended to leverage the objectives of Council's *Gladstone Regional Events Strategy 2019 – 2024* which has set a strategic focus for investing in new and emerging as well as existing destination and signature events to increase out-of-region attendance and visitation across the region.

Eligible applications are assessed by a Community Investment Assessment Panel (the Panel) with recommendations presented to Council at a General Meeting for decision.

On 1 September 2019, the Fund was open for applications for projects to be delivered between April and July 2020. Eleven (11) applications were received at close of application period on 30 September 2019.

Due to timing of Council adoption of the Community Investment Policy and subsequent timing of implementation of the Community Investment Program, events normally delivered between October 2019 and March 2020 did not have an avenue to seek Council support under new predetermined rounds.

To ensure opportunities for these events are available, out-of-round applications are being accepted. The assessment of three (3) out-of-round applications are included as part of this report. A summary of applications received tabled below.

### Ignite Event

Applicant	Event	Date	Location	Request	
				Funds	In-Kind
Gladstone Road Runners*	Australia Day Fun Run	26 Jan	Gladstone	\$500	\$ -
Gladstone Athletics Club*	2020 Regional Athletics Carnival	8 – 9 Feb	Gladstone	\$7,600	\$ -
Gladstone Road Runners	Gladstone Harbour Festival Fun Run	10 Apr	Gladstone	\$1,000	\$ -
Boyne Valley Historical Society Inc.	Centenary of Boyne Valley Soldier Settlement and birth of Ubobo	25 – 27 Apr	Boyne Valley	\$9,480	\$ -
Gladstone PAWS Inc.	Gladstone PAWS Walk	24 May	Gladstone	\$4,000	\$ -
Gladstone & District Junior Rugby League Inc.	Jason Hetherington Cup Annual Carnival	10 – 12 Jul	Gladstone	\$10,000	\$ -
Baffle Creek Mens Shed	Baffle Creek Car and Bike Muster	19 Jul	Baffle Creek	\$3,950	\$ -
Gladstone Calliope Equestrian Group	GCEG 1 Star Regional Championship and AAOR leaderboard Event	25 – 26 Jul	Mt Larcom	\$2,500	\$ -
Calliope Polocrosse Assoc.	<i>Polocrosse, we love it!</i> Calliope 60th Anniversary	25 – 26 Jul	Calliope	\$10,000	\$ -

\* Denotes an out-of-round application

### Impact Event

Applicant	Event	Date	Location	Request	
				Funds	In-Kind
Boyne Valley Community Discovery Centre Inc.	Boyne Valley Country Music Campout	3 – 5 Apr	Boyne Valley	\$17,620	\$ -
1770 Art Show Inc.	1770 Art Show	20 – 31 May	Seventeen Seventy	\$7,970	\$ 2,000

\* Denotes an out-of-round application

## Signature Event

Applicant	Event	Date	Location	Request	
				Funds	In-Kind
Discovery Coast Tourism & Commerce Inc.	2020 Agnes Blues, Roots & Rock Festival	21 – 23 Feb	Agnes Water	\$20,000	\$ -

**NB:** There are no pre-determined rounds for the Signature Event category and is for events that can offer a proven increase in destination profile, economic impact and overnight visitor expenditure. Attract visitors that invest in the region and over 25% out-of-region visitors.

## Panel Assessment Process

In accordance to the Community Investment Policy (P-2019-08) and Community Investment Corporate Standard (CS-2019-09), eligible applications are assessed by the Panel.

Panel assessment is undertaken using an assessment matrix to score each application against Key Selection Criteria (KSC) to determine an order of merit. The overall score (ranking) is used to inform the recommendation. The tables below define the KSC, weighting and definition of scores applied in the assessment matrix.

Key Selection Criteria	Weighting (Out of 100%)			
	Ignite	Impact	Destination	Signature
<b>Social &amp; Community</b> - Drives social and community outcomes, including community pride and cohesion	35	20	15	20
<b>Destination</b> - Enhances the profile and appeal of the Gladstone Region	30	20	20	20
<b>Financial Sustainability</b> - Demonstrates financial sustainability	7.5	10	7.5	5
<b>Environmental Sustainability</b> - Demonstrates environmental sustainability	7.5	10	7.5	5
<b>Economic Impact</b> - Generates economic activity in the Gladstone Region	10	20	20	20
<b>Overnight Visitation</b> - Attracts external visitation specifically generating overnight visitor expenditure	10	20	15	25
<b>Dispersal</b> - Demonstrates regional equity and dispersal	0	0	10	2.5
<b>Timing</b> - Is staged in a shoulder / low season and does not conflict with other event dates	0	0	5	2.5

Overall Score	Definition
65.5% and above	Applications that achieve an overall score of 65.5% and above have demonstrated evidence that has either met or exceeded the expectation for all KSCs. The Panel may favourably recommend the application for the full funding sought.
Between 50.5% to 65%	Applications that score between 51% to 65% have demonstrated evidence that has either met or exceeded a single KSC and achieved some and/or marginal evidence in others. The Assessment Panel may choose to recommend funding based on scores received for KSCs with high weighting and an overall alignment to the funding objectives.
50% or Less	Applications that achieve an overall score of 50% or less have mostly demonstrated marginal and/or unacceptable evidence across all KSCs. The Assessment Panel may still choose to recommend the application for part funding based on some evidence of meeting the funding objectives.

## Consideration:

Panel assessment was undertaken in October 2019. Individual Panel member scores are captured in the Assessment Matrix attached. In the interest of keeping this report succinct, panel

assessment comments about each application has been provided as an attachment to this report. Tabled below is the result of the assessment matrix ranking.

### Ignite Event

Applicant	Event	Event Date	Request		Assessment Score (out of 100)	Recommendation	
			Funds	In-Kind		Funds	In-Kind
Gladstone & District Junior Rugby League Inc.	Jason Hetherington Cup Annual Carnival	10 – 12 Jul	\$10,000	\$ -	85%	\$7,500	\$ -
Gladstone Athletics Club	2020 Regional Athletics Carnival	8 – 9 Feb	\$7,600	\$ -	80%	\$7,600	\$ -
Baffle Creek Mens Shed	Baffle Creek Car and Bike Muster	19 Jul	\$3,950	\$ -	69%	\$3,950	\$ -
Gladstone Road Runners	Gladstone Harbour Festival Fun Run	10 Apr	\$1,000	\$ -	66%	\$1000	\$ -
Gladstone Calliope Equestrian Group	GCEG 1 Star Regional Championship and AAOR leaderboard Event	25 – 26 Jul	\$2,500	\$ -	66%	\$2,500	\$ -
Gladstone Road Runners	Australia Day Fun Run	26 Jan	\$500	\$ -	63%	\$500	\$ -
Boyne Valley Historical Society Inc	Centenary of Boyne Valley Soldier Settlement and birth of Ubobo	25 – 27 Apr	\$9,480	\$ -	54%	\$1,500	\$ -
Calliope Polocrosse Assoc.	<i>Polocrosse, we love it!</i> Calliope 60th Anniversary	25 – 26 Jul	\$10,000	\$200	46%	\$ -	\$200
Gladstone PAWS Inc.	Gladstone PAWS Walk	24 May	\$4,000	\$ -	36%	\$ -	\$ -
<b>TOTAL</b>			<b>\$49,030</b>	<b>\$200</b>		<b>\$24, 550</b>	<b>\$200</b>

### Impact Event

Applicant	Event	Event Date	Request		Assessment Score (out of 100)	Recommendation	
			Funds	In-Kind		Funds	In-Kind
Discovery Coast Tourism & Commerce Inc.	2020 Agnes Blues, Roots & Rock Festival	21 - 23 Feb	\$20,000	\$ -	78%	\$20,000	\$ -
Boyne Valley Community Discovery Centre Inc.	Boyne Valley Country Music Campout	3 – 5 Apr	\$17,620	\$ -	72%	\$10,100	\$ -
1770 Art Show Inc.	1770 Art Show	20 – 31 May	\$7,970	\$2000	56%	\$ -	\$900
<b>TOTAL</b>			<b>\$45,590</b>	<b>\$2000</b>		<b>\$30,100</b>	<b>\$900</b>

### Signature Event

Eligibility of the application received as a Signature Event was reviewed in detail by the Panel. Whilst it was acknowledged that local significance of this event for Agnes Water and 1770 was well demonstrated, the Panel concluded that the trend in growth in patronage for reach of out-of-region visitation is not yet to the level of expectation for a Signature Event.

The Panel considered that the application demonstrated greater merits across all criteria aligned more to an Impact Event and determined to move and assess the application under such category.

The full assessment comment on the application is included in the attachment to this report.

Applicant	Event	Event Date	Request		Assessment Score (out of 100)	Recommendation	
			Funds	In-Kind		Funds	In-Kind
Discovery Coast Tourism & Commerce Inc.	2020 Agnes Blues, Roots & Rock Festival	21 - 23 Feb	\$20,000	\$ -	0	\$ -	\$ -

Applicant	Event	Event Date	Request		Assessment Score (out of 100)	Recommendation	
			Funds	In-Kind		Funds	In-Kind
<b>TOTAL</b>			<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>

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

The Assessment Panel membership that undertook assessment consisted of following delegated Officers:

- General Manager Operations
- Manager Engagement and Partnerships
- Manager Biosecurity and Environmental Health
- Community Investment Officer (Acting)

Additional communication/consultation was undertaken with the following:

- Economic Development Specialist
- Manager Events and Entertainment
- Manager Gladstone Regional Art Gallery and Museum (Acting)
- Community Development Specialist
- Events Specialist (Acting)
- Events Booking Officer

### External

- Listed applicants

### Legal Environmental and Policy Implications:

All applications are assessed against Council's Community Investment Policy (P-2019-08), Community Investment Corporate Standard (CS-2019-09) and published funding guidelines.

On favorable adoption of the Panel's recommendations detailed in this report, authorised officers will proceed to enter into a grant and/or a one-year (1) sponsorship agreements (detailing entitlements and conditions) with successful applicants.

### Financial and Resource Implications:

In 2019/20, Council budgeted \$455,266.00 to support recommended applications received through the Community Celebration Fund. Table below detail current expenditure, across the funding streams.

Funding Category	19/20 Budget	Funds released to date	Funds Available	Funding recommended in this Report	Funds Remaining	\$ value of In-kind provided to date	\$ value of In-kind recommended in this Report
Community Event	\$22,266	\$360	\$21,906	\$ -	\$21,906	\$ -	\$ -
Ignite Event	\$63,000	\$7,590	\$55,410	\$24,550	\$30,860	\$220	\$200
Impact Event	\$85,000	\$ 8,800	\$76,200	\$30,100	\$46,100	\$ -	\$900
Destination Event	\$85,000	\$ 4,000	\$81,000	\$ -	\$81,000	\$33,710	\$ -
Signature Event	\$200,000	\$ 7,000	\$193,000	\$ -	\$193,000	\$ -	\$ -
<b>TOTALS</b>	<b>\$455,266</b>	<b>\$7,700</b>	<b>\$447,566</b>	<b>\$54,650</b>	<b>\$372,866</b>	<b>\$33,930</b>	<b>\$1,100</b>

Council's In-kind support granted to successful applicant(s) are covered through current operating budgets across relevant Council business. Remaining funds will be expended in upcoming rounds for each funding stream scheduled for 2019/20.

On favorable adoption of the Panel's recommendations, expenditure for the in-kind support granted will be covered as an operational expense of the Brand and Communications (Cost Centre 460) and Arts and Heritage (Cost Centre 495).

**Commentary:**

In the interest of promoting future applications to the Community Investment Program, the following table is a summary of rounds opening between January and April 2020.

Connected Communities Fund	January	February	March	April
Community Hall Subsidy	Open 2 <sup>nd</sup> Jan - Close 28 <sup>th</sup> Feb		Assessment	Decision
Sport and Recreation Operations			Open 2 <sup>nd</sup> Close 31 <sup>st</sup>	Assessment Decision
Performing Arts For projects to be delivered between Jun – Nov 2020	Open 2 <sup>nd</sup> Jan - Close 28 <sup>th</sup> Feb		Assessment	Decision
Regional Enhancement Fund	January	February	March	April
Jumpstart City Heart Grant	Open 2 <sup>nd</sup> Jan - Close 28 <sup>th</sup> Feb		Assessment	Decision
Environmental Care Grant	Open 2 <sup>nd</sup> Jan - Close 28 <sup>th</sup> Feb		Assessment	Decision
Plant and Equipment	Open year round			
Development Fee Reimbursement	Open year round			
Community Celebration Fund	January	February	March	April
Ignite Event For projects to be delivered between Aug – Nov 2020	Open 2 <sup>nd</sup> Jan - Close 28 <sup>th</sup> Feb		Assessment	Decision
Impact Event For projects to be delivered between Aug – Nov 2020	Open 2 <sup>nd</sup> Jan - Close 28 <sup>th</sup> Feb		Assessment	Decision
Destination Event For projects to be delivered between Aug 2020 – Jan 2021	Open 2 <sup>nd</sup> Jan - Close 28 <sup>th</sup> Feb		Assessment	Decision
Signature Event	Open year round by proposal only			
Community Event For projects to be delivered between May – Aug 2020		Open 3 <sup>rd</sup> Close 29 <sup>th</sup>	Assessment	Decision
Community Education and Development Fund	January	February	March	April
Regional Education Bursary	There are no rounds open during this period			
Regional Education Program	There are no rounds open during this period			
School Engagement Subsidy	There are no rounds open during this period			

**Summary:**

Nil.

**Anticipated Resolution Completion Date:**

20 December 2019

**Attachments:**

1. Oct 2019 Panel Assessment – Community Celebration Fund- Ignite and Impact Applications
2. Assessment Matrix – Community Celebration Fund – Ignite Event October 2019
3. Assessment Matrix – Community Celebration Fund – Impact Event October 2019

**Tabled Items:**

Nil.

**Report Prepared by:** Manager Engagement and Partnerships

## G/3.1.6. ASSESSMENT OF REGIONAL ENHANCEMENT FUND APPLICATIONS - SPORT & RECREATION - COMMUNITY AND STRATEGIC PROJECTS

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

**Council Meeting Date:** 19 November 2019

**File Ref:** GS3.1

### Purpose:

Consider the recommendations of the Community Investment Panel on applications received under the Regional Enhancement Fund.

### Officer's Recommendation:

That Council:-

1. Adopt the Community Investment Panel recommendation of funding for applications received under the category of funding tabled below:

#### Sport and Active Recreation – Community Projects

Applicant	Project	Request	Recommendation
Central Football Club Gladstone Inc.	Upgrade field lights and electrical board	\$2,999	\$2,999
<b>TOTAL</b>		<b>\$2,999</b>	<b>\$2,999</b>

#### Sport and Active Recreation – Strategic Projects

Applicant	Project	Request	Recommendation
Clinton Park Sports Assoc.	Lighting upgrade – Field one (1)	\$35,200	\$35,200
Curtis Coast Dolphins Netball Assoc.	Conversion of grass courts to all-weather courts	\$100,000	\$100,000
Central Queensland Drag Racing Assoc.	Construct multipurpose function rooms	\$94,270	\$ -
<b>TOTAL</b>		<b>\$229,470</b>	<b>\$135,200</b>

2. Authorise the Chief Executive Officer (or delegate) to finalise and execute a grant and/or sponsorship agreement (detailing entitlements and conditions) with each successful applicant.
3. Authorise the Chief Executive Officer (or delegate) to undertake an out-of-round of the Sport and Active Recreation – Community Projects, opening in January 2020 for the purpose of distributing unspent funds of \$87,801.00 by June 2020.

### Background:

In May 2019, Council adopted a new Community Investment Policy (the Policy) and implemented a new Community Investment Program on 1 July 2019.



The Community Investment Program offers six (6) key funding streams detailed below:

- Connected Communities Fund
- Regional Enhancement Fund
- Community Celebration Fund
- Community Education Fund
- Mayor's Discretionary Fund
- Regional Arts Development Fund (RADF)

The Regional Enhancement Fund (the Fund) offers six (6) categories of funding (tabled below) designed to support the continued growth and development of local sport and active recreation clubs organisations, generate activity in our CBD and protect and preserve our natural assets.

Regional Enhancement Fund	
Sport and Active Recreation - Strategic Projects	To support sport and active recreation organisations with funding to upgrade existing or build new facilities where the organisation has land tenure. Applicants can apply up to a maximum of \$100,000.
Sport & Active Recreation - Community Projects	To support sport and active recreation organisations that own, lease or control land to enhance their facilities to enable increased sporting participation. Applicants can apply for funding between \$2,500 - \$30,000.
Jump Start City Heart	Support initiatives of organisations, CBD business and individuals that contribute to encouraging visitation, overall aesthetics of the CBD, stimulate economy and engage community and visitors
Environmental Care	Assistance to the community to undertake initiatives that conserve or enhance the environment across the region e.g. Tidy Towns competitions.
Plant and Equipment	Assist community organisations with costs for procuring specified plant and equipment by wet hire of Council machinery.
Development Application Fee Reimbursement	Fee relief for eligible organisations from Council development application fees.

On 1 August, the Sport and Active Recreation – Community and Strategic Projects was open for application and closed 31 August. Eligible applications are assessed by a Community Investment Assessment Panel (the Panel) with recommendations presented to Council at a General Meeting for decision.

A total of four (4) applications were received. One (1) Community Project and three (3) Strategic Projects as tabled below.

#### Sport and Active Recreation – Community Projects

Applicant	Project	Location	Request	Applic. Contribution	Total Project Cost
Central Football Club Gladstone Inc.	Upgrade field lights and electrical board	Toooloa	\$2,999	\$1,654	\$4,653

#### Sport and Active Recreation – Strategic Projects

Applicant	Project	Location	Request	Applic. Contribution	Total Project Cost
Clinton Park Sports Assoc.	Lighting upgrade – Field one (1)	Clinton	\$35,200	\$8,800	\$44,000
Curtis Coast Dolphins Netball Assoc.	Conversion of grass courts to all-weather courts	Boyne Island	\$100,000	\$70,000	\$170,000

Applicant	Project	Location	Request	Applic. Contribution	Total Project Cost
Central Queensland Drag Racing Assoc.	Construct multipurpose function rooms	Benaraby	\$94,270	\$20,000	\$109,270

### Panel Assessment Process

In accordance to the Community Investment Policy (P-2019-08) and Community Investment Corporate Standard (CS-2019-09), eligible applications are assessed by the Panel.

Panel assessment is undertaken using an assessment matrix to score each application against Key Selection Criteria (KSC) to determine an order of merit.

The overall score (ranking) is used to inform the recommendation. The tables below define the KSC, weighting and definition of scores applied in the assessment matrix.

Funding Category	Key Selection Criteria	Weighting (Out of 100%)
Sport & Active Recreation – Community Projects	<b>Participation</b> - Increase community participation through maintenance and enhancement projects	25
	<b>Safe</b> - Create a safer, more accessible and user-friendly facility for participants, spectators and the wider community	25
	<b>Multipurpose</b> - Encourage multi-use or shared capability of a facility	25
	<b>Sustainability</b> - Enhance the sustainability and effectiveness of the Club through purchase of significant equipment	25
Sport & Active Recreation – Strategic Projects	<b>Participation</b> - Increase community participation and organisation sustainability through major upgrades or new facilities	20
	<b>Safe</b> - Create a safer, more accessible and user-friendly facility for participants, spectators and the wider community	20
	<b>Multipurpose</b> - Provide or build a facility that encourages multi-use or shared capability	20
	<b>Strategic Alignment</b> - Aligns/identified within Council's strategic plans i.e. Council's Amalgamation of Open Space & Recreation Plans and Operational Plan	20
	<b>Destination</b> - Provide opportunities to increase the region's sport and recreation profile.	20

Overall Score	Definition
65.5% and above	Applications that achieve an overall score of 65.5% and above have demonstrated evidence that has either met or exceeded the expectation for all KSCs. The Panel may favourably recommend the application for the full funding sought.
Between 50.5% to 65%	Applications that score between 51% to 65% have demonstrated evidence that has either met or exceeded a single KSC and achieved some and/or marginal evidence in others. The Assessment Panel may choose to recommend funding based on scores received for KSCs with high weighting and an overall alignment to the funding objectives.
50% or Less	Applications that achieve an overall score of 50% or less have mostly demonstrated marginal and/or unacceptable evidence across all KSCs. The Assessment Panel may still choose to recommend the application for part funding based on some evidence of meeting the funding objectives.

### Consideration:

Panel assessment was undertaken in October 2019. Individual Panel scores are captured in the Assessment Matrix attached. Assessment outcome summarised below:

## Sport and Active Recreation – Community Projects

Applicant	Project Summary		Score (out of 100)	Funds Recommended	Panel Comment
Central Football Club Gladstone Inc.	Upgrade of field lights and electrical board	Project Cost \$4,653  Request \$2,999  Contribution \$1,654 (36%)	63%	\$2,999	<p>The Panel scored this application highest on demonstrated evidence to create a safer, more accessible and user-friendly facility for participants, spectators and the wider community.</p> <p>The Panel noted that the nominal investment sought and acknowledgement of the club's cash contribution towards the total project cost is commendable.</p> <p>Fruition of the project will deliver benefit to numerous football clubs that attend fixtures at this facility. Whilst the application did not all score high against all criteria, in recognition of the club's proactive maintenance to remove all likely hazards for members and patrons to the grounds, the Panel recommends full funding sought.</p>

## Sport and Active Recreation – Strategic Projects

Applicant	Project Summary		Score (out of 100)	Funds Recommended	Panel Comment
Clinton Park Sports Assoc.	Lighting upgrade – Field one (1)	Project Cost \$44,000  Request \$35,200  Contribution \$8,800 (20%)	80%	\$35,200	<p>The Panel considered this application to score highly across several criteria specifically, creating a safer sporting environment through improved lighting standards, opportunity to increasing participation and generally provide better facilities for multi-use/shared capacity.</p> <p>The Panel agreed that the favorable investment will benefit multiple sporting groups based at the project location. By transitioning to LED, the association and clubs will result in reduced running cost through improved lighting technology. These types of proactive improvements demonstrate club willingness to ensure community sport grounds aim to and uphold Australian Standards.</p> <p>The outcomes identified in the application generally align well with Council's open space and recreation strategic objectives. The Panel recommends full funding of \$35,200.</p>

Applicant	Project Summary		Score (out of 100)	Funds Recommended	Panel Comment
Curtis Coast Dolphins Netball Assoc.	Conversion of grass courts into all-weather courts	Project Cost \$170,000 Request \$100,000 Contribution \$70,000 (41%)	75%	\$100,000	<p>The Panel has scored this application as having met and/or exceed expectations across all criteria. The application clearly demonstrated the importance of proactive facility (courts) improvement planning to ensure safe participation across all levels of capabilities specifically, the value of safe facilities to drive introductory and junior participation.</p> <p>The proposed improvements will open greater opportunities to host regional fixtures outside of the Gladstone creating opportunities for local economic advantages.</p> <p>Fundamentally, improvements will likely increase participation, encourage multi-use by other regional teams, create a safer, more accessible, and user-friendly facility as well as increase the region's sport and recreation profile to host club and or/school carnivals.</p> <p>The outcomes identified align well with Council's open space and recreation strategic objectives and will be a complementary to existing netball facilities based in Gladstone. The application provided evidence of having sought preliminary approvals to undertake improvements on lease land.</p> <p>The Panel recognised favorably, the application seeking fair and reasonable cash support and demonstrating sound financial planning and management by contributing 41% of the total capital cost. Taking on board the overall assessment of the application, the Panel recommends full funding of \$100,000.</p>
Central Queensland Drag Racing Assoc.	Construction of multipurpose function rooms	Project Cost \$109,270 Request \$94,270 Contribution \$20,000 (18%)	30%	\$ -	<p>The Panel score this application least meritorious across several criteria and considered the application demonstrated the least opportunity for multi-use/shared capacity. Whilst the benefits are evident for the club's specific needs, it was noted by the Panel that recent investment in the construction of a fit-for-purpose multi-use meeting and training room facilities at the Benaraby Motorsport Complex already offer the meeting/gathering facility functions similar to the facility needs sought.</p> <p>The Panel recognised that the application did not offer the minimum cash contribution required under the program highlighting financial risks should the project construction go over budget.</p> <p>The application did not provide evidence of having sought preliminary approvals to undertake improvements on the lease land.</p> <p>Overall, the Panel acknowledged the proposed project has some alignment to an overall future plan to develop the Benaraby Motorsport Complex however, other applications received in this round demonstrated opportunities for greater investment outcomes.</p> <p>The Panel recommends the applicant consider revising the scope of the project specific to improving safe storage of the specialised equipment mentioned and make future application taking on board the minimum cash contribution required of the total project cost.</p>

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

The Panel membership that undertook assessment consisted of following delegated Officers:

- General Manager Operations
- Manager Engagement and Partnerships
- Manager Biosecurity and Environmental Health
- Community Investment Officer

Additional communication/consultation was undertaken with the following:

- Economic Development Specialist
- Community Development Specialist
- Property Acquisition and Disposal Officer

### External

- Listed applicants

### Legal Environmental and Policy Implications:

All applications are assessed against Council’s Community Investment Policy (P-2019-08), Community Investment Corporate Standard (CS-2019-09) and published funding guidelines.

On favorable adoption of the Panel’s recommendations detailed in this report, authorised officers will proceed to enter into a grant and/or a one-year (1) sponsorship agreements (detailing entitlements and conditions) with successful applicants.

### Financial and Resource Implications:

In 2019/20, Council budgeted \$318,000 to fund recommended applications received through the Regional Enhancement Fund. Below details current expenditure, across the categories of funding.

Funding Category	19/20 Budget	Released to date	Funds Available	Recommendations of this Report	Funds Remaining
Sport and Active Recreation – Strategic Projects	\$148,000	\$22,000	\$126,000	\$135,200	\$ -
Sport and Active Recreation – Community Projects	\$100,000	\$ -	\$100,000	\$12,199	\$87,801
Jump Start City Heart	\$20,000	\$ -	\$20,000	\$ -	\$20,000
Environmental Care	\$10,000	\$ -	\$10,000	\$ -	\$10,000
Plant and Equipment	\$17,157	\$ -	\$17,157	\$ -	\$17,157
Development Fee Reimbursement	\$22,843	\$343	\$22,500	\$ -	\$22,500
<b>TOTALS</b>	<b>318,000</b>	<b>\$22,343</b>	<b>\$295,657</b>	<b>\$147,399</b>	<b>\$157,458</b>

With the Sport and Active Recreation – Community Projects offered only one per year, and the limited applications received, and minimal funding recommended under the 19/20 round, a budget of \$97,001 remains unspent.

The Panel recommendation of \$135,200 for the Sport and Active Recreation – Strategic Projects is above the assigned budget of \$126,000, a shortfall of \$9,200 exist. Funds will be drawn from the Sport and Active Recreation – Community Projects unspent budget to cover this shortfall.

A balance of \$87,801 remains for Sport and Active Recreation – Community Projects. The Panel has recommended that an out-of-round of this funding be offered to the community in January 2020.

## Commentary:

In the interest of promoting future applications to the Community Investment Program, the following table is a summary of rounds opening between January and April 2020.

Connected Communities Fund	January	February	March	April
Community Hall Subsidy	Open 2 <sup>nd</sup> Jan - Close 28 <sup>th</sup> Feb		Assessment	Decision
Sport and Recreation Operations			Open 2 <sup>nd</sup> Close 31 <sup>st</sup>	Assessment Decision
Performing Arts For projects to be delivered between Jun – Nov 2020	Open 2 <sup>nd</sup> Jan - Close 28 <sup>th</sup> Feb		Assessment	Decision
Regional Enhancement Fund	January	February	March	April
Jumpstart City Heart Grant	Open 2 <sup>nd</sup> Jan - Close 28 <sup>th</sup> Feb		Assessment	Decision
Environmental Care Grant	Open 2 <sup>nd</sup> Jan - Close 28 <sup>th</sup> Feb		Assessment	Decision
Plant and Equipment	Open year round			
Development Fee Reimbursement	Open year round			
Community Celebration Fund	January	February	March	April
Ignite Event For projects to be delivered between Aug – Nov 2020	Open 2 <sup>nd</sup> Jan - Close 28 <sup>th</sup> Feb		Assessment	Decision
Impact Event For projects to be delivered between Aug – Nov 2020	Open 2 <sup>nd</sup> Jan - Close 28 <sup>th</sup> Feb		Assessment	Decision
Destination Event For projects to be delivered between Aug 2020 – Jan 2021	Open 2 <sup>nd</sup> Jan - Close 28 <sup>th</sup> Feb		Assessment	Decision
Signature Event	Open year round by proposal only			
Community Event For projects to be delivered between May – Aug 2020		Open 3 <sup>rd</sup> Close 29 <sup>th</sup>	Assessment	Decision
Community Education and Development Fund	January	February	March	April
Regional Education Bursary	There are no rounds open during this period			
Regional Education Program	There are no rounds open during this period			
School Engagement Subsidy	There are no rounds open during this period			

## Summary:

Nil

## Anticipated Resolution Completion Date:

20 December 2019

**Attachments:**

1. Oct 2019 Panel Assessment - Regional Enhancement Fund - Sport & Rec Strategic and Community Projects
2. Assessment Matrix - Regional Enhancement Fund - SR Community Project October 2019
3. Assessment Matrix - Regional Enhancement Fund - SR Strategic Project October 2019

**Tabled Items:**

Nil.

**Report Prepared by:** Manager Engagement and Partnerships

### **G/3.1.7. APPOINTMENT OF THE GLADSTONE SAIKI SISTER CITY ADVISORY COMMITTEE 2020**

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

**Council Meeting Date:** 19 November 2019

**File Ref:** CR2.14, CR3.2

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#### **Purpose:**

To seek Council consideration to appoint memberships (by recommendation of Selection Panel) to the Gladstone Saiki Sister City Advisory Committee for 2020.

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

That Council:

1. Adopt the Selection Panel recommendation to appoint the following persons to the Gladstone Saiki Sister City Advisory Committee for 2020:  
Returning Members
  - Wendy Marsh
  - Howard Marsh
  - Maureen Mason
  - Bev Fellows
  - Chris Moore
  - Andrew Horton
  - Gladstone Youth Council representative, 2020.New Members
  - Yukiko Moore
  - Lizabeth Steel
  - Jennifer McGuire
2. Seek nomination and appoint Councillor(s) \_\_\_\_\_ to the Gladstone Saiki Sister City Advisory Committee for 2020.
3. Note, representatives appointed as non-voting (ex officio) members to be:
  - Mayor, Gladstone Regional Council.
  - Manager Gladstone Regional Art Gallery and Museum.
  - Community Development Officer (Secretariat).

#### **Background:**

The objective of sister city relationships is to provide a forum for cultural, economic and educational interchange between like international communities and to encourage friendship, cooperation, understanding, goodwill and harmony.

A Declaration of Friendship between Gladstone and Saiki cities was first signed on 4 September 1996. The Gladstone Saiki Sister City Advisory Committee was reconstituted on 16 July 1997 operating under a Committee Constitution.



Membership is made up of volunteers elected each year with the purpose to promote and engage through a number of initiatives including (but not limited to):

- Biennial Mayoral Visits
- Intercity Art Exhibition
- Student Exchange
- Multicultural Festival Stall
- Children's Day
- Saiki Literature Exchange
- Horticulture and Garden Exchange.

At the 19 September 2019 committee meeting, the Committee resolved to open Expressions of Interest (EOI) for memberships for 2020 ahead of its scheduled Annual General Meeting on 21 November 2019.

From 25 September, EOIs by public notice in the local newspaper outlet, Council website and interagency meetings were released. Nominations closed 18 October 2019.

### Consideration:

The current Committee membership is as tabled below. It is important to note that some members have relinquished their membership since the last formal Council appointment in December 2017.

Position	Members	Tenure
President	Wendy March	Current
Secretariat (Ex Officio)	Kate Dimou, Community Development Officer	Appointed
Ordinary Member	Howard March	Current
	Maureen Mason	Current
	Bev Fellows	Current
	Andrew Horton	Current
	Chris Moore	Current
	Lizabeth Steel	Interim
Ex Officio	Mayor Matt Burnett	Appointed
	Cr. Glenn Churchill	Appointed
	Cr. Desley O'Grady	Appointed
	Manager, Gladstone Regional Art Gallery & Museum	Appointed
Resignations/Nil Attendance	John Wood	NA
	Ed Morris	NA
	Richa Joshi	March 2019
	Peter O'Dwyer	May 2019

At close of EOI period (25 September - 18 October 2019), Council received nine (9) EOI for the panel consideration. Assessment was undertaken 24 October 2019.

Under the Terms of Reference (ToR) adopted, membership of the Committee shall consist of:

- One (1) Committee President.
- One (1) Committee Secretary, which will be an employee of Gladstone Regional Council and a non-voting (ex-officio) member.
- One (1) representative from the Gladstone Art Gallery & Museum and as non-voting (ex-officio) member.
- Up to four (4) community members, referred to as ordinary members.
- One (1) Gladstone Region Youth Council member, as nominated by the Gladstone Region Youth Council.
- A Councillor(s) if deemed appropriate by resolution of Council.

Note, the Mayor may also attend as an ex-officio non-voting member.

The Selection Panel considered each EOI, reviewing nominations based on interest in the sister city program, skills and values shared as well as experience across the following areas:

- Community Development.
- Culturally and Linguistically Diverse Engagement.
- Local Business Networks.
- Community Event Coordination and Delivery.
- Cultural Exchange Student Host Family Program.
- Volunteering.
- Arts and Cultural Development.

Of the EOIs received, the following persons all offer invaluable knowledge, experience and expertise to continue to deliver on the objectives of the sister city program.

*Current members recommended:*

- Wendy Marsh
- Howard Marsh
- Maureen Mason
- Bev Fellows
- Chris Moore
- Andrew Horton

*New members recommended:*

Yukiko Moore

Yukiko is fluent in Japanese (native speaking) and offers a deep understanding of Japanese customs and culture. Yukiko is also experienced with Australia – Japan cultural exchange having hosted several Japanese teachers from Tsuruya Junior High School, Saiki City.

Lizabeth Steel

Fluent in Japanese. Has been a member (interim) of the committee since February 2019. Liz has been integral to providing support during preparations for Council's Saiki City delegation in 2019. Liz also brings knowledge and interest in economic and business development.

Jennifer McGuire

As President of the Boyne Tannum HookUp, Jennifer is passionate to explore opportunities to promote the Gladstone Region fishing tourism to an international audience. Jennifer's expertise is considered beneficial to the committee's intentions to engage opportunities beyond cultural exchange and explore Council's destination and recreational opportunities between Gladstone and Saiki City.

With the diversity of skills presented in the EOIs, the selection panel is confident that the proposed 2020 membership will further strengthen the cultural appreciation with Saiki City as well as explore new avenues to broaden our sister city relations into areas such as signature event and community recreation opportunities.

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

Membership of the selection panel consisted of the following Council Officers:

- Manager Engagement and Partnerships
- Manager Gladstone Regional Art Gallery and Museum (Acting)
- Events Specialist
- Governance Advisor

## Legal Environmental and Policy Implications:

On 20 August 2019, Council reaffirmed the appointment of the Gladstone Saiki Sister City Advisory Committee (the Committee) as an advisory committee to Council constituted under Section 264 of the *Local Government Regulation 2012* and adopted a ToR (attached) to replace the existing Committee Constitution.

Under the ToR, nomination for appointment to the Committee will be through an expression of interest process and reviewed by an internal Council selection panel of three (3) Council Officers. The selection panel will make a recommendation on the successful candidates and presented to Council at a General Meeting for decision.

Once Council has resolved to appoint the recommended members detailed in this report, call for nomination and selection of executive committee positions will be undertaken by vote at the Gladstone Saiki Sister City Advisory Committee Annual General Meeting (AGM) to be held in November – December 2019.

## Financial and Resource Implications:

In 2019/20 Council has allocated a budget of \$20,000 for sister cities activities and will retain control of finances, accounting and administration of these funds. The Committee is delegated the authority to decide how these funds will be apportioned to the Committee's annual program of activities. Budget is overseen by the Manager Events and Entertainment (Cost Centre 475).

## Commentary:

In September 2019, the Committee adopted its 2020 Committee Meeting dates, to held on the 3<sup>rd</sup> Thursday of each month except for December and January. Meeting time will be 4:45pm - 6pm.

The venue for these meetings is the Community Engagement Centre (CEC) Conference Room at 142 Goondoon Street, Gladstone unless otherwise changed by Committee vote.

January	February	March	April	May	June
No Meeting Proposed	20th	19th	23rd	21st	25th
July	August	September	October	November	December
16th	20th	17th	15 <sup>th</sup>	19th	No Meeting Proposed

## Summary:

Nil.

## Anticipated Completion Date:

21 November 2019

## Attachments:

1. Terms of Reference

## Tabled Items:

Nil.

**Report Prepared by:** Manager Engagement and Partnerships

### **G/3.1.8. LIBRARY MEMBERSHIP AND BORROWING POLICY**

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

**Council Meeting Date: 19 November 2019**

**File Ref: CM28.1**

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#### **Purpose:**

To propose repealing the current Library Membership and Borrowing Policy.

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

That Council repeal P-2014/42 Library Membership and Borrowing Policy.

#### **Background:**

The Library Membership and Borrowing Policy was due for review in December 2017. Accordingly, a review has occurred. Other Central Queensland and Southern Queensland Councils' library practices were analysed for benchmarking purposes, including Rockhampton Regional Council, Whitsundays Regional Council, Isaac Regional Council, Townsville Regional Council; Bundaberg Regional Council, Livingstone Shire Council, Gold Coast City Council and Logan City Council.

Many of the researched Councils either outlined library membership or borrowing conditions on a corporate standard or simply displayed that information on their respective library websites as they consider this information to be operational, but at the same time, important for the community. It must be noted that the current library membership and borrowing policy does not lay out the conditions for the library collection development, which has its own separate policy. Considering these findings, the review was focused on the possibility of repealing such policy.

#### **Consideration:**

Council may either endorse the repeal or decide to keep the policy as it currently stands. Impacts of each option are detailed below.

##### Option 1: Council endorses the proposal to repeal the current policy (P-2014/42).

The current Policy provides content of procedures and information which are operational in nature. Most of its content is covered in other business documents including, the Debt Administration Corporate Standard (CS-2019-11); the library general information brochure (draft updated version attached); and library website. Any required updates to the library website and general brochure will be completed by the end of January 2020. These updates aim to make information more easily accessible to the public.

The Library membership categories which are currently detailed in the policy will not be mentioned on the brochure, as this is considered operational information only and is already discussed at the Libraries' induction for new staff members.

Gladstone Regional Council's Service Level Agreement with the State Library of Queensland ("SLA") will not be affected by the policy repeal if the conditions for membership and borrowing at the Gladstone Libraries are communicated to the public in other ways, which already occurs.

##### Option 2: Council does not endorse the policy repeal and resolves to maintain the policy as it stands.

It is an option to maintain the existing policy however it is not recommended by officers as there is no legal requirement for the policy and it is considered superfluous with alternative operational documents containing the same content.

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

The consultation process included feedback from other Queensland Councils (as listed above) and consultation with the following Council Officers:

- Executive Team
- Manager Regional Libraries
- Manager Governance
- Senior Legal Adviser.

**Summary:**

Nil.

**Anticipated Resolution Completion Date:**

Within a month of resolution.

**Attachments:**

1. P-2014/42 Library Membership and Borrowing Policy;
2. Draft Library General Information Brochure.

**Tabled Items:**

Nil.

**Report Prepared by:** Governance Officer

### **G/3.1.9. GLADSTONE LOCAL MARINE ADVISORY COMMITTEE - COUNCILLOR REPRESENTATION**

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

**Council Meeting Date: 19 November 2019**

**File Ref: CM7.1**

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#### **Purpose:**

Allow Council to consider the nomination of a Management Partner for the Gladstone Local Marine Advisory Committee.

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

That Council determines its position in relation to the nomination of a management partner(s) for the Gladstone Local Marine Advisory Committee.

#### **Background:**

The Gladstone Barrier Reef Marine Park Authority (GBRMPA) established advisory committees two decades ago, in 1999, to facilitate community feedback regarding the management of the Great Barrier Reef. Council has been involved with the Gladstone Local Marine Advisory Committee (LMAC) since its establishment. The Gladstone Committee is one of the 12 voluntary, community-based consulting bodies which deliberates about management issues regarding the Marine Park.

Any appointed Councillor attends the Committee as a Management Partner, a category of participation reserved to government agencies (local, state and federal). Unlike Committee members, Management Partners do not have voting powers, they are also not subject to the attendance rules imposed on Committee members. Their responsibilities within LMAC revolve around enabling a clear channel of communication between LMAC and the government including:

- participating in the meetings;
- contributing to committee discussions;
- providing verbal or written updates on their management activities at each meeting;
- enacting action items and requests for information; and
- communicating the committee's information and issues to Council.

If the appointed Councillor cannot attend a LMAC meeting, they may appoint a proxy. Recently the business's Manager Environment and Conservation has served as a proxy, when needed.

LMAC members are appointed every 3 years, following calls for public nominations. The Committee is comprised of 10 members nominated by the Chief Executive of GBRMPA; however, this number may change throughout the 3-year term. Management Partners such as Council, DAF and QPWS, as well as Observers (external stakeholders or LMAC members' guests, whose attendance has been approved by LMAC's Chair or Coordinator prior to meetings) are also encouraged to attend LMAC meetings.

The Committee meets five times per year in Gladstone. Councillor O'Grady is currently appointed to LMAC as a Management Partner on behalf of Council. Whilst there are no records indicating any expiry date on her term, it is noted the current LMAC term for members is 2018-2021. Council's appointments are reviewed at the start of each new term of Council unless another reason requires an earlier reconsideration of the appointment.

Council's recent involvement with LMAC includes:

1. LMAC's "What's down our drains project" which saw the installation of drain buddies in the Gladstone CBD storm water pits to stop rubbish run off into the catchment and allowed a better understanding of what is going down the drains.
2. Presenting Council's Coastal Hazard Adaptation Strategy to members, highlighting the need and benefits of long-term planning for the region.
3. Involvement in clean-up activities.
4. Strengthened community support for Council's actions and activities (such as the Lilley's Beach permit enforcement which started July 2019), among others.

All consulted parties during the course of this review have highlighted Council's presence at LMAC is beneficial. These benefits are listed below under each proposed option for Council's representation at LMAC.

## **Consideration:**

### **Options & Risk Analysis:**

#### Option 1 – Council nominates a Councillor and delegates the CEO to appoint a Council employee as Management Partners

The greatest advantage of this option is with two representatives, Council would have both a high-level strategic input, as well as the technical expertise from a skilled officer. When consulted, GBRMPA described this option as their preferred scenario in terms of Council representation at LMAC. This would also guarantee Council's input to committee discussions, the promotion of greater understanding between GBRMPA and Council.

A potential disadvantage of this option is having two representatives involved can result in passivity if both representatives do not communicate clearly regarding actions allocated to Council. This can be overcome if both representatives commit to exchange information and clearly outline who will be responsible for each action on behalf of Council. Furthermore, having two representatives will impact on greater time allocation from Council if both representatives are to attend the same meetings.

#### *Suggested Resolution*

*That Council:*

1. *Endorse the appointment of a Councillor as a Management Partner of Gladstone Local Marine Advisory Committee, noting the Cr O'Grady is the current representative;*
2. *Endorse the Chief Executive Officer to appoint a relevant Officer position as a Management Partner of the Gladstone Local Marine Advisory Committee.*

#### Option 2 – Council nominates a Councillor as a Management Partner

This would maintain the status quo regarding Council's participation on LMAC.

A councillor presence at LMAC enables Council to contribute to the committee's discussions with the community at the forefront and gain a better understanding of community interests regarding GBR matters. Furthermore, it strengthens Council's ties with the community, contributing to a better social licence to operate. It also provides a clear path of communication between GBRMPA and Council, given Councillors' holistic understanding of Council's activities impacting on GBR management.

Although to date there have been no reported issues regarding Councillors' role as LMAC management partners there may be a perceived conflict of interest, given Council policies and activities may be adversely impacted by LMAC advice and activities. This is minimised by the fact



management partners do not have voting rights or formal obligations to LMAC. Another significant consideration is the broad range of councillors' responsibilities, best use of time should be considered and whether a complementary balance is necessary.

#### *Suggested Resolution*

*That Council endorse the appointment of a Councillor as a Management Partner of Gladstone Local Marine Advisory Committee, noting the Cr O'Grady is the current representative.*

#### Option 3 – Council delegates the CEO to nominate a Council employee as a Management Partner

Currently, a Council employee acts as a proxy whenever the appointed Councillor cannot attend a LMAC meeting. Having a staff member representing Council similar to the previous option would enable Council to contribute to the committee's discussions with the community at the forefront and promote a better understanding of community interests regarding GBR matters, contributing to Council's social licence to operate. Furthermore, staff members have technical expertise and considerable understanding of sustainability concerns affecting GBR and their participation would enable direct operational engagement between LMAC and Council officers.

#### *Suggested Resolution*

*That Council endorse the Chief Executive Officer to appoint a relevant Officer position as a Management Partner of the Gladstone Local Marine Advisory Committee.*

#### Option 4 – No nomination

This option is a clear risk for Council's image, community engagement and social licence to operate, as Council may be perceived to have little regard to GBR's management.

#### *Suggested Resolution*

*That Council advise the Gladstone Local Marine Advisory Committee that it no longer seeks to have a Management Partner on the committee.*

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

The review of Council's appointment to LMAC has been with internal and external stakeholders listed below:

- Executive Team
- Great Barrier Reef Marine Park Authority
- Manager Environment and Conservation
- Marketing Specialist, former Gladstone LMAC committee member
- Cr O'Grady

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

There are no legal implications regarding any of the options highlighted above.

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

Resource implications are discussed as part of report considerations.

#### **Commentary:**

Nil.

**Summary:**

Nil.

**Anticipated Resolution Completion Date:**

Within a month of resolution.

**Attachments:**

Nil.

**Tabled Items:**

Nil.

**Report Prepared by:** Governance Officer

## **G/3.1.10. REQUEST FOR LEAVE OF ABSENCE - CR MUSZKAT - DECEMBER 2019 - JANUARY 2020**

**Responsible Officer:** Chief Executive Officer

**Council Meeting Date:** 19 November 2019

**File Ref:** CM7.2

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### **Purpose:**

A request for a leave of absence has been requested by Cr Muzkat as required under section 6.1.1 of the Council Meetings Procedures Policy (P-2018-27).

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

That Council grant a leave of absence to Cr Muzkat from 13 December 2019 to 17 January 2020.

### **Background:**

In accordance with Council's Meetings Procedures Policy (P-2018-27) a Councillor must seek a leave of absence from a General or Committee meeting where a Councillor cannot attend for a private reason. This applies to Council's General Meetings and Committee meetings such as the Business Improvement Committee meeting.

Leave from a meeting is granted to a Councillor at the discretion of Council via a resolution and can be applied for prior to the meeting or at the meeting itself. A leave of absence does not need to be requested by a Councillor in person.

The Policy notes that a leave of absence is automatically granted to a Councillor where the Council passes a formal resolution for a Councillor to attend a conference or represent Council at an event.

Cr Muszkat has requested a leave of absence from 13 December 2019 to 17 January 2020 for personal reasons.

### **Consideration:**

Cr Muszkat via email on 3 November 2019 requested a leave of absence for a personal matter. There has been no leave approved for December 2019 and January 2020 at this stage.

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

Mayor and Chief Executive Officer.

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

The Council Meetings Procedures Policy requires Councillors to seek a leave of absence from General or Committee meetings where the Councillor cannot attend for a private reason under section 6.1.1. An application for leave does not need to be made in person but must be granted by Council.

The *Local Government Act 2009 (section 162)* states that if a Councillor is absent, without the local government's leave, from two or more consecutive General meetings of the local government over at least 2 months, the Councillor's office becomes vacant.

**Financial and Resource Implications:**

Nil.

**Commentary:**

Nil.

**Summary:**

Nil.

**Anticipated Resolution Completion Date:**

3 December 2019

**Attachments:**

Nil.

**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**

Nil.

**ATTACHMENTS**