



**GLADSTONE**  
REGIONAL COUNCIL

## **GENERAL MEETING AGENDA**

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

**On 17 December 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 3 DECEMBER 2019**

**Responsible Officer:** Chief Executive Officer

**Council Meeting Date:** 17 December 2019

**File Ref:** CM7.2

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#### **Purpose:**

Confirmation of the minutes of the General Meeting held on 3 December 2019.

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

That the minutes of the General Meeting of Council held on 3 December 2019 be confirmed.

#### **Attachments:**

1. Minutes of the General Meeting of Council held on 3 December 2019.

#### **Tabled Items:**

Nil.

**Report Prepared by:** Executive Secretary

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

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

#### **G/3.1.1. AGNES WATER TO BAFFLE CREEK LINK ROAD**

**Responsible Officer: General Manager Strategic Asset Performance**

**Council Meeting Date: 17 December 2019**

**File Ref: RD1.8**

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#### **Purpose:**

The purpose of this report is to seek Council's direction on the future of the Agnes Water to Baffle Creek Link Road.

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

That due to the costs outweighing the benefits to be derived from an Agnes Water to Baffle Creek Link Road, Council resolves to:

1. Remove the Agnes Water to Baffle Creek Link Road project from current and future programs of works.
2. Authorise the Chief Executive Officer to develop and implement a community engagement strategy to inform the community of the reasons for not progressing with a link road between Agnes Water and Baffle Creek.

#### **Background:**

A single connectivity route between Agnes Water and south eastern communities has been identified by the community as a potential risk during emergency events. The community has also identified that economic growth would be supported by a second alternate route between the two centres, with Agnes Water becoming the preferred destination for services. Members of the community have approached Council with a potential solution being a link road between Agnes Water and Baffle Creek.

Council officers have been investigating the feasibility of a new link road since 2016. Following the completion of detailed survey and evaluation of multiple options in 2018, concept designs have been prepared for five possible alignments including:

1. **Option 2:** Connecting from Jobson Street through Lot 21 to Yabby Road, following the power line easement and connecting with Maude Hill Road.
2. **Option 2A:** Connecting from Anderson Way through Lot 21 to Yabby Road, following the power line easement and connecting with Maude Hill Road.
3. **Option 3A:** Connecting from Rocky Crossing Road, through National Park land connecting to Yabby Road, following the power line easement and connecting with Maude Hill Road.
4. **Option 4/4A:** Connecting from Springs Road, running through the Deepwater National Park and connecting with Wreck Rock Road.
5. **Option 5:** Connecting with Round Hill Road at Uxbridge Road, following the road land parcel to connect with Maude Hill Road.

#### **Consideration:**

### **Concept Design Assumptions and Constraints:**

To allow the concept designs to progress, several assumptions have been made and constraints were identified. These assumptions and constraints are discussed in more detail below.

- **Road Hierarchy:** For design purposes it has been assumed that the road functionality will need to meet Distributor road category in rural areas. For staging purposes cost estimates have been provided based on Council implementing the design in stages:
  - **Stage 1:** Interim access track standard, with gravel surface and 5.5m road width. This interim standard would have a reduced speed environment of 60-70km/h and will require vehicles to travel with care particularly when passing vehicles in opposite directions. Note that this would not meet Council's road hierarchy policy.
  - **Stage 2A:** Upgraded to a two-lane gravel road with an intended design speed of 110km/h (environment speed of 100km/h) and width of 9m. Note that for Option 4 this would require an alignment different to the current access track. It has been assumed that the pavement will need to be reconstructed at this point.
  - **Stage 2B:** Upgraded to a two-lane sealed road with an intended design speed of 110km/hr. It has been assumed that the pavement will need to be reconstructed at this point.
- **Road Speeds:** While the ultimate design speed will be 110km/h, due to restricted horizontal alignment, sections of the road for options 4 and 5 will be reduced to 40km/h to balance cost and safety.
- **Survey Data:** Survey data was obtained for Options 2, 2A and 3A. LIDAR data has been relied on for development of Options 4/4A and 5. The location of Ergon power poles has been confirmed to be, on average, 5m within Council road reserve. The existing road reserve width will still be sufficient for the ultimate options 2, 2A and 3A, however, minor design changes will be required to locate the road alignment as close as possible to the eastern road reserve boundary and a physical barrier may be required between the road and the poles to ensure the safety of road users.
- **Geotechnical Data:** Geotechnical investigations have been undertaken at various locations along the alignment of options 2, 2A and 3A. The findings of the geotechnical report have been used to inform the pavement design presented as part of the design options. Given the vast project area and uncertainty of the preferred option, a typical pavement has been applied throughout the project. This pavement aims to account for the poorer low-lying areas, sandy material to the east (Design Option 4/4A) and rocky northern tie in locations of options 2A, 3 and 5.
- **Drainage Requirements:** General assessments have been undertaken for cross drainage requirements at 500m intervals and waterway barrier works. More detailed assessments will be required for preferred options which may alter delivery costs. It should however be noted that due the elevation of the options, inundation will occur during and following wet weather events for all options. This may render roads unusable for 2WD vehicles for extended periods of time following wet weather events.
- **Retaining Structures:** Due to the undulating nature of the natural topography, retaining structures may be required for options 2 and 4. While suitable structural solutions will be evaluated as part of detail design processes, for the purposes of the concept designs it has been assumed that all face slopes will be 5V:1H without benching.
- **Environmental:** Each option has the potential to trigger additional investigations and approvals including under the Environment Protection and Biodiversity Conservation Act 1999, Natural Conservation Act 1992, Fisheries Act 1994 and Planning Regulation 2017 Great Barrier Reef Wetlands, Indigenous Cultural Heritage and contaminated land.

- **Land ownership:** A high level review of land ownership has been undertaken. Additional reviews would be required of specific easement requirements and ownership for a preferred option.

**Multiple Criteria Assessment:**

A multiple criteria assessment (MCA) has been carried out on the five options. The criteria used in the MCA included:

- Construction and Maintenance Costs (Stage 1 and Stage 3)
- Ownership constraints
- Environmental impacts
- Connectivity
- Serviceability
- Travel Time
- Potential Flood Impact
- Social impacts
- Safety
- Existing utilities interfaces

The full MCA is available on page 29 of Attachment 1. Based on the MCA, the options are ranked in order of suitability:

- Option 2A
- Option 3A
- Option 2
- Option 4/4A
- Option 5

A more detailed explanation of rankings for the MCA is available in Appendix F of Attachment 1.

**Cost:**

Cost estimates have been provided for each option, including allowances for detail design, additional investigations and a 25% contingency. Depending on the option up to \$550,000 should be allocated for detailed design and obtaining environmental approvals.

The estimated capital costs for each option are:

Option	5.5m wide gravel track (Stage1)	2-lane gravel road (stage 2A)	2-lane sealed distributor road (stage 2B)
2	\$22 M	\$22 M	\$24 M
2A	\$17.5 M	\$22.5 M	\$25 M
3A	\$17.5 M	\$22.5 M	\$25 M
4/4A	\$13 M	\$44 M	\$46 M
5	\$22 M	\$28 M	\$31 M

Whole of life cost estimates for each option are shown below:

Option	Whole of Life Costs over 50 Years (\$M)		
	5.5m wide gravel track	2-lane gravel road	2-lane sealed distributor road
2	\$34.8	\$31.9	\$33.9
2A	\$30.6	\$32.7	\$35.2
3A	\$30.4	\$32.5	\$35.0



4	\$24.3	\$52.3	\$54.3
5	\$36.4	\$39.2	\$42.2

**Impacts on Travel Times:**

Comparative travel times have been calculated from the intersection of Round Hill Road and Captain Cook Drive to the intersection of Coast Road and Fernfield Road. Stage 1 travel times are based on an average speed of 70km/h for options 2, 2A and 3A and 40km/h for options 4A and 5. Ultimate travel times are based on an average speed of 70km/h for option 2, 2A, 3A and 4 and 60km/h for option 5.

Option	Travel Distance (km)	Travel Time (minutes)	
		Stage 1	Stage 2
Current Route	56.3	43	
2	44.2	45	45
2A	44.9	45	45
3A	45.9	45	45
4/4A	36.1 / 35.5	46	39
5	51	54	50

**Economic Assessment:**

An internal desktop assessment has been carried out to identify the economic benefits of providing a link road between Agnes Water and Baffle Creek. This assessment has been based on information sourced from .id Economic Atlas Profiling and Economic Impact Modelling tool as well as anecdotal information collected from earlier consultation and technical assessments.

Benefit Area	Quantum of Benefit
Impacts of construction	\$20million to the region through purchase of plant, equipment, material and labour. \$3.85million to the region through spend of salary and wages in the region.
Value Add of construction on the local economy	The combination of all the direct, industrial and consumption effects would result in an estimated value add to the regional economy of \$23.45M across associated industries.
Resident employment impacts	123 jobs would be created within the region and 214 jobs outside of the region during the construction phase. The majority of these positions will be to support construction of the road.

Some sections of the community have expressed concern that the additional link road may negatively impact the local economy of the smaller centres being connected by the link.

In summary it was found that the link road is unable to demonstrate significant or lasting economic benefits to the Discovery Coast Area.

**Option 1: Do not proceed further with a link road between Agnes Water and Baffle Creek**

**Linkage to Corporate Plan:**

Corporate Goal #6 provide a commitment to asset management practices that support smart infrastructure decisions and ensures reliable, affordable, safe and sustainable infrastructure is available for the community and supports the lifestyle and economic goals and sustainability of the region for current and future generations.

Provision of an alternate access road between Agnes Water and Baffle Creek meets the above commitment to provide infrastructure that supports the community lifestyle. The road however comes at a relatively high per usage cost and as it will not provide flood immunity, it will not be

reliable and safe during and following wet weather events. The high-level economic assessment has failed to identify ongoing economic benefit.

### **Risks and Opportunities:**

The objectives to be met through the proposed project have been identified as:

- An alternate link that can be used by residents of Agnes Water and communities to the south east to evacuate to safety in the event of a natural disaster.
- Enabler for economic growth as Agnes Water is seen as the preferred destination for services.

The proposed link road will provide a secondary access between Agnes Water and Baffle Creek during normal weather events. However, due to the topography of the alternate link options, the flood immunity will be lower than the existing link road. This means the roads may be inaccessible during and following wet weather events.

Due to the alignment of alternate link roads, the safe speed will be lower than the existing link road. Despite shorter travel distances, the travel times may be greater under normal driving conditions.

### **Option 2: Engage with the community on options prior to making a decision**

Due to the community interest in constructing a link road between Agnes Water and Baffle Creek, Council could consider seeking feedback from the community on the options investigation with consideration given to costs and benefits.

An alternate recommendation could be:

*That, due to the public interest in providing a link road between Agnes Water and Baffle Creek, Council authorise the Chief Executive Officer to develop and implement a community engagement program to seek community feedback on identified options and provide a report back to Council for further consideration.*

### **Option 3: Proceed subject to funding**

Due to the community advocacy for a link road between Agnes Water and Baffle Creek, Council could commit to the project delivery subject to obtaining 100% funding for construction from external sources.

Based on recent experience with funding programs, Council would need to have the project funding ready. This would involve completing the detail design, procure land tenure and obtain all relevant environmental approvals.

An alternate recommendation could be:

*That due to the advocacy from the community for a link road between Agnes Water and Baffle Creek, Council authorise the Chief Executive Officer to:*

1. *Undertake the detail design for alignment \_\_\_\_\_,*
2. *Procure land tenure along the above route.*
3. *Develop and implement a community engagement strategy to inform the community of the outcome and advise that construction of the link road will be dependent on 100 percent external funding being obtained.*

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

To date consultation has occurred with local landowners, community members, community organisations, Council Departments and, Baffle Creek Tourism committee.

Due to the proximity of the existing power poles with the proposed option 2, 2A and 3A, it is recommended to engage with the power utility provider early to ensure there are no complications during construction.

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

For Option 3, irrespective of the alignment option chosen, additional work will be required to understand the environmental requirements and secure land to construct the road.

## **Financial and Resource Implications:**

Currently within the IPP \$5.6million has been allocated to complete detail design, negotiate land acquisitions and construct the road. These costs were based on preliminary cost estimates prepared in 2017.

Option 1 would represent the removal of \$5.6million from the IPP.

Option 2 would have limited financial impact and would be funded from within existing budget allocations.

Option 3 would have limited impact on 2019/20 budget. Approximately \$500,000 would be required to fund environmental approvals. Until contact is made with existing landholders, it is difficult to estimate the cost to complete land tenure arrangements.

## **Commentary:**

Nil.

## **Summary:**

On evaluation of multiple criteria, Option 2A has been identified as the preferred option for a road. This option however will not address the secondary objective of the project, i.e. reducing travel times between the two centres or provide ongoing economic benefit.

## **Anticipated Completion Date:**

The preferred recommendation should be completed by end of February 2020.

Should Option 2 be preferred, community engagement will be undertaken prior to March 2020.

Should Option 3 be preferred, community engagement will be undertaken prior to March 2020, detail design completed by July 2021 and land procurement and environmental approvals obtained by December 2021.

## **Attachments:**

1. Cardno Concept Design Report (2019)

**Tabled Items:**

Nil.

**Report Prepared by:** Engineer - Design

## G/3.1.2. FUTURE OF YARWUN TRADEWASTE FACILITY

**Responsible Officer: General Manager Strategic Asset Performance**

**Council Meeting Date: 17 December 2019**

**File Ref: SS5.1**

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### **Purpose:**

Seek Council's endorsement to investigate rescinding a previous Council resolution to remove itself from the operation of the Yarwun Tradewaste Facility.

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

That, due to the interest shown by potential proponents to discharge material into the Yarwun Tradewaste Facility, Council authorises the Chief Executive Officer to undertake additional investigations to better understand the risks and opportunities associated with continuing to operate the Yarwun Tradewaste Facility and present a report back to Council by September 2020.

### **Background:**

Council records indicate that Yarwun Tradewaste Facility was constructed by Orica in the 1990s. Due to the development of industrial land in the Yarwun area and a requirement for industries to dispose of their trade waste, and at the direction of the then Minister of Industrial Development Queensland, the ownership and responsibility for the facility was transferred to Council.



**Figure 1 - Yarwun Tradewaste Facility**

The facility was essentially designed and operated as a conduit for industry to dispose of treated tradewaste material (effluent) from their facilities to a receiving water. The facility comprises of two balance tanks and an effluent pipeline and discharge diffusers at Fisherman's Landing. The tanks

were designed to balance both flows and water quality from a number of industrial discharges with the resulting effluent suitable for discharge to the environment. No treatment occurs at the facility.

The facility has received discharges from a number of industries including Ticor and Mimproc. Orica is currently the sole user of the facility.

Following an incident with a pipeline between Orica and the Tradewaste Facility, Council officers met with Orica and the then Department of Environment and Resource Management to discuss the future of the Facility. Following the release of cyanide into the Gladstone Harbour in early 2012, Council looked at options to remove itself of the ownership and responsibility associated with the Tradewaste Facility.

On 18 November 2014 Council resolved to authorise the Chief Executive Officer to develop and implement a strategy for Council to remove itself from the operation and/or ownership of the Yarwun Tradewaste Facility, on or before 30 June 2015 in consultation with Orica and in a manner that continues to allow Orica access to the facility.

Following this resolution, Council officers worked closely with Orica as they investigated options for the treatment and disposal of their tradewaste. Due to economic conditions at the time and the work carried out by Orica to identify alternate disposal options, a second resolution was passed by Council on 7 April 2015. This resolution essentially extended Council's operation of the Tradewaste Facility to 30 September 2017 to allow Orica time to investigate options for tradewaste disposal and implement their preferred option.

A request was made in 2016 to extend the operation of the facility until 30 September 2019 to allow Orica additional time to investigate options. This request was not granted as Council wanted to consider the outcomes of the Options study.

After consideration of a number of options, Orica determined that continued use of the Yarwun Tradewaste Facility was the preferred option. Council officers began working with Orica to develop an agreement to facilitate the transfer of the asset.

Due to the complex nature of the Tradewaste Facility (the discharge pipeline and diffusers in particular) Council officers have been working with Orica to reach an agreement that is legally acceptable and to the satisfaction of both parties. To date no formal agreement has been reached and Council continues to operate and maintain the Tradewaste Facility.

Since the 2015 resolution, approaches have been made by two potential proponents with interest shown in using the facility to facilitate disposal of their tradewaste effluent.

**Consideration:**

Council officers will need to investigate a number of matters to allow Council to fully evaluate risks and make a prudent decision regarding the future of the Tradewaste Facility. These matters are summarised below:

Issue	Team to Investigate	Resource Requirements
Condition of infrastructure including: <ul style="list-style-type: none"> <li>• Water retaining structures at the facility.</li> <li>• Mechanical equipment at the facility and along the pipeline (i.e. meters).</li> <li>• Pipeline from facility to diffusers</li> </ul>	Performance and Monitoring	Specialist contractors, noting the internal pipeline inspection will require excavating the pipeline and installing inspection access points. Inspection of the diffusers will require divers.

<b>Issue</b>	<b>Team to Investigate</b>	<b>Resource Requirements</b>
<ul style="list-style-type: none"> <li>Diffusers and subsurface disposal structures.</li> </ul>		Estimated cost: \$125,000 Time: 4 months
Capacity of the facility and disposal pipeline and diffusers.	Engineering Asset Solutions	Internal Time: 4 weeks
Environmental licencing and compliance requirements with consideration given to; <ul style="list-style-type: none"> <li>Assessment of the facility against relevant updated Environmentally Relevant Activity (ERA) frameworks for approval requirements and licence conditioning.</li> <li>Compliance risks associated with the ongoing use of the facility</li> </ul>	Environment and Conservation	Internal  Potential engagement with Department of Environment and Science required  Time: 8 weeks
Land tenure and legal implications including: <ul style="list-style-type: none"> <li>Legal implications/risks associated with the of ongoing use of the facility</li> <li>Potential licencing, commercial and lease options for future customers</li> <li>Council's ability to dispose of discharge pipeline and diffuser system</li> </ul>	Property Acquisition and Disposal and Senior Legal Advisor	Internal  Time: 4 weeks
Revenue opportunities	Manager Revenue Services	Internal Time: 2 weeks

***Option 1 Investigate the continued operation of Yarwun Tradewaste Facility***

Due to the interest shown by two additional proponents it is prudent to further investigate the risks and opportunities to Council and the wider community, associated with continuing to operate the Yarwun Tradewaste Facility.

***Option 2 Progress disposal of the Yarwun Tradewaste Facility***

Continued operation by Council under its current environmental licence conditions exposes Council to potential environmental risks and liabilities. To mitigate these risks Council officers would continue to progress the disposal of Yarwun Tradewaste Facility and advise current proponents that Council is not able to consider connection to the Yarwun Tradewaste Facility.

An alternate resolution could be:

*That, due to the unacceptable risk exposure placed on Council due to the continued operation of the Yarwun Tradewaste Facility, Council authorise the Chief Executive Officer to notify businesses enquiring into the possible discharge of material into the Yarwun Tradewaste Facility that Council remains resolute in disposing of the Yarwun Tradewaste Facility.*

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

Council officers have met with two potential proponents to discuss their requirements.

Internal consultation has occurred within Strategic Asset Performance teams.

**Legal Environmental and Policy Implications:**

As identified above, there are a number of legal and environmental issues that need to be investigated and better understood.

**Financial and Resource Implications:**

Due to the timing of the interest raised by the proponents, no funds or resources have been allocated in the 2019/20 budget to complete the investigations.

**Commentary:**

Nil.

**Summary:**

Nil.

**Anticipated Resolution Completion Date:**

31 August 2020

**Attachments:**

1. Council resolutions relating to Yarwun Tradewaste Facility

**Tabled Items:**

Nil.

**Report Prepared by:** General Manager Strategic Asset Performance



### **G/3.1.3. NAMING OF BRIDGE CROSSING EULEILAH CREEK ON HILL'S ROAD**

**Responsible Officer: General Manager Strategic Asset Performance**

**Council Meeting Date: 17 December 2019**

**File Ref: RD5.1**

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#### **Purpose:**

The purpose of this report is to allow Council to consider a request to name the bridge where Hill's Road crosses Euleilah Creek.

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

That Council authorise the Chief Executive Officer to:

1. Include the name '\_\_\_\_\_' and '\_\_\_\_\_' on the Approved Place Names Register; and
2. Utilise the name '\_\_\_\_\_' on the bridge along Hill's Road crossing Euleilah Creek.

#### **Background:**

Council received two (2) asset naming requests to:

1. Formally name the currently unnamed bridge that spans Euleilah Creek on Hills Road (herein referred to as 'the bridge'). As Euleilah Creek was historically called Oyster Creek, this proposal aims to reduce the confusion for residents as to where the exact location of the bridge is during critical times (flood, road diversion and other similar emergencies).
2. Name the bridge 'Charlie Ikstrums Bridge' in recognition of a long-term Baffle Creek resident.

The applicant consulted with the community by placing petitions at two (2) shops, the Thai Chi group and local church group in Baffle Creek between the 24 and 25 September 2019. People in support of naming the bridge 'Charlie Ikstrums Bridge' were encouraged to sign the petition. The petition received 78 positive responses, one (1) written negative response and two (2) verbal negative responses.

As a result of the community consultation, Council received two (2) additional requests to:

- a. Name the bridge 'Euleilah Bridge', as this is how it has been recognised for many years.
- b. Name the bridge after Edward (Ted) Hardy, as he was instrumental in the bridge being built – proposed name 'Ted (Edward) Hardy Euleilah Bridge'.

#### **Consideration:**

##### ***Background information on Charlie Ikstrums:***

- An active wheelchair athlete he represented Victoria and Australia from 1979 to 1984 in the Australian Wheelchair Basketball team and 1984 Paralympics.
- Moved to Baffle Creek in about 1985 after retiring from the position of Director of Wheelchair Sport (Victoria).
- Received Council approval for the development of a general store, caravan park, fuel pumps, the existing golf course, and established the 'Euleilah Country Club'.
- Developed several buildings which now house the produce store and five other businesses.

- Started the 'Wartburg Cup' picnic race day, 'Baffle Creek Raft Race', Baffle Creek Fishing Challenge, Baffle Creek Lions Club & several golfing events (Crab Classic and Mullet Masters).
- Provided retail space free of charge for the Ratepayers Association to publish a local newsletter and supported other local events by donating prizes, providing free use of venue/equipment etc.
- Served as Councillor in Miriam Vale Shire Council (1994-1996 and 1997-1999), Chairman of Wartburg School P&C, Commodore of the Baffle Creek Boat Club, Chairman of the Baffle Sports and Rec. and inaugural fire warden for the Wartburg Rural Fire Brigade.
- Represented the Shire on the Bundaberg District Tourism and Development Board.
- Was instrumental in having beam trawlers banned from the Baffle Creek catchment.

**Background on Euleilah Bridge:**

There is no documentation to demonstrate that the bridge was formally named by Council, however the bridge is commonly referred to as either 'Euleilah Bridge' or 'Euleilah Creek Bridge'. Baffle Creek residents, contractors undertaking work, published historical journals and photo books, media releases presented by Council, and multiple other sources all refer to the asset as 'Euleilah Bridge' and occasionally 'Euleilah Creek Bridge'.

**Background on Ted (Edward) Hardy:**

- Ted began his role in 1939 as the second last ferryman for the Baffle Creek ferry prior to the construction of the bridge.
- He was the Rosedale Branch President of the Country Party and Secretary of the Baffle Creek Branch of the Queensland Dairy Organisation.
- His letter writing, negotiation skills, positions held, and contacts made within these organisations resulted in him becoming representative for the construction and location of the bridge.
- He went on deputation to Brisbane seeking approval for the bridge's construction and location.
- He campaigned tirelessly for the bridge and other community ventures and helped secure the contract for construction of the bridge.

The applications for addition of 'Charlie Ikstrums' and 'Ted (Edward) Hardy' to the Approved Place Names Register have been assessed against the requirements of Council's Naming of Infrastructure Assets Policy (P-2018-09).

**Charlie Ikstrums:**

<b>Assessment Criteria</b>	<b>Compliance with Criteria</b>
Compliance with Australian Standard AS4819:2011	Not applicable
Diversity of place names within the Local Government Area	Compliant
Consists of less than 35 characters	Compliant
Consultation undertaken for Indigenous name	Not applicable
Propriety of the name	Compliant
No longer active in service, position or community	Compliant – Charlie Ikstrums now lives in Bundaberg
Surname only unless given name is necessary to avoid ambiguity	Not compliant
For the naming of roads to be one word, easily read and spelled	Compliant for naming of assets other than roads

**Ted (Edward) Hardy:**

<b>Assessment Criteria</b>	<b>Compliance with Criteria</b>
Compliance with Australian Standard AS4819:2011	Not applicable
Diversity of place names within the Local	Compliant

Government Area	
Consists of less than 35 characters	Compliant
Consultation undertaken for Indigenous name	Not applicable
Propriety of the name	Compliant
No longer active in service, position or community	Compliant
Surname only unless given name is necessary to avoid ambiguity	Not compliant
For the naming of roads to be one word, easily read and spelled	Compliant for naming of assets other than roads

Where an individual/family name is proposed, evidence must be provided showing a history of the individual/family within the region, which may include national prominence. This has been provided for both Charlie Ikstrums and Edward Hardy and satisfies this criteria. However, surnames are only to be included in asset naming unless required to avoid ambiguity; therefore, addition of 'Charlie' and 'Ted (Edward)' are non-compliant. Furthermore, road names are to be easily read and consist of one word, therefore if 'Charlie Ikstrums' and 'Ted (Edward) Hardy' are added to the Approved Place Names Register, they should not be utilised on a road.

#### **Euleilah Bridge:**

<b>Assessment Criteria</b>	<b>Compliance with Criteria</b>
Compliance with Australian Standard AS4819:2011	Not applicable
Diversity of place names within the Local Government Area	Compliant
Consists of less than 35 characters	Compliant
Consultation undertaken for Indigenous name	Not applicable
Propriety of the name	Compliant
No longer active in service, position or community	Not applicable
Surname only unless given name is necessary to avoid ambiguity	Not applicable
For the naming of roads to be one word, easily read and spelled	Not applicable

An application form for Euleilah Bridge has not been received and this name is not on the Approved Place Names Register. Furthermore, as this proposed name is applicable only to the bridge along Hill's Road crossing Euleilah Creek, the name is not to be added to the Approved Place Names Register unless it is utilised on the bridge in question.

There are no limitations to the source of the name which is selected and may include local landmarks or site-specific related features. The spelling of names derived from a place or feature must be the same and should not contain abbreviations such as 'Ck'. Therefore, the potential name 'Euleilah Bridge' is compliant with the Policy.

If the proposed names are not selected for use on the bridge, a pre-approved name may be selected from the Approved Place Names Register. These names should have been approved either by the Miriam Vale Shire Council or Gladstone Regional Council, not in use or reserved for another purpose and not of a theme that is utilised for another location. An extract of the approved place name register with these requirements is attached.

The application to utilise a name on the currently unnamed bridge has also been assessed against the requirements of the Policy. The need to name the bridge on Hill's Rd crossing Euleilah Creek has been demonstrated by the confusion created during emergency events as to the exact location of the bridge. Each of the proposed names have demonstrated appropriateness to the physical, historical and/or cultural character of the area.

Finally, the request to name the creek 'Oyster Creek' does not fall within Council jurisdiction and as such, the applicant should address this request with the appropriate authority.

Based on the above consideration, two resolutions are required in order to determine an outcome. Firstly, a decision must be made regarding the addition of the names 'Charlie Ikstrums' and 'Edward Hardy' to the Approved Place Names Register. Then, a decision must be made regarding the utilisation of a name on the bridge. Below are the options available:

### **Addition of Names to the Approved Place Names Register**

#### Option 1 (recommended):

1. Include the names 'Ikstrums' and 'Hardy' on the Approved Place Names Register as they are compliant with the Policy.

#### Option 2:

1. To recognise the significant contributions made to the community by these residents, include the name 'Charlie Ikstrums' and 'Ted (Edward) Hardy' on the Approved Place Names Register for the purposes of naming infrastructure assets other than roads.

### **Utilisation of Name on the bridge crossing Euleilah Creek on Hill's Road**

To improve location identification in the case of an emergency, resolve to name the bridge "\_\_\_\_\_ " or a combination of the below.

Option 1: In recognition of his involvement in the Baffle Creek community, name the bridge "Ikstrums Bridge" or "Charlie Ikstrums Bridge" based on version of name added to the Register.

Option 2: In recognition of his involvement in the development of the bridge, name the bridge "Hardy Bridge" or "Ted (Edward) Hardy Bridge" based on version of name added to the Register.

Option 3: In recognition of the historical and locally-referred to name, name the bridge "Euleilah Bridge".

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

As described above the initial applicant undertook community consultation in the form of a petition distributed to four locations.

In addition, Charlie Ikstrums has been consulted to confirm he supports the proposal to add his name to the Approved Place Names Register and utilise his name on the Approved Place Names Register. Mr Ikstrums advised he would be humbled if this proposal went ahead.

Edward Hardy's daughter has also been consulted with. If the bridge is to be named in memoriam, she believes it is appropriate to be named after a combination of the historic name and her father due to his advocacy role in having the bridge constructed. However, she believes it would also be appropriate to formalise the name 'Euleilah Bridge', as this is what it is commonly referred to.

Following Council's resolution, a notice will be placed on Council's website and advertised in the local newspaper advising of the name, should it be approved.

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

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

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

Cost to install and maintain signage, as well as administrative requirements.

**Commentary:**

Nil

**Summary:**

Nil.

**Anticipated Resolution Completion Date:**

March 2020

**Attachments:**

1. Approved Place Names Register extract

**Tabled Items:**

Nil.

**Report Prepared by:** Administration Officer – Asset Governance

### **G/3.1.4. NAMING OF BENCH SEAT IN LION'S PARK "HELEN'S REST"**

**Responsible Officer: General Manager Strategic Asset Performance**

**Council Meeting Date: 17 December 2019**

**File Ref: PR5.1**

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#### **Purpose:**

The purpose of this report is to allow Council to consider a request to place the words 'Helens Rest' on a plaque at a bench seat in Lion's Park, Gladstone.

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

That Council accept the proposal to utilise the words 'Helen's Rest' on a plaque at a bench seat in Lion's Park, Gladstone.

#### **Background:**

Council received a request to name a bench seat in Lion's Park 'Helens Rest' in recognition of the applicant's mother.

The application states Helen tended to and was the sole caretaker of the old Lion's Park, turf nursery and old Cemetery. The applicant advises that the park looked very tired when Helen took over from her predecessors, yet she would proudly move hoses and sprinklers around to keep the park green and tidy. The application also advises that Lion's Park was somewhere Helen held dear.

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

The Policy defines an asset as:

- A road, bridge, park, sport facility, building, reservoir, water treatment plant or lookout owned by Council or under the control of Council, or a privately-owned road

Therefore, bench seats are not defined in the Policy as an asset and as such, the Policy does not provide guidance on how to assess applications to name bench seats or other assets such as tables, shelters etc.

Council is therefore unable to assess this request in accordance with the Policy and provide a recommendation.

However, if Council were to define a bench seat as an asset in the Policy, the criteria used to assess the application would highlight the below:

- While there is no limitation as to the source of the name, when in memoriam of an individual/family, documentation must be provided to support the claims and demonstrate national prominence or significant history, sporting achievements or contributions to the local community. The only documentation provided is a personal recount.
- Furthermore, surnames/family names are only to be used, except in circumstances where it is necessary to avoid ambiguity. As the proposed name only contains a given name, the proposal is non-compliant with the Policy.

- The proposed name has not demonstrated strong appropriateness to the physical, historical and cultural character of the area.

**Consideration:**

Council recognises the contributions made by Helen in the past at Lion’s Park and appreciates her time and dedication put into caretaking. Based on the assessment against the Policy, the following recommendations are provided:

Option 1 – Approve the Application

1. In recognition of the contributions Helen made to Lion’s Park in the past, include the name ‘Helens Rest’ on the Approved Place Names Register;
2. Utilise the name ‘Helens Rest’ from the Approved Place Names Register on a bench seat at Lion’s Park.

Option 2 – Deny the Application

1. Not include the name ‘Helens Rest’ on the Approved Place Names Register due to non-compliance with the Policy;
2. Not utilise the name ‘Helens Rest’ on a bench seat at Lion’s Park.

Furthermore, as demonstrated in the consideration above, there is a lack of direction provided by Council Policies regarding assessing applications for naming of bench seats, tables, shelters and other such assets. As a result, the naming of park benches will be considered as part of the planned review of the Naming of Infrastructure Assets Policy (P-2018-09) which will be undertaken over the next six months.

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

Nil.

**Legal Environmental and Policy Implications:**

Nil.

**Financial and Resource Implications:**

Cost of the plaque and ongoing maintenance. There may be future implications if the bench seat is to be removed or the park renovated.

If a precedent is set regarding naming bench seats, more requests similar in nature may begin to be submitted to Council.

**Commentary:**

Nil.

**Summary:**

Nil.

**Anticipated Resolution Completion Date:**

24 December 2019

**Attachments:**

Nil.

**Tabled Items:**

Nil.

**Report Prepared by:** Administration Officer – Asset Governance



## **G/3.1.5. GLADSTONE REGIONAL COUNCIL VISITOR ECONOMY STRATEGY**

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

**Council Meeting Date: 17 December 2019**

**File Ref: CM9.2**

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### **Purpose:**

To advise Councillors of the completion of the Visitor Economy Strategy 2020 – 2025.

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

That Council endorse the completion of the Visitor Economy Strategy 2020 – 2025, a deliverable under goal 8.1 - *Develop a strategy to support tourism including partnering with other industry bodies* of the 2019/20 Operational Plan.

### **Background:**

In May 2019, consultant Krista Hauritz was engaged to research and write a unified tourism strategy that articulates the best means by which to structure support of tourism in the Gladstone Region and to identify priority areas. The Visitor Economy Strategy includes a specific review of previously identified key growth markets – recreational vehicle (RV) and business tourism. The Visitor Economy Strategy covers the entire Gladstone Region.

Following presentation of the draft strategy in September 2019, further review and consultation has taken place to ensure confidence in our ability to deliver on the strategic priorities and timelines. An action plan will follow endorsement of the strategy.

### **Consideration:**

A focus on tourism in the Region provides significant and ongoing opportunities for destination profile, growth and economic development. Gladstone Regional Council (GRC) currently provide significant funding to our Regional Tourism Organisation (RTO) – Gladstone Area Promotion Development Limited (GAPDL), however require their own strategy in order to set the direction for tourism in the Region and make informed decisions.

GRC have been examining options in the recreational vehicle tourism space since 2009 however there remains no defined single strategy.

GRC have made significant progress in the business tourism market in the last 3 years however this has been largely driven by Council officers and not by our RTO as a tourism activity. Statewide and National trends show this as a notable area of opportunity.

It is imperative that GRC's tourism activities, resources and funding are guided by strategy that ensures key objectives are being met.

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

Internal and External Stakeholders were consulted throughout the strategy development. Stakeholders included;

- Gladstone Region Councillors
- Internal GRC Stakeholders from various departments

- Gladstone Area Promotion and Development Limited (GAPDL)
- Discovery Coast Tourism and Commerce (DCTC)
- CMCA
- Stockland Gladstone
- Survey distributed through GRC, GAPDL and DCTC networks

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

Nil

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

The Gladstone Regional Council Visitor Economy Strategy has a delivery timeframe covering five years. The development of an action plan will inform Council's annual budget allocation and operational planning towards delivery of the strategy.

### **Commentary:**

The purpose of the strategy is to offer a focused and strategic, collaborative approach for how we support tourism, grow tourism opportunities and attract new tourism products to the Region.

The strategy provides Council and key stakeholders with best practice direction to follow to meet defined key deliverables.

The Visitor Economy Strategy will deliver the following;

- Align with GRC's Corporate Plan
- Identify a long-term vision, positioning and direction for the Gladstone Region in the tourism sector
- Give an overview of both supply and demand of the visitor economy, based on the insights gained from research, review, consultation and analysis
- Maximise the economic benefits of tourism, whilst managing the environmental and social impacts, including impacts on resident's lifestyles
- Identify key potential projects including signature and supporting experiences, key assets and possible infrastructure projects
- Identify opportunities for industry development including training to build capacity in the tourism industry
- Provide advice on priorities for destination development and management
- Develop an achievable action plan with short, medium and long-term actions
- Provide an implementation plan spanning a 3-5 year timeframe including a prioritised, staged action plan with indicative costings.
- In consultation with key stakeholders, identify the key growth markets with a specific review of an RV component and Business Tourism
- Identify a governance process for monitoring and reporting on the strategy's implementation.

### **Summary:**

The Visitor Economy Strategy provides clear strategic direction for Council when considering the support of tourism opportunities in the Gladstone Region.

The strategy has incorporated GRC's desired outcomes and internal consultation to ensure outcomes are achievable. Extensive community engagement contributed to the content of the strategy to ensure a holistic approach to tourism in the Gladstone Region.

The associated Action Plan will provide concise deliverables for GRC to use to ensure resources are appropriately allocated, informed decisions can be made and measurable outcomes are achieved.

**Anticipated Resolution Completion Date:**

17 December 2020

**Attachments:**

1. Gladstone Visitor Economy Infographic
2. Gladstone Regional Council Visitor Economy Strategy 2020-2025
3. Gladstone Region RV Strategy

**Tabled Items:**

Nil.

**Report Prepared by:** Manager Events and Entertainment

## G/3.1.6. ASSESSMENT OF OUT OF ROUND COMMUNITY CELEBRATION FUND, IGNITE EVENT APPLICATION

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

**Council Meeting Date: 17 December 2019**

**File Ref: GS3.1**

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### **Purpose:**

Consider the recommendation of the Community Investment Panel on an Out-of-Round application received under the Community Celebration Fund for an event in March 2020.

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

That Council:

1. Adopt the Community Investment Panel recommendation of funding for the application as detailed below;

Applicant	Event	Date	Location	Request		Recommendation	
				Funds	In-kind	Funds	In-Kind
Zonta Club of Gladstone	International Women's Day Expo	8 MAR	CQ Uni Gladstone Campus	\$4,500	\$2,500	\$4,500	\$2,000

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

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 one (1) out-of-round application is presented in this report.

Applicant	Event	Date	Location	Request	
				Funds	In-Kind
Zonta Club of Gladstone	International Women's Day Expo	8 Mar	Gladstone	\$4,500	\$2,500

## 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 November 2019. Individual Panel member scores are captured in the Assessment Matrix attached. Panel assessment comments and the assessment matrix ranking can be found below.

Applicant	Event	Event Date	Request		Assessment Score (out of 100)	Recommendation	
			Funds	In-Kind		Funds	In-Kind
Zonta Club of Gladstone	International Women's Day Expo	8 Mar	\$4,500	\$2,500	67%	\$4,500	\$2,000
<b>TOTAL</b>			<b>\$ 4,500</b>	<b>\$2,500</b>		<b>\$4,500</b>	<b>\$2,000</b>

<b>Panel Assessment Comment - Zonta Club of Gladstone – International Women's Day Expo</b>	
<b>Date:</b>	8th March 2020
<b>Location:</b>	CQ University – Gladstone Campus
<b>Applicant:</b>	Zonta Club of Gladstone
<b>Sponsorship Request:</b>	\$4500 cash – toward Guest Speaker fees + travel & accommodation, advertising and promotion. \$2500 in-kind – request for an event coordinator to assist.
<b>Event Summary:</b>	To celebrate International Women's Day in 2020, the Zonta Club of Gladstone, together with other interested community groups, is hosting an event where any organisation within the community who supports women, is run by women or targets women as a consumer, can provide information in a display/stall format during the day. In addition to the information stalls there will be guest speakers, workshops and art displays.
<b>Participation Projection:</b>	A total of 2628 attendees/participants comprising of: <ul style="list-style-type: none"> <li>• 25 Volunteers</li> <li>• 40 Store Holders</li> <li>• 1 Paid supplier (e.g artists, technicians) – Guest Speaker</li> <li>• 2500 Gladstone Region Residents</li> <li>• 50 Intrastate Visitors</li> <li>• 10 Interstate Visitors</li> <li>• 2 International Visitors</li> </ul>
<b>Assessment Score:</b>	67%
<b>Comment:</b>	The Panel score reflects this applications merit in driving social and community outcomes relating to community pride and cohesion. The application clearly demonstrates applicant's desire to diversify their International Women's Day event to appeal to a broader audience. The panel recognised the strong financial foundation this event will be built upon and reviewed the supporting documents favorably as they showed comprehensive planning had been undertaken. The event offers Council with a unique opportunity to leverage its investment through activation as a stall holder. The panel recommends full funding of the cash request of \$4500 to be used toward facilitation of the event. While the Panel determined Council is unable to support the \$2500 in-kind request for an event coordinator it has recommended in-kind support of \$2000 in the form of marketing and promotional support.
<b>Recommendation:</b>	\$4500 cash + \$2000 in kind event marketing/promotion support

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

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

- General Manager Community Development & Events
- General Manager Operations
- Manager Engagement and Partnerships
- Community Investment Officer

Additional communication/consultation was undertaken with the following:

- Manager Events and Entertainment

### 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, 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.

Category	19/20 Budget	Funds allocated 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	\$6,260	\$16,006	-	\$16,006	-	-
Ignite Event	\$63,000	\$33,140	\$29,860	\$4,500	\$25,360	\$420	\$2000
Impact Event	\$85,000	\$46,420	\$38,580	-	\$38,580	\$2,000	-
Destination Event	\$85,000	\$7,333	\$77,667	-	\$77,667	\$33,710	-
Signature Event	\$200,000	\$7,000	\$193,000	-	\$193,000	-	-
<b>TOTALS</b>	<b>\$455,266</b>	<b>\$100,153</b>	<b>\$355,113</b>	<b>\$4,500</b>	<b>\$350,613</b>	<b>\$36,130</b>	<b>\$2000</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 year round			
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:**

28 January 2020

**Attachments:**

Nil

**Tabled Items:**

Nil.

**Report Prepared by:** Community Investment Officer



## G/3.1.7. MONTHLY FINANCIAL REPORTS FOR THE PERIOD ENDING 26 NOVEMBER 2019

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

**Council Meeting Date: 17 December 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 26 November 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 26 November 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 percentage of year passed (pro-rata rate) as at 26 November 2019 is 40.82%.

### **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>75.29%</b>

Year to date recurrent revenue is at \$148.5m compared to the budget of \$197.2m. Revenue types that vary significantly from the pro-rata rate are as follows:

Net rates and utility revenue	Percentage of Adopted Budget
	<b>89.82%</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. Water consumption revenue for 19-20 will be recognised in February and August 2020 following the water meter reading cycles.

Interest received from investments	Percentage of Adopted Budget
	<b>22.40%</b>

Interest from investments is \$0.7m compared to the budget of \$3.1m. Large investments will mature in March and May 2020 which will assist in closing the gap between budget and actuals.

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 (GAC) show a net loss, therefore Council is not expecting a dividend from GAC this year.

General purpose grants	Percentage of Adopted Budget
	<b>24.81%</b>

The first two quarterly instalments of the Financial Assistance Grant have been received however the largest instalment of this grant will not be received until June 2020.

State government grant and subsidies	Percentage of Adopted Budget
	<b>20.15%</b>

Currently at \$0.8m 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. Funding of \$0.4m is budgeted for the end of the 2019-20 financial year for the QCoast Hazard Adaptation program.

Other	Percentage of Adopted Budget
	<b>0.17%</b>

The budget for other contributions primarily consists of \$1.75m relating to the Gladstone City Plaza Forecourt Upgrade. The revenue will be recognised upon the completion of the project and the debtor will be reduced as repayments are made in future years.

### Capital Revenue

Capital revenue	Percentage of Adopted Budget
	<b>35.31%</b>

Total capital revenue for the year to date is \$2.5m compared to the budget of \$7.2m.

### **Expenditure**

Year to date recurrent expenditure is tracking in line with expectations for this time of year at 36.20% of budget. Of note:

Contractors and consultants	Percentage of Adopted Budget
	<b>25.03%</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>91.60%</b>

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

Insurance	Percentage of Adopted Budget
	<b>86.38%</b>

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

Other materials and services	Percentage of Adopted Budget
	<b>25.09%</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. Year to date expenditure increased dramatically in November from 11.85% to 25.09%.

Property expenses	Percentage of Adopted Budget
	<b>25.16%</b>

Electricity bills for November are yet to be paid.

### Capital Expenditure

	Year to Date	Adopted Budget	Percentage of Adopted Budget
Year to date capital expenditure	<b>\$15.1m</b>	<b>\$77.1m</b>	<b>19.54%</b>
Including commitments	<b>\$23.5m</b>		<b>30.49%</b>

The year to date spending for capital works underway is \$15.1m of a \$77.1m budget. When outstanding purchase orders (commitments) are included, the total capital spend is increased to 30.49% 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	\$0.333m	17%
Property Assets	\$2.145m	\$0.031m	1%
Road Assets	\$21.544m	\$6.304m	29%
Sewerage Assets	\$20.430m	\$4.009m	20%
Waste Assets	\$4.120m	\$2.116m	51%
Water Assets	\$8.263m	\$1.338m	16%
Delivery Support and Performance	\$8.041m	\$0.162m	2%
Strategy & Transformation	\$9.170m	\$0.533m	6%
Community Development & Events	\$0.651m	\$0.196m	30%
Other	\$0.804m	\$0.038m	5%
<b>Total</b>	<b>\$77.075m</b>	<b>\$15.061m</b>	<b>20%</b>

### Statement of Financial Position

Year to date Assets	Current Value	Adopted Budget	Percentage of Adopted Budget
	<b>\$2.34b</b>	<b>\$2.35b</b>	<b>99.56%</b>

Council's cash and receivables are high 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>\$144.0m</b>	<b>\$133.05m</b>	<b>108.21%</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 4.24% at the end of November 2019. Of the \$8.0m of outstanding rates, 11.60% relates to commercial/industrial assessments and 88.40% represents residential assessments.

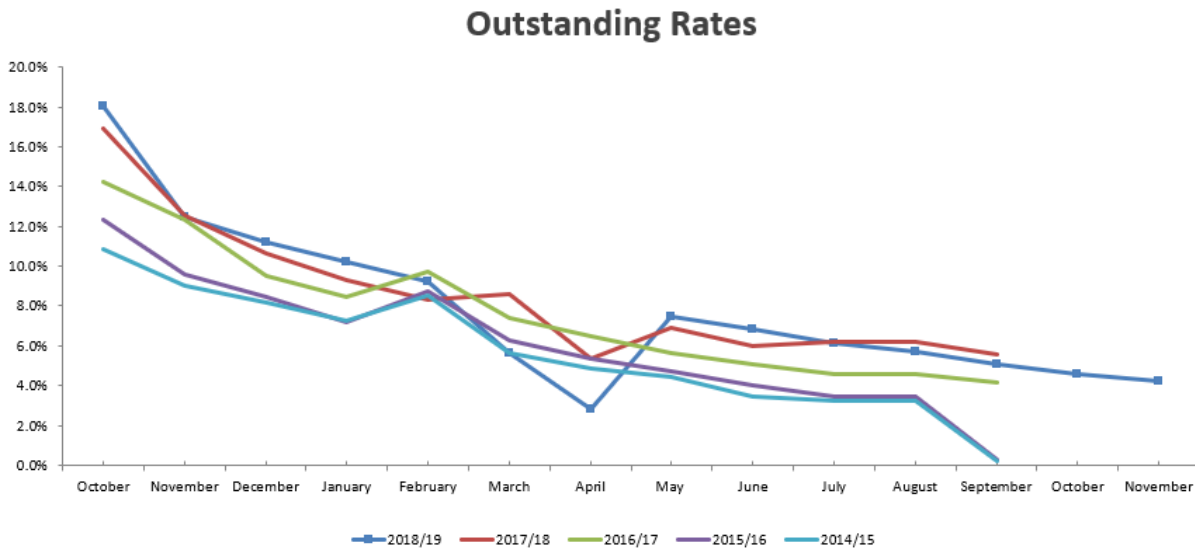
Due to the extension granted for 2019-20 rates, there is a total of \$19.7m rates not due until 18 December 2019. This is 11.98% of the total rates raised, meaning that 88.02% of rates for 19-20 have been collected to date.

These figures include \$3.77m of rates that are currently being repaid under an authorised payment plan, for which there were 49 commercial/industrial assessments and 1,420 residential

assessments. A total of 1,469 assessments, which is an increase from 1377 assessments in October.

There were 4,501 ratepayers who had paid their rates in advance, in the amount of \$3.3m which is 1.98% of the total rates raised for 2019-20.

The graph below highlights the extension to the due date for the 2019-20 rates. Once these rates become due, the 2019-20 curve will be included.



### 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 most 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.

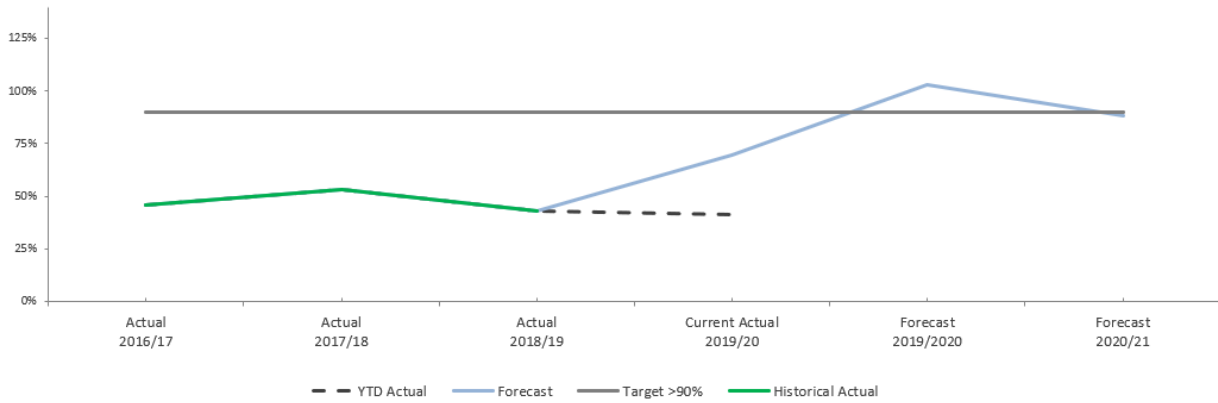
#### Asset Sustainability Ratio

This ratio compares Councils 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 Councils 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>41.33%</b>	<b>13.49%</b>	<b>69.70%</b>	<b>&gt;90%</b>

## Asset Sustainability Ratio

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



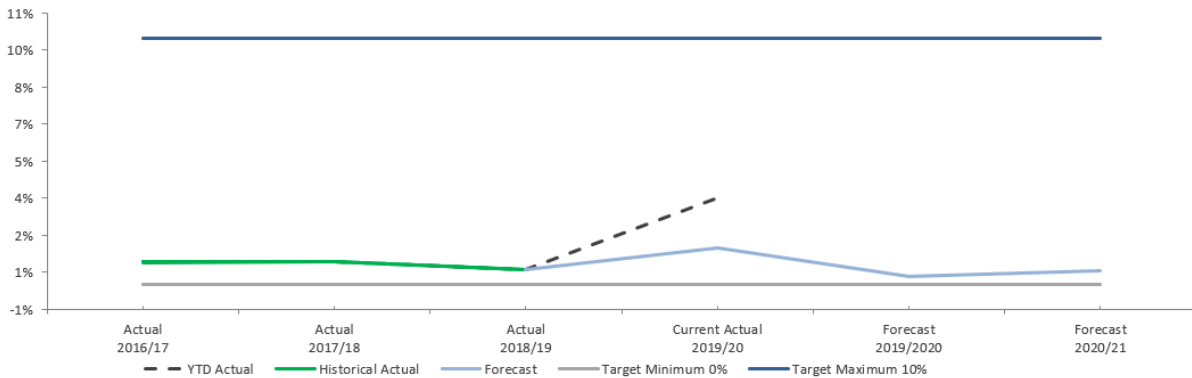
## Interest Coverage Ratio

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
3.52%	1.13%	1.48%	0 – 10%

## Interest Coverage Ratio

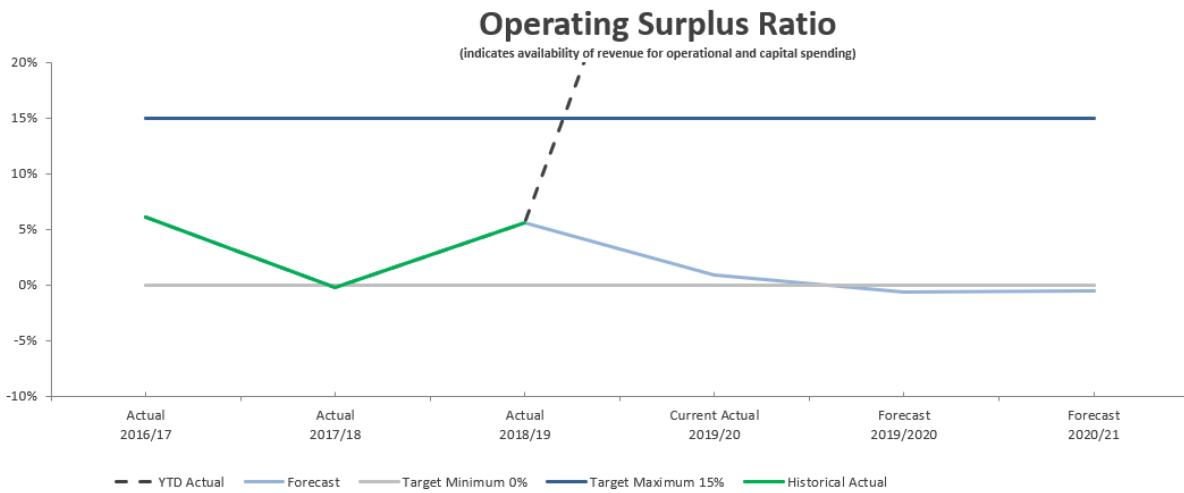
(indicates extent of commitment of revenue to interest payments)



## 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.

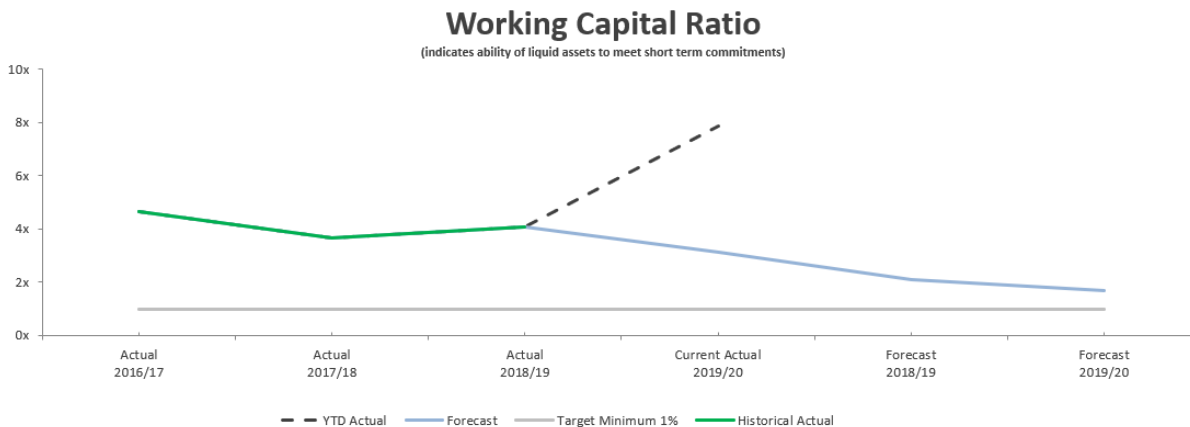
Operating Surplus Ratio			
CURRENT YEAR TO DATE	PRIOR YEAR TO DATE	ADOPTED BUDGET	TARGET
51.60%	44.94%	0.92%	0-15%



### 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>			
CURRENT YEAR TO DATE	PRIOR YEAR TO DATE	ADOPTED BUDGET	TARGET
<b>7.88x</b>	<b>6.52x</b>	<b>3.13x</b>	<b>Greater than 1:1</b>



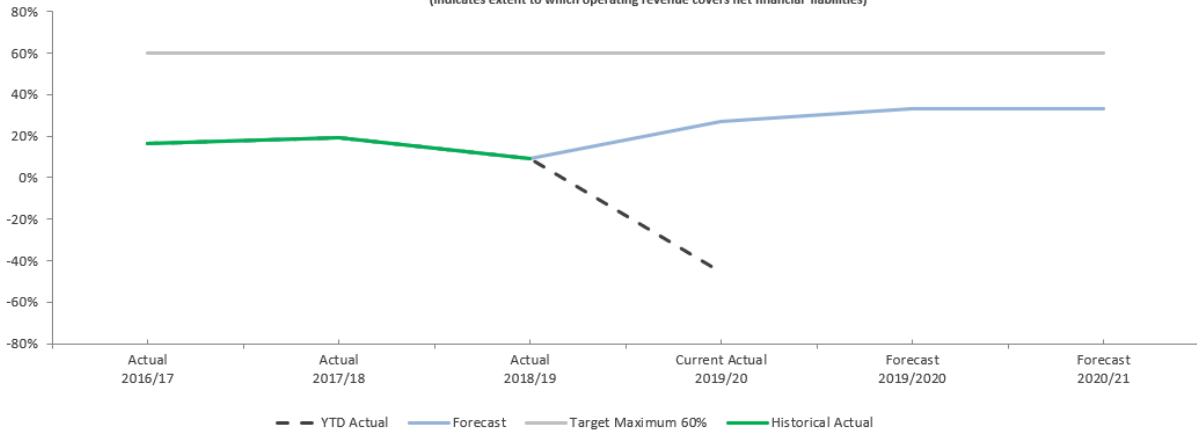
### Net Financial Liabilities Ratio

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>			
CURRENT YEAR TO DATE	PRIOR YEAR TO DATE	ADOPTED BUDGET	TARGET
<b>(45.65%)</b>	<b>(21.71%)</b>	<b>26.98%</b>	<b>&lt; 60%</b>

## Net Financial Liabilities Ratio

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



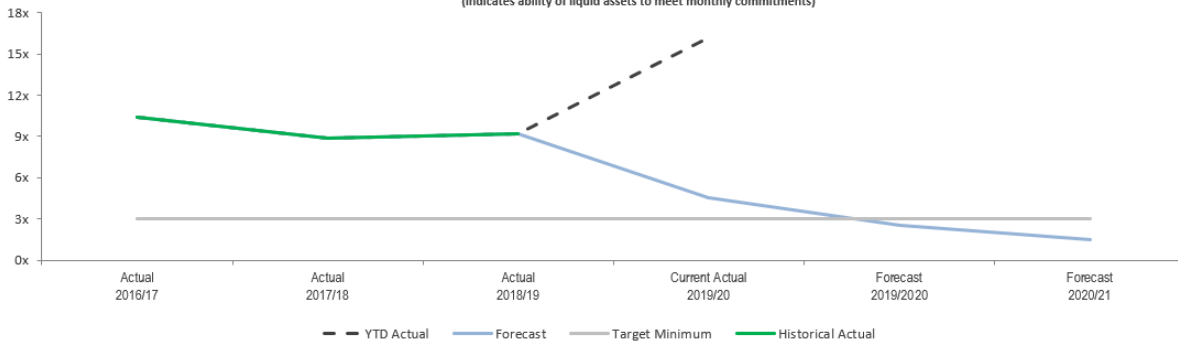
## Cash Expenses Cover Ratio

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
16.13x	15.79x	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 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:**

17 December 2019.

**Attachments:**

1. Monthly Financial Statements period ending 26 November 2019
2. Operating Statements for month end November 2019

**Tabled Items:**

Nil.

**Report Prepared by:** Statutory Accountant

## G/3.1.8. DISASTER RECOVERY AND DROUGHT SUB GROUP NOMINATIONS

**Responsible Officer: General Manager Operations**

**Council Meeting Date: 17 December 2019**

**File Ref: ES1.6, ES8.2**

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### **Purpose:**

The purpose of this report is to nominate Councilors for both Recovery and Drought subgroups.

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

That Council nominate and endorse a representative for the following sub-groups:

#### Recovery

- Human and Social - Cr \_\_\_\_\_
- Economic – Cr \_\_\_\_\_
- Environment – Cr \_\_\_\_\_
- Infrastructure - Cr \_\_\_\_\_

#### Drought

- Human and Social – Cr \_\_\_\_\_
- Economic – Cr \_\_\_\_\_
- Environment – Cr \_\_\_\_\_
- Infrastructure – Cr \_\_\_\_\_

### **Background:**

#### Recovery Structure

Gladstone Regional Council have the functional responsibility for recovery in the Local Disaster Management Plan. To ensure effective recovery from a disaster, the National Recovery Principles outline five lines of recovery to ensure an integrated, multi-disciplinary approach. These are Human and Social, Economic, Environment, Building and Road and Transport. The Chief Executive Officer is the Local Recovery Coordinator, underneath the Coordinator each line of recovery has a Councillor as Chair and a General Manager as the Responsible Officer.

The Human and Social and Economic are under a community banner, the Environment line is broken into Environmental Health and Building, and the Road and Transport line has been renamed infrastructure, to ensure all facets of infrastructure are included.

Human and Social and the Economic subgroups, have previously been overseen by the one Councillor and General Manager. However, the prolonged and increased recovery activities and subsequent workload following the November and December 2018 bushfires identified the need to separate the Human Social and Economic recovery subgroups.

To ensure a fair and transparent process, the Recovery Structure is being presented to Council to nominate Councillors for each of the sub-groups. Currently the Councillors assigned to subgroups are as follows:

- Community: Human Social and Economic: Chair: Councillor Hanson
- Environment: Health and Environmental and Building: Chair: Councillor O'Grady
- Infrastructure: Chair: Councillor Churchill

#### Drought Structure

Following Gladstone Regional Council being drought declared, the need to establish an internal working group to manage the many issues arising from the drought has been identified. It is proposed that a similar structure to the Recovery Structure be established to provide adequate oversight of all issues arising, but the workload is spread evenly across all relevant business units of Council, this includes nominating a Councillor for each sub-group.

**Consideration:**

Given the requirements of the Mayor and Deputy Mayor in the LDMG, particularly at times of disaster, consideration should be given to these positions not being assigned a specific recovery sub-group.

It is recommended that consideration be given to Councillors with previous experience and involvement in Recovery Sub-Groups remaining as is to ensure consistency for the current Bushfire and upcoming Storm Season.

To ensure there is an even share of workload and responsibility, the need to assign different Councillors to each of the Recovery and Drought subgroups should be considered.

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

Following the confirmation of Councillor representation on the Recovery and Drought sub-groups, other members of the groups will be notified.

**Legal Environmental and Policy Implications:**

Nil.

**Financial and Resource Implications:**

There may be a slight increase in workload for attendance at meetings and any requirements regarding the standing up of recovery groups following events.

**Commentary:**

Nil.

**Summary:**

This report has been presented to Council to nominate and endorse Councillors for representation on both the Recovery and Drought subgroups.

**Anticipated Resolution Completion Date:**

10 January 2020

**Attachments:**

1. Gladstone Regional Council Recovery Structure
2. Gladstone Regional Council Drought Structure

**Tabled Items:**

Nil.

**Report Prepared by:** Disaster Response Specialist

### **G/3.1.9. QUEENSLAND FIRE AND EMERGENCY SERVICES NOMINATION FOR LOCAL DISASTER MANAGEMENT GROUP**

**Responsible Officer: General Manager Operations**

**Council Meeting Date: 17 December 2019**

**File Ref: ES1.6, ES8.2**

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#### **Purpose:**

The purpose of this report is to endorse the change in membership for Queensland Fire and Emergency Services (QFES) in the Local Disaster Management Group (LDMG).

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

That Council endorse, Noel King, as the Queensland Fire and Emergency Services nomination for the Local Disaster Management Group.

#### **Background:**

A key learning for QFES following the November/December 2018 bushfires was the need to ensure that appropriately trained and authorised staff are present in the Local Disaster Coordination Centre (LDCC) and not sent to the Incident Coordination Centres (ICC). This has led to a need to change their nominated member for the LDMG. QFES are core members of the LDMG, therefore, this nomination requires Council approval. The current member is proposing to continue attending meetings in an advisory capacity.

The nominated member, Noel King, is the Area Commander for the Gladstone Region and has the necessary expertise and experience to perform the functions of the LDMG core member.

#### **Consideration:**

Nil.

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

QFES will be notified of the outcome of their pending nomination following this meeting.

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

Part 2, Section 9 of the *Disaster Management Regulations 2014* outlines the requirement for members of an LDMG to be appointed to the group by the relevant local government.

The Delegations Register for Exercise of Statutory Powers identifies that Council elected to retain the authority to confirm nominations of core LDMG members.

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

Nil.

**Commentary:**

Nil.

**Summary:**

This report has been provided to Council to confirm the changes in QFES membership for the LDMG.

**Anticipated Resolution Completion Date:**

10 January 2020

**Attachments:**

Nil.

**Tabled Items:**

Nil.

**Report Prepared by:** Disaster Response Specialist

## **G/3.1.10. GLADSTONE SAFE NIGHT PRECINCT - PUBLIC CONSULTATIVE COMMITTEE REPRESENTATION**

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

**Council Meeting Date: 17 December 2019**

**File Ref: CM7.1**

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### **Purpose:**

To provide information on the review of representation on the Public Safety Consultative Committee (PSCC) that provides advice to the Gladstone Safe Night Precinct Board.

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

That Council determine its position for nomination of a representative to the Public Safety Consultative Committee for the Gladstone Safe Night Precinct Board.

### **Background:**

Safe night precinct local boards are established in accordance with the Liquor Act and Regulations. Local boards promote the safety of the community and the precinct's amenity.

Members of safe night precinct (SNP) local boards can include:

- licensees of premises within the SNP
- owners or operators of other businesses located within the SNP
- associations that represent the interests of businesses located within the SNP (e.g. Chamber of Commerce)
- community organisations that provide services within the SNP.

Council is not a member of the Gladstone SNP board however has been a member of the Public Safety Consultative Committee (PSCC). A PSCC is a group of state and local government and community stakeholders who provide advice and assistance to the local board. Members can include representatives from the Office of Liquor and Gaming Regulation, Queensland Police Service, emergency services (ambulance and fire), Transport and Main Roads, local government and community organisations that provide services within the precinct. The PSCC does not vote on resolutions of the local board but are invited to each meeting of the local board to provide advice. Meetings are usually held every two months.

At Council's General Meeting held 6 October 2015, Council resolved the following representatives:

### **G/ 15 / 2583 Council Resolution:**

*Moved Cr Burnett  
Seconded Cr Hansen*

*THAT Safe Night Gladstone CBD Precinct Inc. be advised that:*

*.....*

- 6. Councillor Sobhanian will join the Manager Community Wellbeing (Veronica Laverick) as Council's representative on the Safe Night Out Gladstone CBD Inc. Committee.*

Additionally, at Council's General Meeting held 16 April 2016, the following resolution was made to update the Councillor appointment.

**G/5.1.3. APPOINTMENT OF COUNCILLORS TO EXTERNAL COMMITTEES/ORGANISATIONS/BOARDS**

**G/16 /2782 Council Resolution:**

*Moved Cr Churchill  
Seconded Cr Bush*

*THAT Council resolve to make the following appointments or nominations:*

.....

*17. Cr Sobhanian to attend meetings of the Gladstone Safe Night Out Gladstone CBD Precinct Inc. as invited.*

.....

**Consideration:**

When determining Council's position on the nomination of a representative to the Public Safety Consultative Committee, the following considerations may assist with deliberations:

- the committee is an advisory committee to the Gladstone SNP board and is not a decision maker for the board;
- The boards focus areas and desired input from the organisation with recent interactions suggesting officer advice on upcoming events is requested;
- networking with representatives from industries and businesses within the region;
- the potential for real or perceived conflicts of interest; and
- the resources required to contribute to the Committee and the impacts of this on achieving a complimentary balance of duties.

**Option 1 – Continue with Councillor Representation on the Consultative Committee**

Council may nominate a Councillor however there is no requirement for a Councillor to be on the committee. This option will result in a Councillor making themselves available to attend meetings of the committee and board as requested.

Councillor Sobhanian is the current representative but has indicated that he does not wish to remain on the committee.

***Option 1 Suggested Recommendation:***

*That Council endorse the appointment of Councillor \_\_\_\_\_ to the Public Safety Consultative Committee that advises the Gladstone Safe Night Precinct Board.*

**Option 2 – Seek an Officer Representation on the Management Committee**

Council may consider it appropriate to seek the appointment of an officer to the Committee. This would result in the officer allocating enough work resources to be a member of the committee and attend meetings as requested.

***Option 2 Suggested Recommendation:***

*That Council delegate authority to the Chief Executive Officer to nominate an officer position to be a member of the Public Safety Consultative Committee that advises the Gladstone Safe Night Precinct Board.*

### Option 3 – Resign from the Membership Committee

There is no requirement for Council to be a member of the Public Safety Consultative Committee that advises the Gladstone Safe Night Precinct Board. This option would result in Council not having a representative on this committee.

#### *Option 3 Suggested Recommendation:*

*That Council advise the Gladstone Safe Night Precinct Board Incorporated that it no longer seeks to have a representative on the Public Safety Consultative Committee.*

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

Consultation has occurred internally and externally with the secretary of the SNP Board. Recent advice from officers attending a meeting of the SNP Board indicates that they would like a representative to attend. Information sought appears to be more at an officer operational level (i.e. seeking information specific to events being held that may impact on the precinct).

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

There are no legal implications regarding any of the options highlighted above as Council is not legally required to have representation on the committee.

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

Option 1 and 2 does not require specific funding to achieve however will require use of elected member or officer time to participate on the committee.

#### **Commentary:**

Nil.

#### **Summary:**

Nil.

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

Within one month of resolution.

#### **Attachments:**

Nil.

#### **Tabled Items:**

Nil.

**Report Prepared by:** Manager Governance



## **G/3.1.11. GLADSTONE PCYC BRANCH ADVISORY COMMITTEE - COUNCILLOR REPRESENTATION**

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

**Council Meeting Date: 17 December 2019**

**File Ref: CM7.1**

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### **Purpose:**

To provide Elected Members with information regarding representation on the Gladstone Police-Citizens Youth Welfare Association (QPCYWA operating under the trading name of PCYC Queensland) Branch Advisory Committee.

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

That Council determine its position for nomination of a representative to the Gladstone PCYC Branch Advisory Committee.

### **Background:**

The output of the 2019-20 Operational Plan objective *4.1c Review existing and develop new organisational committees that are aligned to strategic objectives* is to review Council appointed representation on external organisations. Officers have undertaken a review of the appointment to the Gladstone PCYC Branch Advisory Committee and the relevant findings and considerations are presented in this report.

Queensland Police-Citizens Youth Welfare Association (QPCYWA operating under the trading name of PCYC Queensland) was established in 1948 and is a constitutional member-based association, a company limited by guarantee, and an approved registered charity.

PCYC's vision is "building safer, healthier communities through youth development" with PCYC working with the Queensland Police Service to provide a variety of programs and activities to meet local and community youth needs, promote positive choices, and encourage youth to be more connected to their community.

Locally, the Gladstone PCYC Branch opened in 1978 and for much of that time has had a Branch Committee (in some form) with its membership comprising of Councillors or Council officers (or both).

The current committee is an Advisory Committee that operates under a voluntary structure which drives community and business engagement and provides input and advice on the branch's strategic direction and activities. The Advisory Committee has no decision-making authority, with the Branch Manager holding the authority to make decisions on matters discussed by the Advisory Committee.

The Advisory Committee consists of a minimum of four members (the Branch Manager who also acts as secretary to the Advisory Committee and three Branch Advisory Committee Members) and a maximum of ten members. The QPS Officer in Charge or District Officer also has a standing invitation to attend Advisory Committee meetings. PCYC seek the following committee composition:

- Strategic Advisor (indicative background includes Councillor or senior Council officer);

- Police Contacts;
- Youth Liaison (delegate);
- Community Liaison;
- Networking Coordinator (indicative background includes Councillor or senior Council officer);
- Marketing Coordinator (indicative background includes Councillor or senior Council officer);
- Fundraising Coordinator; and
- Maintenance Advisor.

Advisory Committee members are nominated via expression of interest, with all nominees reviewed and approved by PCYC's Zone Management Team. All Advisory Committee members must personally be a financial member of the PCYC (hold current PCYC membership for which the annual fee is \$30).

Membership of the Advisory Committee currently comprises of:

- Councillor Glenn Churchill (Chair);
- Councillor Rick Hansen;
- District Police Inspector Darryl Summerville (represented by Officer in Charge, Senior Sergeant Jaime Goodwin);
- Sergeant Dominic Richardson, Gladstone PCYC Branch Manager;
- Jordyn Wilson;
- Brenton Hawton; and
- Bec Frost.

Whilst Councillor Hansen is a member of the Advisory Committee, he is not Council's current nominated representative and is appointed as a member of the community.

### **Consideration:**

When determining a position on the nomination of a member to the Gladstone PCYC Branch Advisory Committee, the following considerations may assist with deliberations:

- would a nomination facilitate greater insights into the organisation;
- the ability to contribute to the strategic direction of the organisation given the committee has no decision-making authority;
- networking with representatives from businesses with the region and community members;
- the resources required to contribute to the Advisory Committee and the impacts of this on achieving a complimentary balance of duties; and
- real or perceived conflicts of interest.

### Option 1 – Continue with Councillor Representation

Should Council determine that nomination of and representation by a Councillor on the Advisory Committee aligns with the strategic objectives of its Corporate Plan and leverages a mutually beneficial partnership, Council may elect to continue with its representation on the Advisory Committee.

#### *Option 1 Suggested Recommendation:*

*That Council endorse the appointment of a Councillor to the Gladstone PCYC Branch Advisory Committee, noting that Cr Churchill is the current representative.*

### Option 2 – Nomination of a Youth Council Member

Council may wish to consider the nomination of a Youth Council member to the Advisory Committee as the Youth Council acts as a formal advisory committee to Council on youth related matters within the region. Furthermore, representation by a Youth Council member will provide capacity building opportunities within the Youth Council as well as the community.

*Option 2 Suggested Recommendation:*

*That Council endorse seeking expressions of interest from the Youth Council for nomination of a Youth Council member to the Gladstone PCYC Branch Advisory Committee.*

### Option 3 – Resign from the Advisory Committee

There is no provision under the Charter of the Advisory Committee that requires Council to nominate or have a representative (elected member, officer, or other) on the committee.

*Option 3 Suggested Recommendation:*

*That Council advise Gladstone PCYC that it no longer seeks to have a representative on the Advisory Committee.*

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

- Councillor Churchill;
- Councillor Hansen;
- Executive Team;
- Branch Manager, Gladstone PCYC.

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

Advisory Committee members are not 'directors' for the purposes of relevant legislation or general law, however members have a responsibility to comply with the Advisory Committee Charter.

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

Council's representation on the Advisory Committee is not linked to any financial assistance that may be provided to PCYC.

### **Commentary:**

Nil.

### **Summary:**

Nil.

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

Within two weeks of resolution.

**Attachments:**

Nil

**Tabled Items:**

Nil.

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

## **G/3.1.12. LIBRARY SERVICES COLLECTION DEVELOPMENT POLICY**

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

**Council Meeting Date: 17 December 2019**

**File Ref: CM28.1**

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### **Purpose:**

To present a revised Library Services Collection Development Policy (P-2019-30) which, if approved, will replace Council's existing policy (P-2015/11) on the same topic.

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

That Council:

1. Repeal P-2015/11 Library Services Collection Development Policy; and
2. Adopt P-2019-30 Library Services Collection Development Policy as tabled.

### **Background:**

The Library Services Collection Development Policy was due for review in September 2018 and a review has occurred. This policy is a requirement of the Service Level Agreement for Public Library Services (SLA) between the Library Board of Queensland and the Gladstone Regional Council from 1 July 2018.

Under section 2.3 of the SLA, Council agreed to "use its best endeavours to operate and develop its library service for the continued benefit of its diverse community". Furthermore, Council has agreed to have "management and operational practices which strive to meet or exceed the Queensland Public Library Standards and guidelines", as part of its obligations under the same agreement.

Queensland Public Library Operational Services Standard (2009) and Library Collections Standard (2013), outline the collection development policy should be endorsed by Council, updated every 2-4 years and address the following topics: intellectual freedom and censorship, donations and gifts, interlibrary loans and purchase requests. These topics are all currently included in the policy and are proposed to remain as required.

### **Consideration:**

Option 1: Endorse the revised policy attached for adoption.

The revised Policy has minor amendments to wording and formatting to align it with the new business templates and incorporate new library operational practices (I.e. refers to the Library app and the libraries digital and electronic resources). The definition of 'collection', 'information resources' and 'library resources' were included for clarity purposes.

Option 2: Endorse the revised policy and recommend further amendments prior to its adoption.

Alternatively, Council may require further amendments to the revised policy prior to adoption. If amendments are requested, a suggested resolution is:

*That Council:*

1. *Repeal P-2015/11 Library Services Collection Development Policy; and*
2. *Adopt P-2019-30 Library Services Collection Development Policy as tabled with the following amendments:*
  - a. ....

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

Governance Officer has consulted with the following teams and individuals for this review:

- Executive Team;
- General Management Community Development and Events;
- Manager Regional Libraries;
- Regional Libraries Team;
- Senior Legal Advisor;

All amendments to this policy were endorsed by leaders.

**Legal Environmental and Policy Implications:**

Given the SLA between the Library Board of Queensland and Council relies on the existence of a collection development policy approved by Council, repealing the existing policy without replacing it for another similar policy may result in voiding the agreement and funding received by Council.

**Financial and Resource Implications:**

There are no financial implications of adopting the policy as presented.

**Commentary:**

Nil.

**Summary:**

Nil.

**Anticipated Resolution Completion Date:**

Within one month of the resolution.

**Attachments:**

1. Draft P-2019-30 - Library Services Collection Development Policy;
2. P-2015/11 - Library Services Collection Development Policy.
3. Draft P-2019-30 - Library Services Collection Development Policy tracked changes version.

**Tabled Items:**

Nil.

**Report Prepared by:** Governance Officer

## **G/3.1.13. MINOR AMENDMENT TO WORK HEALTH AND SAFETY POLICY**

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

**Council Meeting Date: 17 December 2019**

**File Ref: CM28.2**

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### **Purpose:**

This report presents minor amendments to the Work Health and Safety Policy for Council's consideration to achieve compliance with the requirements of Council's 2019 Work Health and Safety Audit.

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

That Council:

1. Repeal existing Policy P-2018-24 Work Health and Safety Policy; and
2. Adopt revised P-2019-31 Work Health and Safety Policy as tabled.

### **Background:**

Members will recall that Council was subject to an independent work health and safety audit in 2017 which contained several recommendations. One of those recommendations was that Council update its Work Health and Safety Policy (WHS Policy). Whilst most recommendations on changes to the policy were captured in the policy review in 2018, the 2019 internal audit has suggested minor changes to better capture audit recommendations as set out below:

*"The recently reviewed WHS Policy is displayed on the majority of permanent WHS Noticeboards, is included in the WHS Induction program for new employees and as part of contractual arrangements. The Policy however is signed by the previous CEO and does not include a commitment to the establishment of measurable objective and target for continuous improvement which is aimed at the elimination of work-related illness and injury which should be linked to Councils WHSMS Plan." (GRC WHS Audit Report Version 1.0, page 4)*

In addition, under the guidance notes from the audit tool relating to the WHS Policy, it notes:

*"Changes to the structure or operations of an organisation may affect the way health and safety is managed. The health and safety policy must reflect the organisational structure and the current allocation of responsibilities. Reviews should consider changes to legislative requirements, industry technology and business focus."*

In order to achieve compliance with the audit recommendations, officers are seeking minor amendments to Council's existing Policy as shown in red text in the revised WHS Policy attached. These inclusions strengthen and build on Council's existing commitment to a proactive safety culture for Gladstone Regional Council.

## **Consideration:**

### Option 1 - Adopt the recommendation

This is the recommended action as it ensures that Council meets the requirements of the recent audit carried out by Council's insurers and reinforces Council's commitment to the highest level of health and safety within the organisation.

### Option 2 – Retain the existing Policy without amendment

The Work Health and Safety Policy is not due for periodic review at this stage. Council may elect to hold over the policy review/amendment process until its scheduled review (2021). This option is the not the preferred option as it delays compliance with the audit recommendation and could be perceived as a lack of commitment to a proactive safety culture within the organisation.

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

Officers below were consulted to ensure that the proposed amendments would meet the requirements of the audit and the associated work health and safety standards:

- Manager Health Safety and Wellbeing
- General Manager People Culture and Safety
- Risk Specialist / Acting Business Design and Planning Specialist.

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

Council is legislatively required to have a Work Health and Safety Policy that reflects Council's commitment to safety in the workplace and that achieves compliance with the *Work Health and Safety Act 2011* and *Workplace Health and Safety Regulation 2011*. Specifically, the Regulation requires "*The safety policy must include an express commitment to ongoing improvement of all aspects of the safety management system*".

## **Financial and Resource Implications:**

Nil

## **Commentary:**

Nil

## **Summary:**

Nil

## **Anticipated Resolution Completion Date:**

31 December 2019.

## **Attachments:**

1. Revised P-2019-31 Work Health and Safety Policy
2. Current P-2018-24 Work Health and Safety Policy

## **Tabled Items:**

Nil.



**Report Prepared by:** Governance Advisor

## **G/3.1.14. EVENT AND VENUE PROGRAMMING POLICY**

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

**Council Meeting Date: 17 December 2019**

**File Ref: CM28.2**

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### **Purpose:**

This report recommends expanding Council's Gladstone Entertainment and Convention Centre Programming Policy to incorporate a broader scope and set of strategic principles to be applied in attracting, programming and delivering all Council events and activities delivered through Council venues and other spaces in the Gladstone Region.

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

That Council:

1. Repeal P-2016-13 Gladstone Entertainment and Convention Centre Programming Policy;
2. Adopt P-2019-34 Events and Venue Programming Policy as attached; and
3. Subject to the adoption of P-2019-34 Events and Venue Programming Policy, rescind resolution G/19/3969 relating to Community Events Sole Suppliers as the resolution will be superseded by the policy adoption.

### **Background:**

The Gladstone Entertainment and Convention Centre (GECC) Programming Policy was due for review in May 2019. As part of this review, the scope of the policy was considered and feedback from internal stakeholder consultation supported the scope being broadened to include all Council delivered events and venue programming. Considerations on a broader Events and Venue Programming Policy include:

- The opportunity to set key strategic principles to be applied in attracting, programming and delivering all Council events and venue programming.
- An opportunity for Council to be informed on what event and activities are proposed in advance of each financial year's budget considerations.
- Maximising the alignment of events and activities across all areas to reduce the potential for clashes and competition for target audiences; to maximise promotional opportunities; and provide the opportunity for events and venues to support each other with common themes.
- Enhanced community understanding on how Council decides what events and activities it will attract, program and deliver.
- Ability to create efficiencies in procurement processes for specific events, performances and exhibits that are specialised or only have one source of supply.

## **Consideration:**

### Option 1 – Adopt the Recommendation

This option provides Council with the opportunity to broaden its strategic guidance across all Council delivered events and venue programming.

### Option 2 – Retain the existing GECC Programming Policy

Should Council elect to delay the review of its existing policy, it can do nothing and retain the current GECC Programming Policy. A suggested resolution to give this option effect is:

*That Council note the report and retain the existing Gladstone Entertainment and Convention Centre Programming Policy (P-2016-13).*

### Option 3 – Adopt the recommendation with amendments to the Event and Venue Programming Policy

If Council supports broadening the scope of the Policy but with some amendments, a suggested resolution to give this option effect is:

*That Council:*

1. *Repeal P-2016-13 Gladstone Entertainment and Convention Centre Programming Policy;*
2. *Adopt P-2019-34 Events and Venue Programming Policy, subject to the following amendments:*
  - (a) insert amendment;*
  - (b) insert amendment.....; and*
3. *Subject to the adoption of P-2019-34 Events and Venue Programming Policy, rescind resolution G/19/3969 relating to Community Events Sole Suppliers as the resolution will be superseded by the policy adoption.*

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

Council's Governance Advisor researched other local government and venue provider policies.

Consultation meetings were conducted first with the General Manager Community Development and Events to obtain direction on the revised policy. This feedback was then taken to further consultation meetings/discussions with other internal stakeholders including:

- Manager Events and Entertainment
- Events Specialist
- GECC Venue Leader
- Manager Tondoon Botanic Gardens
- Curator Tondoon Botanic Gardens
- Acting Manager Gladstone Regional Art Gallery and Museum
- Manager Regional Libraries
- Manager Engagement and Partnerships

The internal consultation was positive with strong support for the policy to be broadened and to provide a structured approach to:

- the development of a coordinated events and programming calendar across all areas;
- efficiently managing specialised and sole supplier purchases; and

- gaining early in principle support from elected members for event and venue programming proposals.

The Executive Team supported the draft policy at its meeting on the 29 November 2019.

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

Council is not legally or legislatively required to adopt an Event and Venue Programming Policy.

The Policy proposes that Council resolve under Section 235(a) and (b) of the *Local Government Regulation 2012*, that it is satisfied for the procurement of specific events, performances and exhibits it would be impractical to invite quotations or tenders. This will streamline the procurement process without the need for Council to pass individual resolutions for each procurement that is of a specialised nature and/or has one source of supply. Advice from the Local Government Association of Queensland is that it does not believe there is any impediment for Council resolving sole supplier and/or specialised procurement via a policy position.

Should Council adopt the recommendation, its resolution passed at the General Meeting on the 5 November 2019 (G/19/3969) relating to Community Events Sole Suppliers will no longer be required as the policy provision will cover both sole supplier and procurement of a specialised nature for all events programmed in accordance with the policy. Where an event is outside of the policy requirements and greater than \$15,000, separate resolutions will be sought from Council.

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

There are no financial or resource implications in adopting this policy.

### **Commentary:**

Not applicable

### **Summary:**

Not applicable

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

31 December 2019

### **Attachments:**

1. Draft P-2019-34 Event and Venue Programming Policy
2. P-2016-13 Gladstone Entertainment and Convention Centre Programming Policy.

### **Tabled Items:**

Nil.

**Report Prepared by:** Governance Advisor

## **G/3.1.15. RECORDS MANAGEMENT POLICY**

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

**Council Meeting Date: 17 December 2019**

**File Ref: CM28.2**

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### **Purpose:**

The purpose of this report is to present a revised Records Management Policy for Council's consideration.

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

That Council:

1. Repeal existing P-2014-21 Records Management Policy; and
2. Adopt revised P-2019-26 Records Management Policy as attached.

### **Background:**

Council's Records Management Policy is overdue for review (review date: 18 March 2017).

With the recent legislative changes associated, the State Government has prepared guidelines specifically to assist Councils and Councillors in managing their recordkeeping responsibilities including social media records. These documents are available via the following websites:

1. Council records, A guideline for mayors, councillors, CEOs and council employees, July 2019 (Crime and Corruption Commission Queensland):  
<http://ccc.qld.gov.au/sites/default/files/Docs/Publications/CCC/Council-Records-A-guideline-for-mayors-councillors-ceos-and-council-employees.pdf>
2. Your Social Media and You, A guide for elected council members in Queensland, Office of the Independent Assessor: <https://oia.qld.gov.au/resources/oia/for-councillors/your-social-media-and-you.pdf> .

The attached revised policy has been prepared in accordance with the above documents, with changes summarised below.

The following content of the existing policy has been retained:

1. Some of the responsibilities
2. Audit and Compliance Program
3. Retention and Disposal.

New sections include:

1. Introduction
2. Approved Recordkeeping and Business Systems
3. Identifying a Council record
4. Specific Recordkeeping Requirements
5. Public access to Records.

Amendments have been made to:

1. Purpose
2. Scope
3. Related Legislation
4. Related Documents
5. Definitions.

Key factors considered in the review include:

- Achieving compliance with State Government guidelines
- Identifying what is a public record
- Informing the community on how public records can be accessed
- Documenting the specific recordkeeping responsibilities of elected members to provide clarity and understanding for elected members and the general public.

Capturing social media activity presents a challenge for most Councils in Queensland and their elected members. Officers are developing operational processes to assist Councillors with their responsibilities.

### **Consideration:**

#### Option 1 – Adopt the recommendation

This option provides Council with the opportunity to align its Records Management Policy to the recommendations and requirements of the new guidelines released by State Government.

#### Option 2 – Retain the existing Records Management Policy

Should Council elect to delay the review of this policy, it can do nothing and retain the current Records Management Policy. To give effect to this option, the suggested resolution is:

*That Council note the report and retain the existing Records Management Policy (P-2014-21).*

#### Option 3 – Adopt the recommendation but with changes to the revised Records Management Policy

If Council supports revising the Policy but with some amendments, the suggested resolution to give effect to is option is:

*That Council*

1. *Repeal existing P-2014-21 Records Management Policy; and*
2. *Adopt revised P-2019-26 Records Management Policy, subject to the following amendments:*
  - (a) insert amendment;*
  - (b) insert amendment.....*

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

Council's Governance Advisor reviewed the guidelines released by the State Government and researched other best practice records management information prior to commencing consultation.

An initial meeting was held with the Manager Governance who has management responsibility for the records function in the organisation, to obtain direction on the review. This feedback was then incorporated into an initial revised draft for the Executive Team's consideration. The Executive Team requested some minor amendments following which, consultation meetings were conducted with the balance of the business. Attendance at the consultation meetings was not high, however,

those that did attend provided valuable feedback. Most of the feedback focused on:

- at what point information becomes a 'record';
- the challenges that individuals encounter in capturing and retrieving records; and
- internal resourcing and training issues.

Council's Governance Advisor also worked with Council's Brands and Communications, ICT and Records Teams to investigate and develop processes to minimise the challenges for Councillors and the organisation in capturing social media activity.

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

Council has a legislative obligation under the *Public Records Act 2002* to keep and manage public records in accordance with the requirements of the State Archivist.

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

There are no additional financial and resource implications in Council adopting a revised policy.

### **Commentary:**

Not applicable

### **Summary:**

Not applicable

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

31 December 2019

### **Attachments:**

1. Draft P-2019-26 Records Management Policy
2. Existing P-2014-21 Records Management Policy.
3. Draft P-2019-26 Records Management Policy with tracked changes

### **Tabled Items:**

Nil.

**Report Prepared by:** Governance Advisor

## **G/3.1.16. VARIATION TO METERED STANDPIPE (MOBILE AND FIXED) & HYDRANT USAGE POLICY**

**Responsible Officer: General Manager Customer Experience**

**Council Meeting Date: 17 December 2019**

**File Ref: CM28.2**

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### **Purpose:**

The purpose of this report is to allow Council to consider a proposal to increase non-commercial customers' access to bulk water from our fixed standpipes across the region.

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

That Council authorise a temporary variation to the application of Policy P-2014-26 to allow community access to fixed standpipes across the Gladstone Region by access key through an individual Credit Agreement (not requiring an ABN), noting the reason for this temporary variation is to allow a comprehensive review of the policy to occur that will consider the full implications of the current policy on community users.

### **Background:**

In 2014 Council adopted Metered Standpipe (mobile and fixed) and Hydrant Usage policy. This policy limited access to Council's standpipes, through the provision of an access key to customers with an ABN and public liability insurance of no less than \$10,000,000.

Council operates four (4) fixed standpipes across the region, two in Gladstone, one in Calliope and one in Mount Larcom.

- Calliope fixed standpipe is located on the corner of Archay & Taragoola Roads
- Gladstone - Glenlyon Road fixed standpipe is located near Gladstone Tondoon Botanic Gardens
- Gladstone - Red Rover Road fixed standpipe is located across from Jeff Ringland Drive
- Mount Larcom fixed standpipe is located on the corner of Balfour & Salisbury Streets.

Cumulative usage for the last 6 months is listed below.

Location	kL
Calliope	6611.0
Glenlyon Road	2511.3
Red Rover Road	1524.6
Mt Larcom	1311.4

Approved access key holders are invoiced for their water consumption on a monthly basis in arrears for the metered usage. In Council's adopted Fees and Charges for the 2019/20 financial year, water from the standpipe is charged at \$4.10 per kL. The predominant users of this water source are bulk water carriers and Council.

Recently Council became aware of a process not consistent with Council's Metered Standpipe and Hydrant Policy whereby customers had access to 'Community Keys' from the Mount Larcom Rural Transaction Centre (RTC). These keys were kept by residents who would then pay at the



Transaction Centre for the metered usage. Typically, these were local rural landowners filling 1kL IBC tanks. The majority were Mount Larcom residents, but the service was provided to anyone that requested it.

The breakdown of average consumption by customer segment at Mt Larcom is listed below.

Commercial	54.0%
Council	40.3%
Community Keys	5.7%

If this practice existed at other standpipes prior to the policy being adopted it stopped thereafter, and any such service was only available at the Mount Larcom RTC.

Due to a number of concerns, not least that officers were operating contrary to policy, a decision was made to deactivate the Community Keys. Unfortunately, this was done without consultation, prior notice or communication to staff or residents, and the action had a significant impact on both parties as residents attempted to access a water supply they had become accustomed to.

The existing policy is being reviewed considering the inconsistencies of its application.

### **Consideration:**

In assessing the impact of the decision to deactivate the community keys, officers have been made aware of not just the anger, but fear expressed by residents to staff. This is driven by the impacts of drought. It is clear there are a small number of residents who appear unable to pay for the convenience of water carriage from a commercial provider, and while not consistent with policy, rely on the standpipe as a reliable and safe water supply. As tanks continue to empty and the drought progresses, that reliance has increased.

Given that the impact of drought is being felt just as acutely across the region, and that there is no forecast breaking of that drought in the short to medium term, officers believe that any solution or consideration of the Mount Larcom situation should also include the role Council could play in providing some level of relief to our rural residents.

The rationale for the policy requirement for standpipe access key holders to have both an ABN and public liability insurance is unclear. A review of the *Water Supply (Safety and Reliability) Act 2008* provides no protection to Council or the community in stipulating an ABN. The only practical effect of the requirement is to limit access to bulk water supply to commercial operators, which is not identified as a policy principle.

A review was undertaken of the approach of other Councils to access to bulk water. Banana Shire, Rockhampton and Bundaberg all allow public access either post or pre-pay, Central Highlands limits applications to businesses and Livingstone has no fixed standpipes.

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

Mount Larcom RTC staff advocated for the community and gathered community feedback on the impact of the withdrawal.

The Executive Team has considered feedback from officers and Councillors in formulating a solution.

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

The current policy stipulates that an ABN and public liability insurance cover for \$10,000,000 is held by applicants for an access key. This policy is being reviewed considering the inconsistencies of its application.

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

The option provided to allow access to noncommercial customers would have a marginal effect on income and demand/consumption. Our application processes and resources can absorb any administrative overhead should Council choose to adopt the recommendation. A security deposit is payable by the applicant to cover any loss of the access key.

### **Commentary:**

The recently completed Drought Survey (Attachment 2) included primary producers, hobby farmers and smaller landholders and the responses highlighted the costs associated with carting water as a significant issue. Council increasing availability for access to safe water for those without an active ABN could go some way to alleviating concerns for rural and remote families.

### **Summary:**

Mount Larcom residents, paying to access water at Council's standpipe contrary to our 2014 policy had that access withdrawn without notice. In assessing the impact there is an opportunity to extend access to bulk water for residents of the region not serviced by town water schemes.

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

17 December 2019

### **Attachments:**

1. P-2014-26 Metered Standpipe (mobile and fixed) and Hydrant Usage Policy
2. Drought Impact Survey

### **Tabled Items:**

Nil.

**Report Prepared by:** General Manager Customer Experience

## **G/3.1.17. SYSTEMATIC INSPECTION PROGRAM - ANIMAL INSPECTION PROGRAM**

**Responsible Officer: General Manager Customer Experience**

**Council Meeting Date: 17 December 2019**

**File Ref: LE2.1**

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### **Purpose:**

The report seeks Council approval to implement a Systematic Approved Inspection Program under the *Animal Management (Cats & Dogs) Act 2008* (the Act) for dogs. The objectives of the program are to carry out house to house inspections to identify if dogs are being kept and if the animals are registered in accordance with requirements of the Act and Councils *Local Law No. 2 (Animal Management) 2011*. The programs seek to meet Councils obligation of enforcement of registration and renewal of registration of dogs.

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

That Council adopt the attached Approved Systematic Inspection Program - Animal Inspection Program for Registration and Renewal of Animals 2020 for the period 01 February 2020 to 30 July 2020.

### **Background:**

Pursuant to section 113 of the *Animal Management (Cats and Dogs) Act 2008* (the Act), Council may by resolution approve a program (an approved inspection program) under which an authorised person may enter a place to monitor compliance with the Act or an aspect of the Act.

In this application, it is proposed to undertake a systematic inspection program, by visiting, and if necessary, entering yards of premises to determine if dogs are being kept and if the dogs are registered. In addition, Local Law Enforcement Officers will be pursuing enquiries with owners that had dogs registered in 2018/2019 and have not renewed registration for the current registration period 2019/2020. Provisions relating to registration and renewal of registration of dogs are found pursuant to sections 46 and 56 of the Act.

Notice is required to be given of the proposed inspection program at least 14 days, but no more than 28 days before an inspection program commences. Notice of the program must be published in a newspaper circulating generally in the local government's area and must be placed on Council's website.

The duration of the program will be six months commencing on 01 February 2020 and concluding on 30 July 2020. The program will extend to all areas of the Gladstone region and a copy of the program is attached.

### **Consideration:**

Council has a responsibility to enforce animal registration which contributes to an effective animal management program. Accurate records reveal ownership details so that animals may be re-united with owners and the type and number of dogs at premises which assists with control measures.

Animal registration figures for consecutive years (October – September) are shown below:

	Cat	Dog	Total
2008-2009	1778	6065	7843
2009-2010	2230	7922	10152
2010-2011	2365	9469	11834
2011-2012	2457	10051	12508
2012-2013	2271	9788	12059
2013-2014	2030	9839	11869
2014-2015	2006	8732	10738
2015-2016	2265	10757	13022
2016-2017 (End November 2016)	1815	8203	10018
2017-2018 (End November 2017)	2019	11461	13480
2018-2019 (End November 2018)	2526	6919	9445 (registered) 14426 (renewals issued) 4981 (outstanding)
2019-2020 (End November 2019)	1901	8817	10718(registered) 15058(Renewals issued) 4183 (Outstanding)

The target areas of this program are based on a rationale schedule each year. The first areas to be targeted will be the Gladstone suburbs.

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

A campaign raising public awareness, including print, social and advertising media will take place prior to the program launching

### Legal Environmental and Policy Implications:

Council has an obligation to enforce sections 46 and 56 of the *Animal Management (Cats and Dogs) Act 2008*. An approved inspection program provides the necessary powers of entry enabling collection of evidence for enforcing animal registration requirements. It is envisaged this year due to the high numbers of people still failing to register animals, even after reminders have been sent, that enforcement action will be commenced, upon inspection time for those persons who have previously registered animals and cannot provide a lawful excuse for failing to do so.

### Financial and Resource Implications:

Increased registration will generate additional income to offset operating expenditure associated with delivering the community's expectation for an animal control program. The program is funded within the Local Law Enforcement / Animal Control operational budget.

### Commentary:

Registration records provide necessary information to contact owners of roaming dogs. Enforcement provisions for wandering dogs at large are pursuant to the *Local Law No. 2 (Animal Management) 2011*.

### Summary:

Nil

**Attachments:**

1. Animal Inspection Program 2020

**Tabled Items:**

Nil.

**Report Prepared by:** Team Leader Local Laws

## **G/3.1.18. PSA 73-20 STATIONERY & OFFICE FURNITURE**

**Responsible Officer: General Manager Operations**

**Council Meeting Date: 17 December 2019**

**File Ref: PE1.1**

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### **Purpose:**

This report seeks Council's approval to enter into a contract with The Trustee for the Townsend Family Trust T/A Office National Gladstone, for the supply and delivery of stationery and office furniture for all Council locations throughout the Gladstone Region.

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

That Council:

1. Endorse the Tender Evaluation Panel's recommendation and award the supply and delivery of Stationery and Office Furniture for PSA 73-20 to The Trustee for the Townsend Family Trust T/A Office National Gladstone; and
2. Authorise the Chief Executive Officer to enter into a 1-year contract with three 1-year extension options, with The Trustee for the Townsend Family Trust T/A Office National Gladstone.

### **Background:**

The supply and delivery of stationery is currently under PSA 12-17 with The Trustee for the Townsend Family Trust T/A Office National Gladstone. Office furniture has not previously been under a contract, so procurements have been completed on an ad hoc basis using quotes.

Market analysis of this supply chain determined that combining stationery and office furniture under the same contract presents Council with improved purchasing power and therefore better value for money.

### **Consideration:**

An invitation to tender was release on LG Tenderbox and advertised in the Gladstone Observer on the 11 October 2019 and closed 5 November 2019.

Only one (1) submission was received from The Trustee for the Townsend Family Trust T/A Office National Gladstone. Commercial evaluation of the offer confirmed that offered pricing will provide value for money and products offered meet Council's requirements.

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

Nil.

**Legal Environmental and Policy Implications:**

A condition of this PSA contract is that Council is not bound to source only from the supplier listed on the contract, therefore Council can source stationery or office furniture from other suppliers not awarded under this contract should the need arise.

**Financial and Resource Implications:**

The anticipated expenditure under this contract is contained within approved budgets.

**Commentary:**

Nil.

**Summary:**

Nil.

**Anticipated Completion Date:**

The contract will be awarded in December 2019.

**Attachments:**

Nil.

**Tabled Items:**

Nil.

**Report Prepared by:** Manager Contracts and Procurement.

## **G/4. DEPUTATIONS**

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

#### **G/4.1.1. BOYNE TANNUM SHARKS FOOTBALL CLUB**

**Responsible Officer: Chief Executive Officer**

**Council Meeting Date: 17 December 2019**

**File Ref: CM7.6**

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#### **Purpose:**

Boyne Island Tannum Sands (BITS) Soccer Club will present on the club's activities, usage of fields and the requirements to proceed with urgent maintenance necessary to enable use of the grounds for the 2020 season and beyond.

#### **Background:**

Deputation details are as follows:

<b>Time of Presentation</b>	9.00 am
<b>Duration of Presentation plus question time</b>	15 minutes
<b>Speakers to present</b>	Lisa Yasso & Jeff Wells
<b>Is the matter currently or has previously been subject to legal proceedings?</b>	No
<b>Matter for information only</b>	Yes

#### **Attachments:**

Nil.

#### **Tabled Items:**

Nil.

**Reported Prepared by:** Executive Secretary



## G/4.1.2. BOYNE TANNUM GOLF CLUB

**Responsible Officer: Chief Executive Officer**

**Council Meeting Date: 17 December 2019**

**File Ref: CM7.6**

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### **Purpose:**

Boyne Island Tannum Sands (BITS) Golf Club will discuss the situation of the irrigation system and the future of the tenure of the BITS Golf Club.

### **Background:**

Deputation details are as follows:

<b>Time of Presentation</b>	9.30 am
<b>Duration of Presentation plus question time</b>	15 minutes
<b>Speakers to present</b>	Clint Storch, John Anderson and Jason Britton
<b>Is the matter currently or has previously been subject to legal proceedings?</b>	No
<b>Matter for information only</b>	Yes

### **Attachments:**

Nil.

### **Tabled Items:**

Nil.

**Reported Prepared by: Executive Secretary**

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

Nil.

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

Nil.

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

Nil.

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

### **G/8.1. WASTE SERVICES PRICING STRUCTURE**

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

**Council Meeting Date: 17 December 2019**

**File Ref: FM7.2**

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#### **Reason for Confidentiality:**

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

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

## **G/8.2. CONSIDERATION OF OPTIONS FOR CALLIOPE WASTE WATER TREATMENT PLAN EFFLUENT**

**Responsible Officer: General Manager Strategic Asset Performance**

**Council Meeting Date: 17 December 2019**

**File Ref: CP2.1**

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### **Reason for Confidentiality:**

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

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

**G/8.3. 01-20 BOYNE ISLAND SEWAGE TREATMENT PLANT DEWATERING  
UPGRADE**

**Responsible Officer: General Manager Operations**

**Council Meeting Date: 17 December 2019**

**File Ref: PE1.1**

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**Reason for Confidentiality:**

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

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

**ATTACHMENTS**