



**GLADSTONE**  
REGIONAL COUNCIL

**GENERAL MEETING AGENDA**

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

**On 21 January 2020**

**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 17 DECEMBER 2019**

Responsible Officer: Chief Executive Officer

Council Meeting Date: 21 January 2020

File Ref: CM7.2

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#### **Purpose:**

Confirmation of the minutes of the General Meeting held on 17 December 2019.

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

That the minutes of the General Meeting of Council held on 17 December 2019 be confirmed.

#### **Attachments:**

1. Minutes of the General Meeting of Council held on 17 December 2019.

#### **Tabled Items:**

Nil.

**Report Prepared by:** Executive Assistant

## G/3. OFFICERS' REPORTS

### G/3.1. OFFICER'S REPORTS

#### G/3.1.1. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 DECEMBER 2019

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 21 January 2020

File Ref: FM15.1

#### Purpose:

This report seeks Council adoption of the Monthly Financial Statements for the 2019-20 year to date, for the period ended 31 December 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 31 December 2019 as required under Section 204 *Local Government Regulation 2012*.

#### Background:

The percentage of year passed (pro-rata rate) as at 31 December 2019 is 50.41%.

#### 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>76.37%</b>

Year to date recurrent revenue is at \$152.2m compared to a budget of \$199.3m. Revenue types that vary significantly from the pro-rata rate are as follows:

Net rates and utility revenue	Percentage of Adopted Budget
	<b>89.84%</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.

Fees and charges	Percentage of Adopted Budget
------------------	------------------------------

**34.03%**

Tipping fees for the year to date are \$4.3m compared to a budget of \$14.8m. Invoices for commercial customers are yet to be raised for November and December 2019.

Interest received from investments	Percentage of Adopted Budget
	<b>26.69%</b>

Large investments will mature in March and May 2020 which will assist in closing the gap between budget and actuals.

Sales revenue	Percentage of Adopted Budget
	<b>77.42%</b>

Sales revenue for the year to date is \$1.7m compared to a budget of \$2.2m. If recoverable works continue at the current rate, the budget will be exceeded.

Income tax equivalents	Percentage of Adopted Budget
	<b>5.83%</b>

The budget of \$2.9m includes \$1.7m estimated to be received from the Gladstone Area Water Board at the end of the 2019-20 financial year. The remaining budget relates to income tax equivalents from the Gladstone Airport Corporation. Payment for the October-December 2019 quarter will be received in January 2020.

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>31.34%</b>

Currently at \$1.3m 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>0.08%</b>

The budget for other capital revenue includes \$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.

The budget for other capital revenue also includes \$2.0m for interest contributions from the Gladstone Airport Corporation. These payments are used to offset Council's interest expense, rather than being recognised as revenue.

#### Capital Revenue

Capital revenue	Percentage of Adopted Budget
	<b>57.21%</b>

Total capital revenue for the year to date is on track at \$4.0m compared to the budget of \$7.0m.

## Expenditure

Year to date recurrent expenditure is tracking in line with expectations for this time of year at 44.44% of budget. Of note:

Contractors and consultants	Percentage of Adopted Budget
	<b>32.73%</b>

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

Donations and sponsorships	Percentage of Adopted Budget
	<b>35.11%</b>

A large portion of the budget for donations within the Community Development and Partnership group remains unspent, however significant spending is expected to occur in the second half of the year, including sponsorship of major community events.

Equipment and software expenses	Percentage of Adopted Budget
	<b>105.31%</b>

This account includes software maintenance fees that cover 12 months of service. Internal plant hire for December 2019 will be processed in January 2020 which offsets the months expenditure for equipment.

Insurance	Percentage of Adopted Budget
	<b>86.42%</b>

The annual payment for Workcover for 2019-20 was made in August 2019.

Property expenses	Percentage of Adopted Budget
	<b>35.82%</b>

Electricity bills for December 2019 will be paid in January 2020.

Staff and Councillor expenses	Percentage of Adopted Budget
	<b>32.20%</b>

This account includes costs related to staff and Councillors excluding wages and superannuation. The budget of \$3.4m includes \$0.4m for the local election in 2020.

Waste disposal expenses	Percentage of Adopted Budget
	<b>33.69%</b>

Payments for the Waste Levy relating to November and December 2019 will be made in 2020.

Finance costs – Queensland Treasury Corporation	Percentage of Adopted Budget
	<b>36.04%</b>

Interest contributions from the Gladstone Airport are used to offset Council's interest expense, however the budget is held in other revenue. This results in a lower percentage spend compared to budget.

### Capital Expenditure

	Year to Date	Adopted Budget	Percentage of Adopted Budget
Year to date capital expenditure	\$18.6m	\$77.1m	24.13%
Including commitments (purchase orders)	\$30.3m		39.31%

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
Road Assets	\$21.544m	\$7.566m	35%
Sewerage Assets	\$20.430m	\$5.516m	27%
Strategy & Transformation	\$9.170m	\$0.689m	8%
Water Assets	\$8.263m	\$1.703m	21%
Delivery Support and Performance	\$8.041m	\$0.230m	3%
Waste Assets	\$4.120m	\$2.198m	53%
Property Assets	\$2.145m	\$0.037m	2%
Parks & Environment Assets	\$1.906m	\$0.349m	18%
Community Development & Events	\$0.651m	\$0.263m	40%
Other	\$0.804m	\$0.046m	6%
<b>Total</b>	<b>\$77.075m</b>	<b>\$18.597m</b>	<b>24%</b>

### Statement of Financial Position

Year to date Assets	Current Value	Adopted Budget	Percentage of Adopted Budget
	<b>\$2.32b</b>	<b>\$2.31b</b>	<b>100.41%</b>

Council's cash remains high following the rates generation. The cash balance is expected to decrease throughout the year as expenditure is incurred. 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>\$140.77</b>	<b>\$133.05m</b>	<b>105.80%</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.

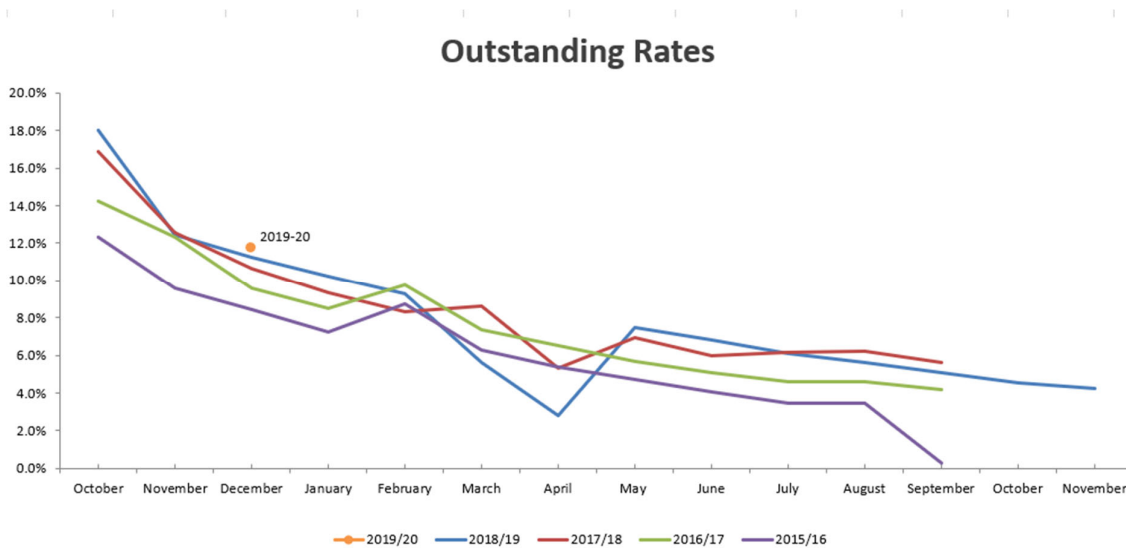
### Outstanding Rates

Outstanding rates as a percentage of gross rates levied and collectible for 2019-20, is at 11.71% at the end of December 2019 compared to 11.24% for the same period last year. Of the \$21.4m of outstanding rates, 15.1% relates to commercial/ industrial assessments and 84.9% represents residential assessments.

These figures include \$3.72m of rates that are currently being repaid under an authorised payment plan, for which there were 55 commercial/industrial assessments and 1,506 residential assessments. A total of 1,561 assessments, which is an increase from 1,469 assessments in November.

There were 4,777 ratepayers who had paid their rates in advance, in the amount of \$4.2m.

The graph below highlights the extension to the due date for the 2019-20 rates. The curve for the 2019-20 rates begins in December when the rates became due.



### 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.

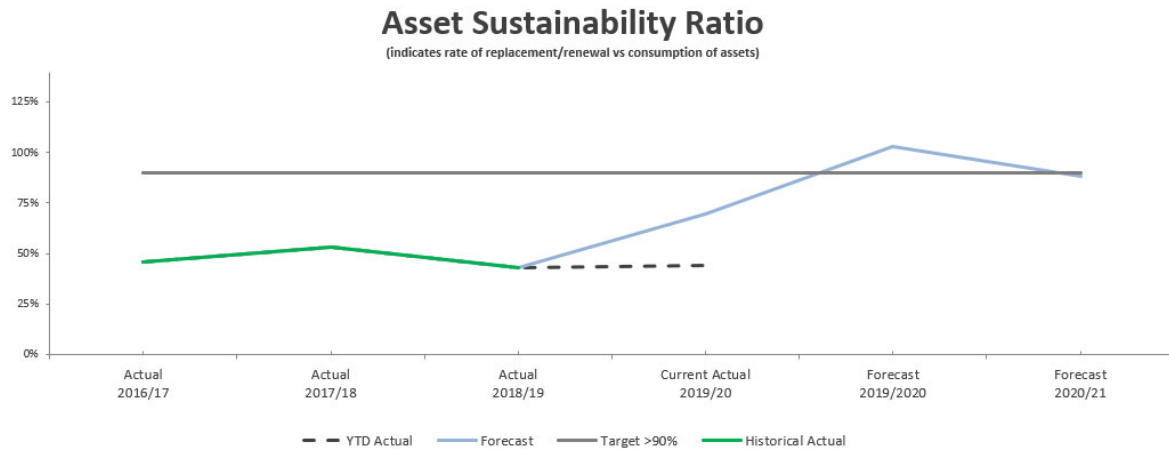
Financial ratios provide a useful snapshot of Council's financial status and emerging trends. Individual ratios do not provide enough information to form a comprehensive opinion of Council's financial position and performance, but when the right mix of ratios are considered together, they become an important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

#### Asset Sustainability Ratio

This ratio compares Council's expenditure on capital renewal assets with the rate at which our assets are depreciating. A low result was achieved in 2018-19 due to delays in delivering Council's capital

program following the organisational restructure in August 2018. The results of this ratio are expected to increase in 2019-20 and 2020-21 following completion of the deferred asset replacement works, and in line with the projected cyclical investment in the renewal of Council's asset base. Council is already seeing better results compared to the same period last year.

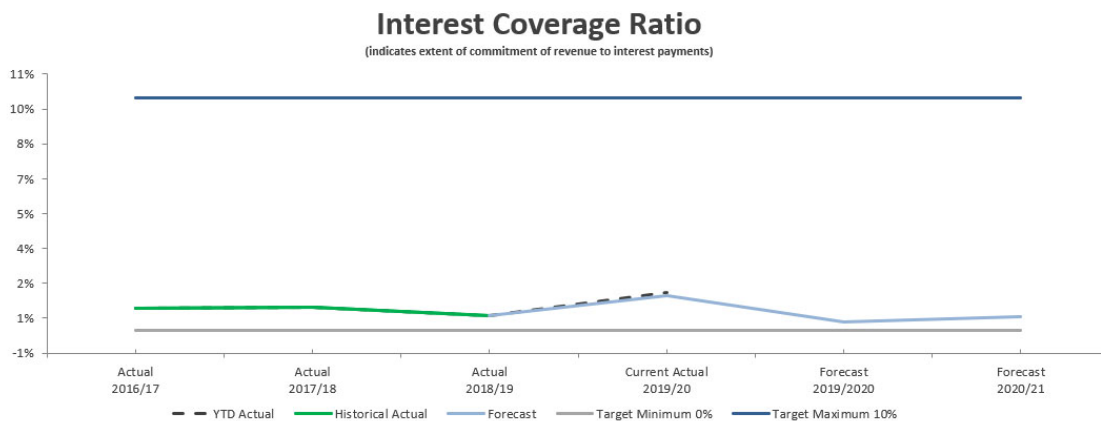
<b>Asset Sustainability Ratio</b>			
<b>CURRENT YEAR TO DATE</b>	<b>PRIOR YEAR TO DATE</b>	<b>ADOPTED BUDGET</b>	<b>TARGET</b>
<b>44.38%</b>	<b>14.93%</b>	<b>69.70%</b>	<b>&gt;90%</b>



### Interest Coverage Ratio

The results of this ratio are within the target range. The better result from the previous year is due to higher operating revenue and decreased interest costs.

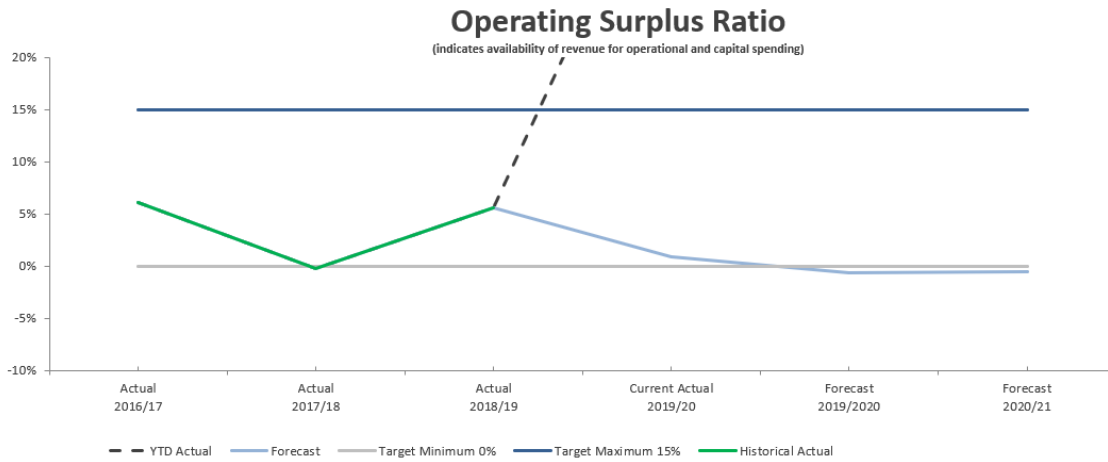
<b>Interest Coverage Ratio</b>			
<b>CURRENT YEAR TO DATE</b>	<b>PRIOR YEAR TO DATE</b>	<b>ADOPTED BUDGET</b>	<b>TARGET</b>
<b>1.60%</b>	<b>1.01%</b>	<b>1.47%</b>	<b>0 – 10%</b>



### 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.

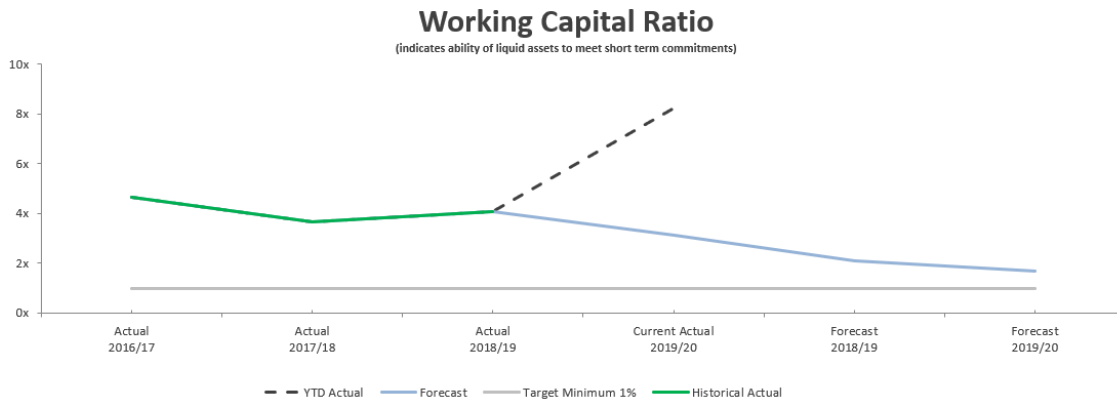
<b>Operating Surplus Ratio</b>			
<b>CURRENT YEAR TO DATE</b>	<b>PRIOR YEAR TO DATE</b>	<b>ADOPTED BUDGET</b>	<b>TARGET</b>
<b>42.34%</b>	<b>31.82%</b>	<b>0.91%</b>	<b>0-15%</b>



### Working Capital Ratio

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

<b>Working Capital Ratio</b>			
<b>CURRENT YEAR TO DATE</b>	<b>PRIOR YEAR TO DATE</b>	<b>ADOPTED BUDGET</b>	<b>TARGET</b>
<b>8.22x</b>	<b>5.65x</b>	<b>3.13x</b>	<b>Greater than 1:1</b>



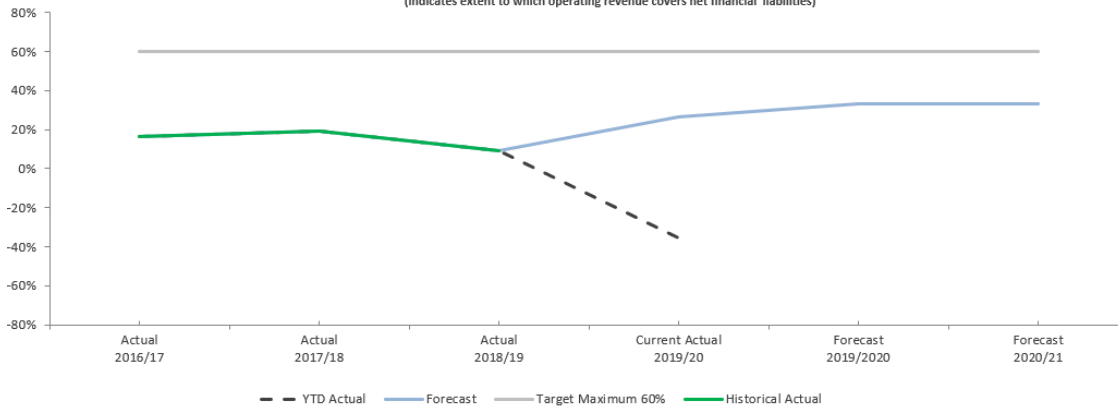
### Net Financial Liabilities Ratio

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

<b>Net Financial Liabilities Ratio</b>			
<b>CURRENT YEAR TO DATE</b>	<b>PRIOR YEAR TO DATE</b>	<b>ADOPTED BUDGET</b>	<b>TARGET</b>
<b>(35.33%)</b>	<b>(7.57%)</b>	<b>26.70%</b>	<b>&lt; 60%</b>

## Net Financial Liabilities Ratio

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



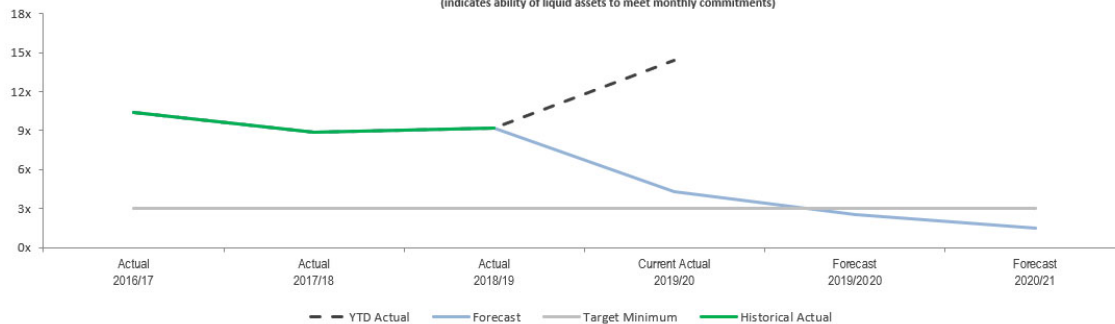
## Cash Expenses Cover Ratio

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

Cash Expenses Cover Ratio			
CURRENT YEAR TO DATE	PRIOR YEAR TO DATE	ADOPTED BUDGET	TARGET
14.44x	13.45x	4.32x	> 3x

## Cash Expenses Cover

(indicates ability of liquid assets to meet monthly commitments)



## Options, Risk and Opportunity Analysis:

Nil.

## Communication and Consultation:

Input regarding budget and forecast sought from Systems Modelling and Metrics Specialist.  
 Input regarding outstanding rates and prepaid rates sought from Senior Rates Officer.  
 Input regarding unspent budget for donations sought from Acting Manager Engagement & Partnerships

## Legal Strategy and Policy Implications:

Nil.

## Financial and Resource Implications:

Nil.

**Summary:**

Nil.

**Anticipated Resolution Completion Date:**

21 January 2020.

**Attachments:**

1. Monthly Financial Statements period ending 31 December 2019
2. Operating Statements for month end December 2019

**Tabled Items:**

Nil.

**Report Prepared by:** Statutory Accountant

### **G/3.1.2. BUSINESS IMPROVEMENT COMMITTEE MEETING DECEMBER 2019**

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 21 January 2020

File Ref: CM26.2

#### **Purpose:**

Pursuant to section 211 of the *Queensland Local Government Regulation 2012* presentation of a written report about the matter reviewed at the Business Improvement Committee Meeting held on 9 December 2019.

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

That Council:

1. Receive and accept the minutes of the Business Improvement Committee Meeting held on 9 December 2019; and
2. Endorse that the Business Improvement Committee Meetings be scheduled for the following dates in 2020 for a duration of four hours:
  - Committee Meeting Wednesday 4 March 2020;
  - Committee Meeting Wednesday 17 June 2020;
  - Committee Meeting Wednesday 30 September 2020;
  - Committee Meeting Wednesday 9 December 2020.
3. Undertake an information Briefing at a Councillor Information Session scheduled for the 10 March 2020 and 13 October 2020 (subject to future Council meeting dates).

#### **Background:**

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

The Business Improvement Committee met on the 9 December 2019. The minutes of this meeting are attached for Councillor consideration of recommendations.

#### **Options, Risk and Opportunity Analysis:**

Gladstone Airport Corporation Chief Executive Officer and Chair of the Board presented to the Business Improvement Committee for the first time. Gladstone Airport Corporation discussed with the Committee that they are seeking government funding for three projects: runway rejuvenation; drain works and an apron in the northern end. The Committee enquired on the top three risks for the airport as well as discussion on the car park fee increase. The Committee thanked GAC for their attendance and information shared.

### **Item 13.3 Business Improvement Committee Meeting Dates 2020**

The Business Improvement Committee endorsed the recommended dates for the meetings to be held in 2020 as below:

- Wednesday 4 March 2020;
- Wednesday 17 June 2020;
- Wednesday 30 September 2020;
- Wednesday 9 December 2020.

Discussion occurred on the length of meetings, noting that meetings previously were three hours in length with the September meeting as four hours to consider financial statements. The Committee sought endorsement to extend all meetings from the current three-hour time period to four hours every quarter to ensure the Committee has sufficient opportunity to discuss all items identified in the Committee's workplan and allowance for items that may arise outside of the workplan.

### **Communication and Consultation:**

Business Improvement Committee  
External Audit  
Queensland Audit Office  
Manager Governance

### **Legal Strategy and Policy Implications:**

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

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

Business Improvement Committee External Member fees are included within the annual operational budget each year. To increase the meeting duration from 3 hourly to 4 hourly for the four general meetings proposed in 2020 would increase costs for 2020 by a maximum of \$6,268.

### **Summary:**

Nil.

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

21 January 2020

### **Attachments:**

1. Business Improvement Committee Meeting Minutes 9 December 2019

### **Tabled Items:**

Nil.

**Report Prepared by:** Ethics Integrity and Audit Specialist (Acting)

### **G/3.1.3. INCREASE TO CHIEF EXECUTIVE OFFICER FINANCIAL DELEGATION**

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 21 January 2020

File Ref: CM9.2

#### **Purpose:**

To seek Council's endorsement of increasing the Chief Executive Officers financial delegation limit.

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

That Council delegate financial responsibility for the administration and application of Council's adopted budget to the Chief Executive Officer to formally approve up to \$1.4M for operating and capital expenditure within budget, commencing at the start of the caretaker period for the 2020 Local Government Elections and concluding on the date of the first General Meeting of the elected Council.

#### **Background:**

Council adopted a financial delegation limit for the Chief Executive Officer (CEO) at its 17 July 2018 General Meeting as per below (viz Resolution G/18/3474):

*That Council:*

.....  
*4. Delegate financial responsibility for the administration and application of Council's adopted budget to the Chief Executive Officer to formally approve up to \$500,000 for operating and capital expenditure within budget;*  
.....

With the upcoming caretaker period to apply during the 2020 Local Government elections, a gap has been identified with limitations for authorising contracts between \$500,000 (current CEO delegation) and \$1.4M (caretaker limitation on contract value for Gladstone Regional Council).

#### **Options, Risk and Opportunity Analysis:**

There is an organisational risk of not being able to enter into contracts with a value between \$500,000 to \$1.4M for the duration of the caretaker period until the first General Meeting held by the elected Council (estimated to be a period of approximately 8-10 weeks).

There is an opportunity to manage this risk by providing a temporary increase to the CEO's financial delegation to allow the CEO to authorise contracts up to the value of \$1.4M.

#### **Communication and Consultation:**

Internal consultation has occurred with relevant staff who support this opportunity to manage risk and support business continuity during the caretaker period.

#### **Legal Strategy and Policy Implications:**

The *Local Government Act 2009* specifies that certain 'major policy' decisions cannot be made during the 'caretaker period' before an election (and up until a new Council is formed by



declaration of votes and oaths of office). One of the major policy decisions defined is the decision to enter into a contract the total value of which is more than the greater of \$200,000 or one per cent of the local government's net rate and utility charges. For GRC this is a contract over \$1.4million.

**Financial and Resource Implications:**

There are no financial implications of the recommendation as any contracts awarded must be in line with current budget allocations.

**Summary:**

Nil.

**Anticipated Resolution Completion Date:**

Within two weeks of resolution to update Delegation Registers.

**Attachments:**

Nil.

**Tabled Items:**

Nil.

**Report Prepared by:** Manager Governance

### G/3.1.4. ADOPTION OF GATES & GRIDS LOCAL LAW AMENDMENTS

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 21 January 2020

File Ref: LE3.1

#### Purpose:

The purpose of this report is to recommend Council adopt the proposed changes to its local laws with respect to Gates and Grids following resolutions made on 21 May 2019 and 15 October 2019, noting commencement of the changes is planned to occur from 1 July 2020.

#### Officer's Recommendation:

That Council resolves to:

- (a) proceed with the making of, and make, *Alteration or Improvement to Local Government Controlled Areas and Roads (Amendment) Subordinate Local Law (No. 1) 2019* as advertised, but amended as follows –
  - (i) the omission of each reference to '2019', and the insertion instead of a reference '2020'; and
  - (ii) after section 1—  
*insert—*  
**'1A Commencement**  
This subordinate local law commences on 1 July, 2020.'; and
- (b) proceed with the making of, and make, *Carrying out Works on a Road or Interfering with a Road or its Operation (Amendment) Subordinate Local Law (No. 1) 2019* as advertised, but amended as follows –
  - (i) the omission of each reference to '2019', and the insertion instead of a reference '2020'; and
  - (ii) after section 1—  
*insert—*  
**'1A Commencement**  
This subordinate local law commences on 1 July, 2020.'; and
- (c) proceed with the making of, and make, *Local Government Controlled Areas, Facilities and Roads (Amendment) Subordinate Local Law (No. 1) 2019* as advertised, but amended as follows –
  - (i) the omission of each reference to '2019', and the insertion instead of a reference '2020'; and
  - (ii) after section 1—  
*insert—*  
**'1A Commencement**  
This subordinate local law commences on 1 July, 2020.'; and

- (d) proceed with the making of, and make, *Subordinate Local Law (Repealing) Subordinate Local Law (No. 1) 2019* as advertised, but amended as follows –
  - (i) the omission of each reference to ‘2019’, and the insertion instead of a reference ‘2020’; and
  - (ii) in section 2, the omission of the words from ‘the date notice’ to ‘gazette’ and the insertion instead of the words ‘1 July, 2020’; and
  - (iii) in section 4, the omission of the words from ‘the day’ to ‘gazette’ and the insertion instead of the words ‘2 July, 2020’; and
- (e) adopt, pursuant to section 32 of the *Local Government Act 2009*, in the form attached to this report to Council, a consolidated version of each of the following –
  - (i) *Subordinate Local Law No. 1.1 (Alteration or Improvement to Local Government Controlled Areas and Roads) 2011*; and
  - (ii) *Subordinate Local Law No. 1.15 (Carrying out Works on a Road or Interfering with a Road or its Operation) 2011*; and
  - (iii) *Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011*.

### **Background:**

At Council’s General Meeting held 21 May 2019, Council resolved (viz G/19/3778) to adopt the following:

*That Council:*

*1. Adopt an amended version of Option 2 as the position to be reflected in revised drafting of Local Law and Policy, whereby ownership of gates and grids transfers to Council and at the end of a gate or grid’s useful life the structure is either replaced at the request and cost of the impacted landowner/s or removed by Council.*

*2. In recognition of the time it will take to amend the policy and local law, authorise the Chief Executive Officer to administer an amnesty period for the current fees and charges under the existing policy P-2015-27 Gates and Grids.*

Subsequently, Council commenced the local law making process to enact this resolution with proposed amendments to its local laws made at its 15 October 2019 General Meeting via resolution G/19/3951.

The statutory public consultation process has now been undertaken and this report presents the feedback and recommendation to proceed with adoption of the proposed changes.

### **Options, Risk and Opportunity Analysis:**

To proceed with implementation of Council’s resolution on the responsibility and maintenance of gates and grids, amendments to existing subordinate local laws are required.

The proposed subordinate local laws are summarised below:

- a. Subordinate Local Law (Repealing) Subordinate Local Law (No. 1) 2020; and

- b. Alteration or Improvement to Local Government Controlled Areas and Roads (Amendment) Subordinate Local Law (No. 1) 2020; and
- c. Carrying out Works on a Road or Interfering with a Road or its Operation (Amendment) Subordinate Local Law (No. 1) 2020; and
- d. Local Government Controlled Areas, Facilities and Roads (Amendment) Subordinate Local Law (No. 1) 2020.

The proposed subordinate local laws (if adopted and enacted) will result in the following:

- a. Repealing *Subordinate Local Law 1.16 (Gates and Grids) 2011* as it is no longer required with Council taking on responsibility for gates and grids.
- b. Amendment to *Subordinate Local Law No. 1.1 (Alteration or Improvement to Local Government Controlled Areas and Roads) 2011* to remove authority to grant approval for alterations or improvements relating to gates and/or grids.
- c. Amendment to *Subordinate Local Law No. 1.15 (Carrying out Works on a Road or Interfering with a Road or its Operation) 2011* to remove authority to grant approval for works on roads that includes installing or repairing gates and/or grids.
- d. Amendment to *Subordinate Local Law No. 4 (Local Government Controlled Areas; Facilities and Roads) 2011* to amend the mechanism where a person who wishes to install a gate or grid may apply for an approval.

The amendments to the subordinate local laws are planned to commence from 1 July 2020 in line with a new financial year and to enable parallel implementation of operational and policy changes. Council may adopt these changes now with the gazetting of the changes providing commencement on 1 July 2020.

Alternatively, Council could defer this decision to a future meeting prior to 1 July 2020 if desired.

### **Communication and Consultation:**

Extensive consultation was undertaken during the review of the existing Gates and Grids Policy with the outcomes of that consultation forming part of the report and considerations made at the General Meeting held on 21 May 2019.

Statutory consultation processes were undertaken on the proposed amendments to the subordinate local laws with the consultation commencing on 19 October 2019 and closing on 13 November 2019. Only one submission was received during this period and was not specifically related to the proposed changes.

### **Legal Strategy and Policy Implications:**

Officer advice is based on external legal advice to ensure that the local law making process is followed according to the *Local Government Act 2009* and Council Local Law Making Policy (P-2018-10).

Once Council resolves to make the proposed subordinate local laws, a notice will be published in the Government Gazette and Councils website advising of the making of the subordinate local laws and consolidated local laws with a commencement date of 1 July 2020.

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

Legal costs incurred as part of the local law making process have been expended from the operational legal expenses budget and are in line with estimates.

### **Summary:**

The recommendation, if adopted, will complete the second formal step of the local law making process however does not enact commencement of the recommended changes. Changes will commence once formal gazette has occurred and is planned for 1 July 2020.

**Anticipated Resolution Completion Date:**

July 2020

**Attachments:**

1. Alteration or Improvement to Local Government Controlled Areas and Roads (Amendment) SLL (No. 1) 2020
2. Carrying out Works on a Road or Interfering with a Road or its Operations (Amendment) SLL (no. 1) 2020
3. LG Controlled Areas Facilities and Roads (Amendment) SLL (No. 1) 2020
4. SLL (Repealing) Subordinate Local Law (No. 1) 2020
5. SLL1.1 (Alteration or Improvement to LG Controlled Areas and Roads) 2011 (consolidated) (2020)
6. SLL1.15 (Carrying Out Works on a Road or Interfering with a Road or its Operation) 2011 (consolidated) (2020)
7. SLL4 (LG Controlled Areas Facilities and Roads) 2011 (Consolidated) (2020).

**Tabled Items:**

Nil.

**Report Prepared by:** Manager Governance

## **G/3.1.5. QUALITY ASSURANCE STATEMENT FOR ROADS POLICY**

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

**Council Meeting Date: 21 January 2020**

**File Ref: CM28.2**

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### **Purpose:**

To present a revised Quality Assurance Statement for Roads Policy (P-2020-01), that will replace the existing Quality Assurance Statement for Roads Policy, on the same topic.

### **Recommendation:**

That Council:

1. Repeal P-2014/25 Quality Assurance Statement for Roads Policy; and
2. Adopt P-2020-01 Quality Assurance Statement for Roads Policy as tabled.

### **Background:**

The Quality Assurance Statement for Roads Policy was due for review in March 2017 and accordingly, a review has occurred. This policy is a requirement for Council to be awarded contracts from the Queensland Department of Transport and Main Roads (TMR) for roads infrastructure projects. The existence of a "satisfactory corporate quality policy and example quality plans and ITP plans" (p.25) is part of TMR's National Prequalification System for Civil (Road and Bridge) Construction Contracts according to the Departments publication from May 2018.

### **Considerations:**

#### Option 1 - To endorse the revised policy attached.

This version has minor amendments to wording and formatting to align it with the new business templates and incorporates updates to the standard and the terminology used, (i.e. refers to the current AS/NZS ISO 9001:2016 and to the updated naming of the TMR).

#### Option 2 - To endorse the revised policy and recommend further amendments.

Alternatively, Council may require further amendments to the policy prior to adoption.

Suggested alternative resolution:

*That Council:*

1. *Repeal P-2014/25 Quality Assurance Statement for Roads Policy;*
2. *Adopt P-2020-01 Quality Assurance Statement for Roads Policy, subject to the following amendments:*
  - (a) insert amendment;*
  - (b) insert amendment.....; and .....*

#### Option 3 - To repeal the policy.

Council may choose to repeal the policy, however this creates a high risk to the business as it may impact in Council's ability to secure future grants from TMR. Therefore, this is not recommended.

**Communication and Consultation:**

Consulted parties in Road Program Delivery, Strategic Assets Planning and Governance teams outlined this should be a stand-alone policy as it outlines Council commitment to quality standards in maintaining roads which is an important criterium to secure state funding for roads infrastructure projects. Stakeholders did not endorse the suggestion to include Council's commitment outlined in the policy in other road-related policies such as the Roads Hierarchy as the hierarchy refers to Council's assets and not its operations.

**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. P-2014/25 Quality Assurance Statement for Roads Policy
2. Draft P-2020-01 – Quality Assurance Statement for Roads Policy
3. Draft P-2020-01 – Quality Assurance Statement for Roads Policy – with track changes

**Tabled Items:**

Nil.

**Report Prepared by:** Governance Officer.

## **G/3.1.6. URBAN AND RURAL ROAD ADDRESSING POLICY**

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 21 January 2020

File Ref: CM28.2

### **Purpose:**

To propose repealing the current Urban and Rural Road Addressing Policy.

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

That Council repeal P-2017-09 Urban and Rural Road Addressing Policy.

### **Background:**

A review of the Urban and Rural Road Addressing Policy has occurred and identified that the policy does not contain strategic principles. The text of the current policy is technical, procedural and mainly mirrors the content of the Australian Standard on Rural Addressing (AS/NZS 4819:2011). Whilst some matters of public interest are not covered in the Australian Standard (such as free supply of rural numbers and position regarding curb numbering) these can be communicated using other mechanisms (e.g. through factsheets).

Research regarding other Central Queensland Council practices revealed that none of the Councils analysed (Rockhampton, Bundaberg, Central Highlands and Whitsundays) had a similar policy.

### **Options, Risk and Opportunity Analysis:**

1. Repeal Policy and substitute it for a procedure for internal use and Factsheet for public information.

The proposed documents could be tailored to the target audience. The procedure could maintain the technical jargon and level of details, and it would help inform Customer Solutions and GIS staff when dealing with CSRs regarding rural and addressing, particularly when dealing with curb numbering; The factsheet would be a summarised, user-friendly information source. The current policy document does not address strategic matters and, therefore, does not align with policy development within Council.

2. Keep the policy as it stands with minor formatting changes.

The main risk related to this option is that it creates duplicated effort to maintain the policy document for information already contained within the Australian Standard. If changes occur to the Australian Standard, a review of the policy would occur thereby creating additional resourcing requirements across the business.

### **Communication and Consultation:**

Governance consulted with subject matter experts across the business including General Managers, Manager Insights and Innovations, Senior GIS Officer and Strategic Assets Performance leaders.



Feedback from consultation noted that considerations should include:

1. Legislation linked to the policy has not been updated since adoption.
2. The policy has been used in the past to deal with addresses painted on the curb.
3. Guidance regarding rural address markers – post and numbering – is needed.

These matters were considered and determined that the topics and information could be addressed through user-friendly factsheets.

**Legal Strategy and Policy Implications:**

Repealing this policy has no legal or policy implications.

**Financial and Resource Implications:**

There are no financial implications from repealing this policy.

**Summary:**

Nil.

**Anticipated Resolution Completion Date:**

Within a month of resolution.

**Attachments:**

1. P-2017-09 – Urban and Rural Road Addressing.

**Tabled Items:**

Nil.

**Report Prepared by:** Governance Officer

### **G/3.1.7. REVIEW OF PRIVACY POLICY**

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 21 January 2020

File Ref: CM28.2

#### **Purpose:**

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

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

That Council:

1. Repeal existing P-2017-06 Information Privacy Policy; and
2. Adopt the revised P-2020-02 Privacy Policy as attached.

#### **Background:**

Council's Information Privacy Policy is due for review on the 7 March 2020 with the Governance team commencing the review process in late 2019. A revised policy is presented for consideration and adoption.

#### **Options, Risk and Opportunity Analysis:**

The following is a summary of the major changes proposed as a result of stakeholder consultation:

1. Section 6.3 Collection Notice – this has been updated based on advice from Council's Senior Legal Advisor. Collection notices should where possible nominate the legislation that allows an entity to collect information from individuals. The collection notice will also now incorporate advice that information collected by Council is subject to the *Privacy Act 2009*, the *Right to Information Act 2009* and the *Public Records Act 2002*. This is important as some individuals have been unaware that information supplied to Council must be held for legislated periods of time and that other parties can apply to access information held by Council.
2. The revised policy includes new provisions relating to collection notice advice for information collected in ways other than written form, such as CCTV footage and verbally.
3. Section 6.4 has been added to advise the community on how information held by Council can be accessed and the legislative protections for privacy.
4. Section 6.6 is also a new addition to the policy to assist the community in understanding where personal information is legally required to be made available under other legislation.
5. A new responsibilities section has also been added (Section 6.7).

#### Option 1 – Adopt the recommendation

This option provides Council with the opportunity to update its policy to strengthen the community's understanding of how Council manages its privacy obligations.

The risks associated with not adopting this option are:

1. The existing policy does not currently include information on how Council manages its disclosure obligations in relation to non-written personal information (ie. video, audio).
2. The existing policy references related documents (policy and corporate standard) that have been repealed;
3. Council has adopted a new Body Worn Camera Policy which should be recognised in relation to information privacy.

If Council resolves not to adopt the revised policy, it will also miss the opportunity to provide the public with more information on those matters listed in points 1-5 above.

#### Option 2 – Adopt the recommendation but with changes to the revised Privacy Policy

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

*That Council*

1. *Repeal existing P-2017-06 Information Privacy Policy; and*
2. *Adopt revised P-2020-02 Privacy Policy, subject to the following amendments:*
  - (a) *insert amendment;*
  - (b) *insert amendment.....*

#### Option 3 – Retain the existing Information Privacy Policy

Should Council elect to delay the review of this policy, it could retain the current Information Privacy Policy.

The risks associated with this option are:

1. The existing policy does not currently include information on how Council manages its disclosure obligations in relation to non-written personal information (ie. video, audio).
2. The existing policy references related documents (policy and corporate standard) that have been repealed;
3. Council has adopted a new Body Worn Camera Policy which should be recognised in relation to information privacy

This option would also see Council miss the opportunity to provide the public with more information on those matters listed in points 1-5 above.

To give effect to this option, the suggested resolution is:

*That Council note the report and retain the existing Information Privacy Policy (P-2017-06).*

### **Communication and Consultation:**

Council's Governance Advisor reviewed the legislative obligations under the *Information Privacy Act 2009* prior to commencing consultation to assess if any changes have been made to the legislation that impact on policy development. There were no significant changes that affect Council's obligations.

An initial meeting was held with the Manager Governance and General Manager Customer Experience who have the primary responsibilities for information management within the business to obtain direction on the review. This feedback was incorporated into an initial revised draft for broader business consultation. The revised document was circulated to staff via email with face to face meetings arranged at Calliope and Gladstone. The feedback that was received from consultation included:

- Including a definition for body worn camera;
- Including additional examples for Section 6.6 regarding those situations where personal information is required to be released under other legislation;
- Amending internal processes to ensure that those that complete library membership applications verbally at the counter are provided with collection notice advice;
- Minor amendment to the definition of disclosure to include both internal and external disclosure;
- Discussion was held on the exemptions applying under the *Information Privacy Act 2009* in relation to law enforcement activities.

All feedback was incorporated in the revised draft presented.

### **Legal Strategy and Policy Implications:**

As a public sector entity, Council has obligations under the *Information Privacy Act 2009* and *Right to Information Act 2009* to manage the personal information of individuals in accordance with these acts. The policy is Council's public facing commitment to these legislative obligations.

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

There will be some minor resources required to ensure that the appropriate ongoing collection notifications are provided including:

- website advices when using drones to capture footage for operational purposes;
- placing or amending signs when any changes to CCTV coverage or new fixed cameras are installed; and
- updates to the collection notice on Council's public facing forms.

### **Summary:**

Not applicable.

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

29 February 2020.

### **Attachments:**

1. Existing Information Privacy Policy (P-2017-06);
2. Revised Privacy Policy (P-2020-02); and
3. Revised Privacy Policy showing tracked changes.

### **Tabled Items:**

Nil.

**Report Prepared by:** Governance Advisor

### **G/3.1.8. REVIEW OF COUNCILLOR REPRESENTATION ON GLADSTONE REGION LNG COMMUNITY CONSULTATIVE COMMITTEE**

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 21 January 2020

File Ref: CM7.1

#### **Purpose:**

This report presents information to assist Council in determining whether it should continue with representation on the Gladstone Region LNG Community Consultative Committee.

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

That Council determine its position on representation on the Gladstone Region LNG Community Consultative Committee.

#### **Background:**

The Gladstone Region LNG Community Consultative Committee is a community consultative body which was formed as a result of development conditions placed on the LNG industries by the Queensland State Government (Co-Ordinator General). The primary purpose of establishing the committee was to provide a mechanism for two-way communication between CSG-LNG companies and the Gladstone regional community. The administration of the committee rotates between the gas companies. Shell is currently providing the administrative support. All minutes of meetings are publicly available from Shell's website.

Membership consists of a maximum of 12 community representatives nominated by organisations / regions and at least one representative from each of the LNG companies. Member organisations were identified by the community to represent a specific impact topic, interest group or geographic area within the Gladstone Regional Council Local Government Area.

The committee has an independent chair and meets three times a year (February, June and October). The steering committee is composed of Shell's QGC Business, Australia Pacific LNG and Santos GLNG representatives.

Current membership of the Committee is:

- Kahn Goodluck, Councillor, Gladstone Regional Council
- TBA (*officer position*), Gladstone Regional Council
- Karl French, Local Marine Advisory Committee
- David Manttan, Dept Education and Training
- Gus Stedman, Gladstone Area Promotion and Development Limited
- Wayne Hartfield, Southern Region of Gladstone Regional Council LGA
- Belynda Waugh, Northern Region of Gladstone Regional Council LGA
- Richard Johnson, Indigenous Community of Gladstone
- Cpt Mike Lutze, Volunteer Marine Rescue
- Cynthia Smyth, South End Progress Association
- Sharon Kelly, Gladstone Interagency Group
- Nikita Korableff, Gladstone Youth Council
- Robert Gibb, APLNG Community Relations Manager
- Natalie Fay, APLNG Community Relations Advisor

- Kylie Williams, Santos GLNG Senior Community Relations Advisor
- Marilyn Steel, Shell QGC Social Performance Advisor.

The Terms of Reference for the Committee are attachment 1 to this report. It appears from the minutes of meetings for 2017, 2018 and 2019 that Council's representatives have attended two of the nine scheduled meetings. The meeting agenda generally consists of updates on the operations of the LNG companies and any issues that the community representatives wish to raise.

### **Options, Risk and Opportunity Analysis:**

Participation on this consultative committee allows Council to gauge how the LNG industries are operating and whether there are any community issues that are specific to the companies and/or their workforces within the Gladstone Region. It also provides an opportunity to network with representatives of the companies and community members present. It is a forum for Council to raise any matters and/or gauge the views of those involved on issues of interest. These opportunities must be balanced against the resource commitment required to attend and prepare for meetings and whether there is a more cost-effective option for managing the relationship and any issues associated with the LNG industries.

#### Option 1 – Continue to have both Councillor and Officer representation on the Committee

Should Council see value in having both a Councillor and Officer continue to participate on the Committee, the resolution to give this option effect will be:

*“That Council:*

1. *Continue to participate on the Gladstone Region LNG Community Consultative Committee with a Councillor representative noting that Cr Goodluck is Council's elected representative on the Committee; and*
2. *The Chief Executive Officer be authorised to nominate an Officer position to also participate on the Committee.”*

#### Option 2 – Officer only representation

Should Council see value in having only a Council Officer continue to participate on the Committee, the resolution to give this option effect will be:

*“That Council:*

1. *Notify the Committee that the Councillor representative on the Gladstone Region LNG Community Consultative Committee has withdrawn; and*
2. *The Chief Executive Officer be authorised to nominate an Officer position to participate on the Committee.”*

#### Option 3 – Withdraw from the Committee

Based on Council's limited participation on this Committee in more recent times and given that the LNG industries are now fully established and operational similar to other major industries in the region, the value that Council can contribute to the Committee appears to be limited. If there are any community issues to be addressed with the LNG industries in the future, it is suggested that Council could seek a deputation from the Committee / Companies as an alternative to regular attendance at the consultative committee meetings. If Council supports this approach and seeks to withdraw from the Committee, the required resolution to give this option effect would be:

*“That Council advise the Gladstone Regional LNG Community Consultative Committee that it no longer seeks to be a member of the Committee.”*

**Communication and Consultation:**

Cr Goodluck is Council’s appointed Councillor representative on the Committee. His feedback on representation on the Committee is précised below.

- As the meetings are scheduled at the same time as Council’s General Meetings it has been difficult to attend;
- It would be beneficial to continue to be involved to provide the LNG industries on community related matters;
- It is acknowledged that many Councillors have interactions with industry representatives outside of this forum.

Council’s former Manager Community Wellbeing and former Community Engagement Specialist were the officer representatives on this Committee. As both employees who have attended these meetings previously are no longer employed with Council, it was not possible to obtain an Officer perspective on Committee involvement.

**Legal Strategy and Policy Implications:**

Council is not legislatively obligated to have representation on this committee. The LNG companies are conditioned as part of their development approval to have this committee in place.

**Financial and Resource Implications:**

There are no financial impacts in Council having representation on the committee. Councillor and Officer attendance and associated preparation time requires a commitment of resources only.

**Summary:**

Not applicable

**Anticipated Resolution Completion Date:**

29 February 2020.

**Attachments:**

1. Terms of Reference – Gladstone Regional LNG Community Consultative Committee

**Tabled Items:**

Nil.

**Report Prepared by:** Governance Advisor

### **G/3.1.9. REVIEW OF COUNCILLOR REPRESENTATION ON CAPRICORN PEST MANAGEMENT GROUP**

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 21 January 2020

File Ref: CM7.1

#### **Purpose:**

This report presents information to assist Council in determining representation on the Capricorn Pest Management Group.

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

That Council determine its position on representation on the Capricorn Pest Management Group.

#### **Background:**

Established in 1999 the Capricorn Pest Management Group (CPMG) is a not-for-profit association. Its purpose is to deliver a coordinated approach to pest management in the Central Queensland Region. Refer to attachment 1 for more general information on the group. The membership provisions contained in the Group's constitution is shown below. CPMG advise that they are currently undertaking a review of the constitution.

##### ***"Classes of Members***

*5.(1) The membership of the association shall consist of the following classes:*

- (a) 'Ordinary' members which are organisations established under legislation eg. Local government. Each ordinary member has two votes.*
- (b) 'Corporate' members which are corporations or other bodies corporate or incorporated associations or companies limited by guarantee. Each corporate member has only one vote.*
- (c) 'Associate' members which are natural persons who wish to join. Each associate member has no right to vote but is able to receive information (eg. Newsletter, financials, minutes, etc) and may participate in the meetings / workshops / activities of CPMG.*
- (d) 'Honorary' members which are natural persons which are appointed as honorary members by the voting members in a general meeting from time to time. Each honorary member has no right to vote.*
- (e) 'Partner' members are incorporated associations, not for profit, companies limited by guarantee, corporations or other body corporates or organisation established under a legislation, subject to acceptance by the Management Committee. Each partner member only has one vote. No membership fee is payable by 'partner members', however partner members must, through funding or in-kind support in each financial year, contribute to CPMG no less than the 'Partner Fee' which is set by the Management Committee and reviewed at each AGM. Local Governments are ineligible to become 'Partner Members'.*



5.(2) *There is no limit to the number of members in each class.*”

Current membership of the Group is shown below:

ORGANISATION	MEMBERSHIP TYPE	REPRESENTATIVE
Banana Shire Council	Ordinary	Cr Pat Brennan
Banana Shire Council	Ordinary	Cr Colin Semple ( <b>Secretary</b> )
Gladstone Regional Council	Ordinary	Cr Peter Masters ( <b>Vice President</b> )
Gladstone Regional Council	Ordinary	Cr Kahn Goodluck
Gladstone Regional Council	Ordinary	Manager Biosecurity and Environmental Health (non-voting)
Gladstone Area Water Board	Ordinary	Land Manager ( <b>President</b> )
Gladstone Area Water Board	Ordinary	Environmental Scientist
Rockhampton Regional Council	Ordinary	Cr Ellen Smith ( <b>Treasurer</b> )
Rockhampton Regional Council	Ordinary	Cr Neil Fisher
Rockhampton Regional Council	Ordinary	Coordinator Health & Environment (non-voting)
Fitzroy Basin Association (FBA)	Corporate	Engagement Manager
-	Honorary	Nine Community Members

### Options, Risk and Opportunity Analysis:

#### Option 1 – Continue with Councillor representatives on CPMG

The constitution provides that Council as an ‘ordinary’ member has the right to two voting positions on the Group. Currently the two voting positions on CPMG are Councillor representatives. Should Council wish to continue with Councillor representatives as the voting members, the required resolution would be:

*“That Council continue with Councillor representatives as the appointed voting members on the Capricorn Pest Management Group, noting that Crs Masters and Goodluck are Council’s current representatives.”*

#### Option 2 - Continue to participate in the CPMG with Councillor and Officer representatives

Should Council wish to reduce the participation of elected members on the Group, it could elect to have a Councillor and Officer as voting members on the Group. To give this option effect, the required resolution would be:

*“That Council:*

1. *Continue with a Councillor representative on the Capricorn Pest Management Group with Cr ..... as a voting member; and*
2. *Authorise the Chief Executive Officer to appoint an Officer position as the second voting member on the Group.”*

#### Option 3 – Replace Councillor participation on CPMG with Officer representation

The risks of withdrawing Councillor participation on the Group is that elected members would lose the current opportunity of networking with peers and others in relation to pest management education, awareness, on-ground activities and funding within the broader Central Queensland region. Should Council no longer wish to have Councillor participation on the CPMG, the resolution required to give this option effect would be:

*“That Council:*

- 1. Withdraw Councillor participation on the Capricorn Pest Management Group; and*
- 2. Authorise the Chief Executive Officer to appoint two Officer positions as Council’s voting members on the Group.”*

### **Communication and Consultation:**

Information was sought from the Capricorn Pest Management Group in relation to its constitution and current membership which is provided in the background section of the report.

Council’s Manager Biosecurity and Environmental Health was consulted in relation to what the perceived advantages and disadvantages of participation in the Group are from an Officer perspective. Feedback included:

- CPMG has in the last 12 months become more proactive and forward thinking.
- Funding is used for CQ pest control activities and research that assists our landholders
- The Group facilitates landholder education and awareness days and sources sponsors/funding for these types of activities
- The Group provides an opportunity to build relationships with adjoining Councils and other agencies such as the Department of Agriculture and Fisheries and Gladstone Area Water Board
- The Group is also a forum to bring together on ground workers for coordinated activities and to share information and keep each other informed on emerging issues
- Recent activities of the group have involved trials on the control of pest plants and research into feral pigs to better inform control measures; facilitating the sharing/exchange of pest biological control agents between localities; shared use of the information trailer for field days and events; and the referral of landholders for advice on funding through organisations such as the Fitzroy Basin Association
- Officers consider it important to continue involvement in the group for not only the practical benefits outlined above, but to also ensure that pest management continues to gain momentum as an important component of biosecurity
- Whilst Officer participation at meetings/activities and the annual membership fee are a cost to Council, Officers consider that the benefits of participation far outweigh the current costs.

Crs Masters and Goodluck as the current Councillor representatives were also asked for feedback in relation to participation on the Group. The comments are provided below:

#### Benefits:

- The interaction and networking CPMG offers between Council officers and elected members is vital in ensuring that each individual Council understands each other’s problems and is adequately resourced to tackle the issues
- The Councils involved share many common declared weed and animal problems and would never win the fight if Council efforts were only concentrated within Gladstone Regional Council boundaries
- The sharing of information and resources plays a critical role in developing and implementing strategies to tackle these issues from a holistic viewpoint.

#### Recent Projects and Initiatives:

- CPMG organised and paid for Dr Wayne Vogler Senior Weed Scientist, Biosecurity Queensland to conduct an information evening at the Calliope CWA Hall which was attended by approximately fifty (50) landholders from throughout our region. The Group was also able

to organise and facilitate Dr Vogler to be a guest speaker at the 2019 Beef Week Expo held in Rockhampton. Both sessions conducted by Dr Vogler were very well patronised and very nearly reached full capacity.

- CPMG also had a site for the full duration of 2019 Beef Week Expo where the Group was able to interact with many landholders from the Gladstone Region.
- CPMG is also a major sponsor of the annual Central Queensland King and Queen Big Boar Competition which provides an ideal opportunity to work closely with landholders and hunters to provide and seek the latest information regarding wild pig and dog populations. CPMG has partnered with Central Queensland University who are provided with controlled samples of the pigs' liver and heart which allows for vital research to obtain a better understanding of *Leptospira Interrogans* in our region.
- Trials and research are not limited to wild animals with several other trials on declared weeds currently underway. This includes some exciting work currently being undertaken in finding non-chemical ways of treating African Love grass and Giant Rats Tail. The relationship with Fitzroy Basin Association has seen the Group apply for grants which will enable CPMG to further undertake this and other vital research and trials into the future.
- CPMG also has a well-equipped display trailer that is well stocked with information and travels around events throughout Central Queensland. Ecofest and the Mt Larcom show are just a couple of events where the trailer is used locally.

#### Other Comments:

- By maintaining a strong and proactive organisation like CPMG in Central Queensland it helps foster strong and trustworthy relationships with our landholders and producers right across the region. The ability for elected members to sit down for strategic discussions with senior personnel from neighbouring Councils, Department Agriculture and Fisheries, Gladstone Area Water Board, Fitzroy Basin Association and other organisations like Ergon and Department of Transport and Main Roads as required is invaluable when it comes to developing and implementing these very important strategies.

#### **Legal Strategy and Policy Implications:**

Council is not legislatively required to be a member of the Capricorn Pest Management Group.

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

The CPMG constitution requires that the Group meet, at a minimum, three times per annum. The 2020 meeting schedule is as follows:

- 13 February 2020 hosted by Gladstone Area Water Board
- 14 May 2020 hosted by Banana Shire Council
- 13 August 2020 hosted by Rockhampton Regional Council
- 1 October 2020 AGM hosted by Gladstone Regional Council
- 12 November 2020 hosted by FBA Flow Centre.

There is a resource cost to Council in having elected members and Officers attend meetings and other commitments organised by the Group. These costs are absorbed within operational budgets.

#### **Summary:**

Not applicable.

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

29 February 2020.

**Attachments:**

1. Extract from CPMQ website containing public facing information on the Group

**Tabled Items:**

Nil.

**Report Prepared by:** Governance Advisor

### **G/3.1.10. YOUTH COUNCIL 2020 APPOINTMENTS**

Responsible Officer: General Manager Community Development and Events

Council Meeting Date: 21 January 2020

File Ref: CC9.10

#### **Purpose:**

The purpose of this report is to seek Council's endorsement of 11 members to the 2020 Gladstone Region Youth Council, as recommended by the Selection Panel.

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

That Council adopt the Selection Panel recommendation to appoint the following applicants to the Gladstone Region Youth Council for 2020:

- Gabriella Davie
- Emily Dunnett
- Meli-Lisa Eayrs
- Skye Kierys
- Jarrod Lowry
- Stephanie Merrick
- Tinoda Pfidze
- Kailyn Smith
- Max Thompson
- Bridie Whelan
- Abbigail Willis

#### **Background:**

The Gladstone Region Youth Council's annual term is aligned with the Queensland school year, nationally February to December. As per the Gladstone Region Youth Council Advisory Committee Terms of Reference, Item 4.2 states that members will be sought via an expressions of interest process. Additionally, existing members can seek re-appointment for subsequent terms. Expressions of Interest were distributed throughout community networks, calling for membership of the 2020 Gladstone Region Youth Council.

Following the Expression of Interest process, the Selection Panel consisting of Community Development Officers and Community Development Specialist interviewed applicants to determine those who best align with the positions. The candidates were scored against their knowledge of issues youth are faced with in the region, their alignment of personal strengths and experiences with the role of Youth Council Member, their creative and critical thinking skills in suggesting positive changes for youth in the region and their ability to commit to the attendance expected of them as a Youth Council Representative. With the diversity of interests, values, strengths and demographics observed in the interview process, the Selection Panel is confident that the proposed 2020 membership will further strengthen and energise the Youth Council. Amongst the recommended members are school leaders, sporting enthusiasts, a rural volunteer firefighter, university students, attendees of the National Science Forum, National Climate Summit, Rotary Leadership Week, Queensland Youth Parliament and two returning members. It is believed the recommended members will bring with them new ideas and youth perspectives that will benefit the work of local government.

The new application process, which required a written reference and interview, offered a more appropriate approach to identifying talent and diversity amongst the applicants. It is believed the 11 recommended applicants possess desirable qualities to be a voice for young people on Council related matters and will bring a variety of knowledge, skills and passion to the 2020 Youth Council group, continuing the valuable work of Youth Council.

Council's 2018/19 Operational Plan included an outcome to enhance the operation of the Youth Council. During 2019, the Youth Council demonstrated their ability to provide valuable input on youth perspectives as a formal advisory committee to the Gladstone Regional Council. Milestones for the 2019 Youth Council included chairing the Mayor's Youth Breakfast, involvement in 'An Unlikely Conversation' Senior's Week event, delivering and hosting 'Avenue to Awareness' in Mental Health Week; as well as providing constructive feedback on Council programs including Cassie Lives Skatepark, Council's Traineeship Program, Youth Week and Festival of Summer. The Youth Council also presented at Youth Interagency Meetings, Council General Meetings, provided a member for Saiki Sister Committee, RCCC Committee and reflected on the current format of Youth Council to influence how Youth Council will better run in 2020.

The improvements to the 2019 Youth Council has enabled the group to deliver tangible outcomes and have the opportunity to input into Council's new and existing programs.

### **Options, Risk and Opportunity Analysis:**

Sixteen youth expressed interest in joining the 2020 Youth Council, with 12 accepting interviews. The Selection Panel unanimously decided on the 11 recommended applicants based on their willingness to commit to the required responsibilities of Youth Council, their ability to identify current issues that youth in the region are faced with and their motivation towards applying for the position. The non-recommended interviewee was not able to adequately demonstrate the same level of regional consciousness, community interest and social awareness as other applicants. This applicant may have the opportunity for future consideration, should a position of the Youth Council become available.

The 11 recommended applicants demonstrated these qualities, expressing genuine interest in being a voice for youth with a clear grasp on positive changes that could be implemented within the community to generate positive outcomes. The 11 recommended applicants include seven (7) Gladstone, three (3) Boyne/Tannum and one (1) Calliope member/s.

### **Communication and Consultation:**

#### Internal

- General Manager Community Development and Events
- Manager Engagement and Partnerships
- Community Development Specialist
- Community Development Officer
- Brands and Communications Officers

#### External

- Youth Interagency Network
- Gladstone Region High Schools
- Gladstone Region Sporting Clubs
- Mayor's Youth Breakfast Nominees

### **Legal Strategy and Policy Implications:**

The expression of interest for membership process was followed as per the Gladstone Region Youth Council Terms of Reference. The recommended Youth Council members have completed a collection statement and consent form (signed by their parent/ guardian where the member is

under 18 years of age), giving permission for their name, photographs and videos to be included in minutes of meetings, videos, newspaper articles, social media and Council's Website.

**Financial and Resource Implications:**

Administrative and Secretarial cost for the Gladstone Region Youth Council are absorbed as a part of the existing operational budget of Engagement and Partnerships.

**Summary:**

It is recommended the 11 selected representatives are appointed to the 2020 Youth Council. The proposed activities planned for the year include, but are not limited to, a leadership development camp, a governance workshop on formal meeting structure, chairing the Mayor's Youth Breakfast, hosting a Clean Up Australia Day site, delivering the Avenue to Awareness event as well as consultation and involvement in Youth Week, Volunteer's Week, Senior's Week and Mental Health Week. It is anticipated the selected representatives have the desirable qualities to continue the valuable work of Youth Council.

**Anticipated Resolution Completion Date:**

21 January 2020

**Attachments:**

Nil.

**Tabled Items:**

Nil.

**Report Prepared by:** Community Development Officer

### **G/3.1.11. APPOINTMENT OF THREE NEW MEMBERS - GLADSTONE REGIONAL COUNCIL RECONCILIATION ACTION PLAN REFERENCE GROUP**

Responsible Officer: General Manager Community Development and Events

Council Meeting Date: 21 January 2020

File Ref: CR8.1

#### **Purpose:**

Gladstone Regional Council (GRC) Reconciliation Action Plan (RAP) Reference Group is seeking to appoint three new members, due to the resignation of three (3) existing RAP reference group members.

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

That Council resolve to appoint the below three candidates as recommended by the panel:

- Annie-Marie Johnson
- Cecelia Eggmolesse
- Lee-ann Dudley

#### **Background:**

The RAP Reference Group is made up of 10 members who play a pivotal role in informing and influencing the direction of Council's commitment to reconciliation.

The RAP Reference Group were central to having the RAP Reflect endorsed by Council and registered with Reconciliation Australia. Council's new draft RAP Innovate is currently waiting for endorsement from Reconciliation Australia, before being presented to Council for adoption.

As per the Terms of Reference, membership of the RAP Reference Group consists of:

- Two Councillors (one of which shall be a Co-Chairperson)
- Up to seven (7) community members consisting of Aboriginal and Torres Strait Islander residents and service providers
- One (1) Council staff member that identifies as Aboriginal or Torres Strait Islander.

Three (3) members of the group recently resigned from their roles, sighting relocation and personal reasons. As a result, Council was required to seek nominations for those vacant positions as per the Terms of Reference.

#### **Options, Risk and Opportunity Analysis:**

Council received six (6) applications, all of which had a wide range of experience. The panel deemed four (4) of the applicants to be suitable based on criteria as listed below, with the three (3) ultimately recommended having connection to traditional ownership.

The three (3) successful candidates were chosen unanimously by the selection panel for their:

- Work experience/qualifications
- Involvement with community – the Aboriginal and Torres Strait Islander community specifically
- Cultural knowledge



- Knowledge of First Nations Bailai, Gurang, Gooreng Gooreng and Taribelang Bunda peoples
- Willingness to meaningfully contribute to the RAP Reference Group

The panel consisted of three Council officers - Manager Engagement & Partnerships, Community Engagement Specialist and Community Investment Officer.

**Communication and Consultation:**

An Expression of Interest for new members to join the RAP Reference Group was sent out via the Gladstone Observer, Council's social media and website.

The non-elected members of the RAP Reference Group were informed of the six (6) applications for the RAP Reference Group. The three Council recommended applicants were discussed with the non-elected members of the RAP Reference Group, with general support being received.

The elected members of the RAP Reference Group have been informed of the new members and are supportive of the decision.

**Legal Strategy and Policy Implications:**

Selection process was followed, consistent with the RAP Reference Group Terms of Reference.

**Financial and Resource Implications:**

Cost for RAP deliverables are absorbed under the 2019/20 Engagement & Partnerships budget.

**Summary:**

Nil

**Anticipated Resolution Completion Date:**

21 January 2020

**Attachments:**

Nil

**Tabled Items:**

Nil.

**Report Prepared by:** Reconciliation Action Plan Officer

### **G/3.1.12. SAIKI SISTER CITY COMMITTEE**

Responsible Officer: General Manager Community Development and Events

Council Meeting Date: 21 January 2020

File Ref: CR2.14

#### **Purpose:**

To update Council on the Saiki Sister Advisory Committee's achievements and actions during 2019 and the committee's plans for 2020.

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

That Council receive and note the update of the Saiki Sister Advisory Committee actions through 2019 and are informed of plans for 2020.

#### **Background:**

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

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

At the recent AGM, held 21 November 2019, 13 committee members were established including four Ex Officio members and nine ordinary committee members.

2019 was an exciting and busy year for the Saiki Sister City Advisory Committee as they continued to enhance ties of friendships, cultural exchange and programs.

The committee experienced significant change in membership and structure which saw a renewed focus on processes and drive. The introduction of official Terms of Reference ensured that the committee's undertakings and meetings were transparent and aligned with 'best practice' processes, including creating public access to meeting minutes and agendas via the GRC website. During the year membership of the committee fluctuated with four ordinary members resigning and one joining. 2019 also saw changeovers and additions of Ex Officio positions including the Secretariat, a representative of Gladstone Regional Council's Youth Council and the Manager Gladstone Regional Art Gallery and Museum.

Gaining the membership of a Youth Council representative introduced a youth perspective to the committee which was highly valued. The committee looks forward to retaining a youth 'voice' in 2020. The success and performance of the committee is a testament to the dedication and teamwork of the 2019 committee.

Ex Officio committee members including Cr O'Grady and Cr Churchill provided expertise and support which was appreciated and valued by the committee.

Some of 2019's Saiki Sister City highlights include:

- Mayoral visit to Saiki

- School Exchange program of students from Toolooa and Tannum Sands State High Schools
- Book Exchange program
- EcoFest
- Multicultural Festival
- Saiki Children's Art Display (GRAGM)
- Intercity Images (GRAGM)
- Saiki Children's Day activities (GRAGM)

2020 will be the 24<sup>th</sup> year of Sister City Friendship between Gladstone and Saiki. While the 2020 Calendar of events and programs is still being finalised below is a snapshot of plans and involvement for the committee:

- School Exchange program – Japanese student's visiting Gladstone
- Multicultural Festival
- Continuation of the Book Exchange program
- Saiki Childrens Art exhibition (GRAGM)
- Intercity Images (GRAGM)
- Saiki Children's Day (GRAGM)
- Celebrate Australia 2020 (GRAGM)
- Developing a partnership with Boyne Tannum Hook Up as a major event provider in our region (development of a fishing exchange program). A proposal is currently being prepared for presentation at the next Saiki Sister Committee Meeting.
- 10<sup>th</sup> anniversary celebration of Tondoon Botanic Garden's Japanese Garden

### **Options, Risk and Opportunity Analysis:**

Not applicable – noting report.

### **Communication and Consultation:**

Saiki Sister City Advisory Committee, in particular;

- Secretariat
- President
- Manager Gladstone Regional Art Gallery and Museum

### **Legal Strategy and Policy Implications:**

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

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

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

### **Summary:**

Nil

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

Not applicable – noting report only.

**Attachments:**

1. President's Report 2019

**Tabled Items:**

Nil.

**Report Prepared by:** Community Development Officer

### **G/3.1.13. 149-20 TECHNOLOGY ONE SOFTWARE AS A SERVICE**

Responsible Officer: General Manager Operations

Council Meeting Date: 21 January 2020

File Ref: PE1.1

#### **Purpose:**

This report seeks Council's approval to enter into a contract with Technology One Limited for the migration of Technology One to a multi-year Software as a Service (SaaS) and to migrate the user interface from Ci to CiA.

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

That Council:

1. Endorse the officer's recommendation to accept the proposal from Technology One Limited to:
  - a. Migrate existing Technology One modules to Software as a Service (SaaS) Cloud; and
  - b. Enter a 3-year contract with Technology One for SaaS; and
  - c. Migrate the existing Technology One user interface from Ci to CiA (Anywhere, Anytime, Any Device); and
2. Authorise the Chief Executive Officer to enter a 3-year contract with Technology One Limited for SaaS.

#### **Background:**

In accordance with the 3-year technology plan and work program developed under Operational Plan item 9.1b and Council's Transformation Program of work, a review of the way in which services are delivered has been conducted. Technology One software currently used by Council for Finance, Supply Chain, Records Management, Budgeting and Fleet Works Management functions is facilitated from servers located at 101 Goondoon Street and Calliope office.

Council currently licenses Technology One software under a perpetual license model meaning there is an upfront purchase cost and Annual Support and Maintenance (ASM) charge for all modules (referred to as On-Premise). Council is required to have appropriate servers, storage and associate software license such as Microsoft SQL database management to operate the On-Premise Technology One software, plus security software. This IT infrastructure requires continual replacement, maintenance and licensing.

#### **Options, Risk and Opportunity Analysis:**

A recent review of Council's hardware by Surebridge, identified a need to replace the hardware that operates the Technology One suite of modules and other systems, due to the age of hardware, storage capacity and requirement to establish a disaster recovery centre at Calliope.

Additionally, there is currently no disaster recovery solution in our current environment, which means that a hardware failure of any degree will require days/weeks to recover the current operating modules contained within Technology One as there is no fail over solution in place. It is estimated that an investment of approximately \$645,000 ex GST would be required to create a

disaster recovery centre at Calliope to address this, which will also involve running an additional fibre link between Calliope and Gladstone.

Remaining with On-Premise Technology One software presents a major risk to Council as Technology One's research and development is primarily focused on SaaS, meaning the deployment of updates/improvements to On-Premise software is a second priority. While Technology One will continue to support On-Premise customers, their focus is on their growth area of SaaS (current annual growth 44% - 2019 Annual Report). In the longer-term Technology One and other enterprise software providers will only provide SaaS software solutions. Gartner Inc., a world leading research and advisory company predicts that by 2020 all new entrants and 80% of historical vendors will only offer subscription-based business models (SaaS).

Three options have been considered to address the risks identified above including:

1. **Remain on-premise** and complete the necessary hardware upgrades. Establish disaster recovery centre in Calliope along with installation of a fibre link between Calliope and Gladstone.
2. **Procure a cloud hosting service** to move Technology One On-Premise software to the cloud. This will negate the need for infrastructure required for Option 1, however the risks identified above regarding technology updates/improvements will remain. Council's ICT department will be responsible for all management, capacity planning and maintenance functions for this option, and manage the relationship between Technology One and the Cloud provider.
3. **Enter a 3-year SaaS Agreement with Technology One.**

Option 3 is the recommended approach based on:

- Technology One utilises Amazon Web Services (AWS), a leading Cloud service company with **server infrastructure located in Australia**, under a multi-tenant model;
- Whilst there are common infrastructure elements, Council will have its **own database** and software configuration;
- Technology One will be responsible for managing and maintaining the Technology One software;
- Technology One SaaS is ISO27001 **Cyber Security Compliant** meeting the requirements of the Queensland Audit Office;
- By shifting responsibility for some of the routine tasks to be managed by Technology One, Council staff can focus on supporting other valued applications within Council's portfolio including complex report writing and training of end users.
- SaaS provides improved **performance**, reduced resource requirements and cost savings to Council by sharing IT infrastructure resources across many clients;
- There are three (3) active environments providing **business continuity**, mitigating the disaster recovery risk previously mentioned;
- **Technology One and AWS employ experts** to manage this infrastructure and the databases, to ensure performance is optimised, the applications available 24x7 and Council's data is secure;
- SaaS opens the new user interface of CiA (anywhere, anytime, any device) improving **accessibility** to the applications;
- The IT infrastructure provided by AWS allows the software to utilise additional processing power during peak loads ensuring **optimal level of performance**; and
- There are already in excess of 430 Technology One customers using SaaS.

### **Communication and Consultation:**

The following people/groups/businesses have been consulted or communicated with during the formulation of this recommendation:

- Workgroup participants;

- Other Councils in the Technology One CQ User Group;
- Technology One;
- Executive Leadership Team; and
- Surebridge.

Further consultation with employees and unions in accordance with clause 2.5 of the Gladstone Regional Council Certified Agreement will occur prior to any migration activities.

### Legal Strategy and Policy Implications:

As a pre-qualified vendor on Local Buy (LGA Arrangement), Technology One Limited can be engaged by Council in accordance with *Local Government Regulation 2012* s234, without inviting tenders or quotes.

### Financial and Resource Implications:

The following items are included in the 2019/20 approved budget for ICT:

- Annual Support and Maintenance \$309,186.82
- SaaS \$400,000.

Costings for each option is presented in the following table:

Year	2019/ 2020 \$	2020/ 2021 \$	2021/ 2022 \$	2022/ 2023 \$	2023/ 2024 \$	Year 6 and beyond \$	Year 7 and beyond \$	Total \$
Option 1 – Remain on Premise	846,000	602,500	627,000	627,000	627,000			3,329,500
Option 2 – Procure Hosting Service	378,500	540,950	548,273	556,486	565,110			2,588,819
Option 3 (a) – Technology One SaaS 5-year term	106,415	695,670	695,670	695,670	695,670			2,889,095
Option 3 (b) (RECOMMENDED) - Technology One SaaS 3-year term	106,415	695,670	695,670	347,835				1,845,590
Option 3 (c) – Technology One SaaS 7-year term	98,686	680,211	680,211	680,211	680,211	680,211	680,211	4,179,952

The anticipated cost to be incurred in 2019/20 for the recommended Option 3 (b) is \$106,415 for SaaS migration and Ci to CiA transition will be supported by Technology One using existing contracted maintenance support services, the in-house ICT team and subject matter experts (SME's) from relevant business units.

The Option 3 (b) commitment over the full term (3 years) of the agreement including implementation is \$1,845,590 excluding GST.

### Summary:

After consideration of alternate hardware and cloud hosting options, the recommended Technology One SaaS platform is determined to be the best option to meet Council's requirements. Technology One SaaS mitigates hardware limitations and disaster recovery risks, while delivering improved performance, reduced resource requirements and cost savings to Council.

### Anticipated Resolution Completion Date:

The contract will be entered into with Technology One in January 2020.

**Attachments:**

Nil.

**Tabled Items:**

Nil.

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



### **G/3.1.14. PORT CURTIS INTEGRATED MONITORING PROGRAM - SOLE SUPPLIER**

Responsible Officer: General Manager Operations

Council Meeting Date: 21 January 2020

File Ref: PE1.1

#### **Purpose:**

This report seeks resolution from Council to make use of the provisions in section 235 of the *Local Government Regulation 2012*, that allows for exceptions to the requirement for written quotes or tenders. The use of this provision is sought in relation to the annual sponsoring membership of the Port Curtis Integrated Monitoring Program (PCIMP).

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

That Council:

1. Resolves, in accordance with section 235(a) of the *Local Government Regulation 2012*, that Port Curtis Integrated Monitoring Program (PCIMP) is the only supplier available to Council for the provision of environmental monitoring for Port Curtis; and
2. Authorise the Chief Executive Officer to enter into annual sponsoring memberships with Port Curtis Integrated Monitoring Program (PCIMP) as an ongoing commitment whilst Council wishes to remain a sponsoring member.

#### **Background:**

Port Curtis Integrated Monitoring Program (PCIMP) was established in 2001 as a consortium of members from 16 bodies representing industry, government (including Council), research institutions and other stake holders to develop a long-term cooperative monitoring program for Port Curtis.

Council has held an Associate Membership in PCIMP since 2016 and has no ongoing access to the program's monitoring data. Prior to Associate Membership, Council maintained a Sponsoring Membership, with the associated access to the program's monitoring data. The Environment and Conservation Team are seeking to upgrade and return Council to Sponsoring Membership in order to obtain access to the monitoring program data. Upgrading to Sponsoring Membership requires an equal share financial contribution to the 2020/2021 monitoring program. PCIMP currently consists of 11 sponsoring members representing major industry located adjacent to Port Curtis.

PCIMP is a comprehensive receiving environment monitoring program for Port Curtis that includes quarterly water quality analysis and annual sediment collection. PCIMP is recognised and accepted by the Department of Environment and Science and other regulatory bodies, as a source for receiving environment monitoring and baseline water quality data.

PCIMP data will assist Council to monitor the potential impact of treated effluent releases to the receiving environment of Port Curtis and assist in demonstrating our general environmental duty and compliance with water quality objectives for Port Curtis. Due to the introduction of Reef Regulations in September 2019, the regulatory environment for releases of treated and/or contaminated water to Port Curtis, and subsequently the Great Barrier Reef, has become more stringent. Council currently has three wastewater treatment plants that are approved to release treated effluent to Port Curtis, with three treatment plants that do not release also located in the

Port Curtis catchment. Any future upgrades to existing treatment plants that will increase treated effluent release volume, or the construction of new treatment plants, will attract new Environmental Authority conditions and water quality offset requirements. To manage this increased obligation to Council and the community, new conditions and offset requirements need to be based on robust baseline water quality data.

**Consideration:**

PCIMP is the only supplier of the associated Port Curtis Integrated Monitoring Program. PCIMP provides data to the Gladstone Healthy Harbour Partnership (GHHP), of which Council is a sponsoring member. Raw PCIMP data of suitable use by Council is not available via GHHP, with GHHP data providing aggregate and summarised PCIMP data for performance indicator monitoring.

Purchase of historical data from PCIMP is an option available to Council, however this would only be of benefit for the purpose of collecting baseline data and would cost approximately \$200,000 with no ongoing access to future data.

Sponsoring membership provides access to both historical and future data providing greater operational benefits to Council.

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

Nil.

**Legal Environmental and Policy Implications:**

It is a requirement of the *Local Government Regulation 2012* section 225 to invite written quotation or tenders where the supply of goods or services costs greater than \$15,000. Section 235 of the regulation provides several exceptions to the requirement and relevant to this request is clause a) which states:

*The local government resolves it is satisfied that there is only 1 supplier who is reasonably available.*

**Financial and Resource Implications:**

The total cost to Council for 2020 (January – December) sponsoring membership is \$39,315.92, with a sponsorship quotation provided to all sponsoring members in December of each year for the following year.

**Commentary:**

Nil.

**Summary:**

Nil.

**Anticipated Completion Date:**

Payment of the 2020 sponsorship will occur in January 2020.

**Attachments:**

Nil.

**Tabled Items:**

Nil.

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

### **G/3.1.15. INSURANCE SERVICES - SPECIALISED SUPPLIER**

Responsible Officer: General Manager Operations

Council Meeting Date: 21 January 2020

File Ref: PE1.1

#### **Purpose:**

This report seeks a resolution from Council to make use of the provisions of s235 of the *Local Government Regulation 2012*, that allows for the exceptions to the requirement for written quotes or tenders. The specialised supplier resolution sought is in relation to insurance brokerage services for Council for the next 12 months.

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

That Council resolves, in accordance with Section 235(b) of the *Local Government Regulation 2012*, that it is satisfied that Marsh Pty Ltd provide insurance brokerage services to Council that are of a specialised nature and it is impractical for Council to invite quotes or tenders for a 12 month period.

#### **Background:**

Council has previously engaged Marsh Pty Ltd (Marsh) for insurance brokerage services for the previous six years. In late 2018, discussions occurred with Marsh on options for future insurance coverage given that Marsh merged with Jardine Lloyd Thompson Pty Ltd Australia (JLTA). In addition, internal discussions are in progress regarding options for full scheme coverage through Local Government Mutual Services (LGMS) who have expanded their insurance scheme coverage.

#### **Options, Risk and Opportunity Analysis:**

Further time is required to fully assess the insurance scheme coverage offered by LGMS and as such, it is requested to extend Council's coverage utilising the brokerage services offered by Marsh who have tested the market and provided options to Council for coverage. Accordingly, Council is required to resolve that Marsh Pty Ltd provides insurance brokerage services of a specialised nature to enable extension for a 12-month period whilst opportunities are explored.

#### **Communication and Consultation:**

Internal consultation has occurred with relevant officers who agree this is the best solution for the short term.

#### **Legal Strategy and Policy Implications:**

It is a requirement of the *Local Government Regulation 2012* section 225 to invite written quotations or tenders where the supply of goods or services with a cost greater than \$15,000.

However, the Regulation under section 235 (b) states the following exemption:

*The local government resolves that because of the specialist or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders.*

**Financial and Resource Implications:**

Costs for insurance services are incorporated into existing operational budgets.

**Summary:**

Nil.

**Anticipated Resolution Completion Date:**

Within two weeks of resolution.

**Attachments:**

Nil.

**Tabled Items:**

Nil.

**Report Prepared by:** Manager Governance

## **G/4. DEPUTATIONS**

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

#### **G/4.1.1. BOYNE TANNUM CRICKET CLUB**

**Responsible Officer: Chief Executive Officer**

**Council Meeting Date: 21 January 2020**

**File Ref: CM7.6**

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#### **Purpose:**

Boyne Tannum Cricket Club will discuss the club's lease arrangements and responsibilities for the cricket oval, to seek strategic direction and advice for future lease arrangements.

#### **Background:**

Deputation details are as follows:

<b>Time of Presentation</b>	10:30 am
<b>Duration of Presentation plus question time</b>	15 minutes
<b>Speakers to present</b>	Robert Honan and Chris Fenwick
<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. 78-20 SEWER AND STORMWATER RELINING (REHABILITATION)**

**Responsible Officer: General Manager Operations**

**Council Meeting Date: 21 January 2020**

**File Ref: PE1.1**

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

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

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

**G/8.2. 79-20 PURCHASE OF SIX (6) BACKHOES**

**Responsible Officer: General Manager Operations**

**Council Meeting Date: 21 January 2020**

**File Ref: PE1.1**

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**Reason for Confidentiality:**

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

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

### **G/8.3. 98-20 CCTV DATA MANAGEMENT**

**Responsible Officer: General Manager Operations**

**Council Meeting Date: 21 January 2020**

**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