



**GLADSTONE**  
REGIONAL COUNCIL

## **GENERAL MEETING MINUTES**

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

**On 17 December 2019**

**Commencing at 9.00am**

**Leisa Dowling  
CHIEF EXECUTIVE OFFICER**

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**Elected Members**

Councillor Mayor M J Burnett  
Councillor G G Churchill  
Councillor K Goodluck  
Councillor R A Hansen  
Councillor P J Masters  
Councillor D V O'Grady  
Councillor P J Sobhanian  
Councillor C A Trevor

**Officers**

Mrs L Dowling (Chief Executive Officer)  
Miss C Daly (Executive Secretary)  
Mr M Francis  
Mr J Tumbers  
Ms A Scott  
Mrs J Dennien  
Mrs K Lee  
Ms K Roberts  
Mrs E Costello  
Mrs J Rossow  
Mrs E Landman  
Ms E Catlin  
Mrs V Hankinson  
Mrs S Penrose  
Mrs K Schmitt  
Mr M Bailey  
Mrs J McMullen  
Mr P Ben Artzi  
Mrs T Whalley

**APOLOGIES**

That an apology for Councillor Natalia Muszkat be received as previously approved at Council's General Meeting held on 19 November 2019.



**G/0.3.3. MESSAGES OF CONDOLENCE**

Nil.

## **G/0.3.4. DECLARATION OF INTERESTS**

### **MATERIAL PERSONAL INTERESTS**

Pursuant to section 175(C) of the Local Government Act 2009, where a Councillor declares a Material Personal Interest in an agenda item, the Councillor must leave the room for the agenda item.

#### **Cr O'Grady**

Cr O'Grady declared a Material Personal Interest in Item G/3.1.5 – GLADSTONE REGIONAL COUNCIL VISITOR ECONOMY STRATEGY, as her brother Neil Mergard's business, 1770 Larc Tours is mentioned in the strategy & brother John Mergard owns the Charter boat that visits Lady Musgrave Island.

Cr O'Grady advised that she will leave the room during the consideration of Item G/3.1.5.

### **CONFLICTS OF INTEREST**

Pursuant to section 175(E) of the Local Government Act 2009, where a Councillor declares a Conflict of Interest and elects to leave the room for an agenda item, a resolution of Council is not required.

#### **Cr Trevor**

Cr Trevor declared a Conflict of Interest in Item G/3.1.13 – MINOR AMENDMENT TO WORK HEALTH AND SAFETY POLICY, as staff at Cr Trevor's legal practice may receive instructions from an employee of Gladstone Regional Council regarding workplace injuries suffered in the course of their employment with the Gladstone Regional Council.

Cr Trevor advised that he will leave the room during the consideration of Item G/3.1.5.

#### **Cr Masters**

Cr Masters declared a perceived Conflict of Interest for Item G8/1.2 CONSIDERATIONS OF OPTIONS FOR CALLIOPE WASTE WATER TREATMENT PLANT EFFLUENT, as he is a former member of the club and played competitive golf as both a junior and senior member of the club for numerous years. Cr Masters advised he has not been a member for 20 years and has never held a position on the committee.

Cr Masters advised that he wishes to remain in the room for the consideration of Item G/8.1.2.

#### **G/19/4016 Council Resolution:**

Moved Cr Churchill  
Seconded Cr O'Grady

Cr Masters does not have a conflict of interest in agenda Item G/8.1.2.

**CARRIED**

#### **Cr Hansen**

Cr Hansen declared a Conflict of Interest for Item G/3.1.11 GLADSTONE PCYC BRANCH ADVISORY COMMITTEE – COUNCILLOR REPRESENTATION, as he is a current committee member on the board.

Cr Hansen advised he will leave the room for the consideration of Item G/3.1.11.

**Cr Churchill**

Cr Churchill declared a Conflict of Interest for Item G/3.1.11 GLADSTONE PCYC BRANCH ADVISORY COMMITTEE – COUNCILLOR REPRESENTATION, as he is the current chairman of the Gladstone PCYC and a diamond life member.

Cr Churchill advised he will leave the room for the consideration of Item G/3.1.11.

**Cr Sobhanian**

Cr Sobhanian declared a perceived Conflict of Interest for Item G/4.1.1 BOYNE TANNUM SHARKS FOOTBALL CLUB, as he was a past member of the club.

Cr Sobhanian advised that he wishes to remain in the room for the consideration of Item G/4.1.1.

**G/19/4017 Council Resolution:**

Moved Mayor Burnett  
Seconded Cr Hansen

Cr Sobhanian does not have a conflict of interest in agenda Item G/4.1.1.

**CARRIED**

**Cr Goodluck**

Cr Goodluck declared a perceived Conflict of Interest in Item G/4.1.1 BOYNE TANNUM SHARKS FOOTBALL CLUB, as he is the current Under the Trees Festival President who utilises that sporting fields associated with the Deputation from Boyne Tannum Sharks Football Club.

**G/19/4018 Council Resolution:**

Moved Cr Masters  
Seconded Cr Hansen

Cr Goodluck does not have a conflict of interest in agenda Item G/4.1.1.

**CARRIED**

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

It is the Christmas Season, and on 6 December we hosted the Santos GLNG Mayor's Carols at the Gladstone Marina Parkland. It was a fantastic event and also a fundraiser for The Salvation Army with over \$2600 raised from the sale of glowsticks on the night. Santos donated this amount to The Salvation Army and also generously matched the amount of \$2600 in a donation to Gladstone Regional Council's Drought Appeal. It was great to see all of the children up on stage and our community coming together.

The Ulysses Toy Run, which is also a fundraiser for The Salvation Army, was held the following day, with all of the toys collected on the annual run being donated to The Salvation Army and distributed to our region's families.

It was a sad day on 10 December as Council held a tree planting ceremony at the Tondoon Botanic Gardens for Ruth Crossan. Ruth was a Gladstone region icon. For those that don't know Ruth, she was heavily involved in the Society for Growing Australian Plants; she was involved in ECOfest, she was involved in the Maritime Museum and was also an avid photographer. Ruth also operated a hairdressing salon in the CBD and was one of the matriarchs of our local community. She was just an all-round wonderful person. Rest in peace, Ruth.

On 11 December we held our first Gladstone Regional Council Christmas Function at the Gladstone Entertainment Convention Centre (GECC). I would like to thank our CEO, Leisa Dowling, and the team at the GECC, for bringing the whole Gladstone Regional Council team together for the first time since amalgamation. It was fantastic to see this happen and I would like to see this become an annual event.

On 11 December we had a visit from the Opposition Leader, Anthony Albanese, and Shadow Ministers, Senator Murray Watts & Senator Anthony Chisholm and also the Shadow Minister for Local Government, Jason Claire, on their tour of regional Queensland catching up with local councils to find out the issues relevant to central Queensland, and of course, here in the Gladstone region. A number of Councillors met with them as well and shared our concerns about federal funding coming towards the Gladstone region and central Queensland in general.

I met with Minister Anthony Lynham in Brisbane on 12 December regarding Gladstone Area Water Board's (GAWB) potential price increase for the Gladstone region, and of course, the potential for huge costs to the Gladstone region on the proposed Rookwood Weir Project. The Minister gave us a very good hearing and I'm looking forward to seeing the pricing coming from the QCA in February 2020 in terms of how much our water pricing will be for the Gladstone region, going forward, and of course if there are any additional costs to our community for the Rookwood Weir Project.

Central Queensland Emergency Services Appreciation Day was celebrated on 14 December at the Rocky Glen Hotel. A shout out to Ros Waters and everyone involved in organizing the event. Last year, the event raised \$10,000 and I believe that this year's event will be even more successful. It's a great day and I believe that it is appropriate that we acknowledge our Emergency Services at this time of year.

Christmas in the City, hosted by the Gladstone Salvation Army and Lifestyle Church, was held on Sunday 15 December, providing a fantastic event for our local community members to get together, enjoy Christmas carols and support local families with their Hampers of Hope.

Yesterday, we evacuated families from the Mount Maria area, on Tableland Road. Some of those families have been evacuated to Miriam Vale and others to Rosedale, as our rural firefighters continue to fight the fire. QFES have provided an update on the fire this morning: most of the areas have been contained, it is still considered a wildfire and could potential flare up again this afternoon, potentially resulting in further evacuations.

Council is hosting a delegation from Bazhoung, China, on 20 December. Bazhoung is a prefect city in the north eastern province with a population of 3.3 million, and receive a total GDP of \$13.4 billion AUD - mainly through primary industry. The delegation will foster cultural education and economic alliances.

Gladstone Regional Council's first New Year's Eve event will be held at Memorial Park – the first event since 1999. It has been a long time since our community has celebrated a united New Year's Eve event.

In closing, I would like to take this opportunity to wish everyone; staff, Councillors, the gallery, and all of our volunteers around our community a very merry Christmas.

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

### **G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 3 DECEMBER 2019**

**File Ref:** CM7.2

**Purpose:**

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

**Officer's Recommendation:**

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

**G/19/4019 Council Resolution:**

Moved Cr Churchill  
Seconded Cr Trevor

That the Officer's Recommendation be adopted.

**CARRIED**

## **G/4. DEPUTATIONS**

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

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

**File Ref:** CM7.6

**Purpose:**

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

**Anticipated Outcome:**

That the Deputation from Boyne Island Tannum Sands (BITS) Soccer Club be received.

**G/4.1.2. BOYNE TANNUM GOLF CLUB**

**File Ref:** CM7.6

**Purpose:**

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

**Anticipated Outcome:**

That the Deputation from Boyne Tannum Golf Club be received.

**G/19/4020 Council Resolution:**

Moved Mayor Burnett  
Seconded Cr Trevor

That officers prepare a report to be tabled to Council by 18 February 2020 regarding the Deputation.

**CARRIED**

**The Chair altered the Order of Business so that Item G/3.1.16 was considered next.**



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

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

**File Ref:** CM28.2

**Purpose:**

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

**Officer's Recommendation:**

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

**G/19/4021 Council Resolution:**

Moved Cr Hansen  
Seconded Cr O'Grady

That the Officer's Recommendation be adopted.

**CARRIED**

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

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

**File Ref:** RD1.8

**Purpose:**

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

**Officer's Recommendation:**

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

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

**G/19/4022 Council Resolution:**

Moved Mayor Burnett  
Seconded Cr Goodluck

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

**CARRIED**

**G/3.1.2. FUTURE OF YARWUN TRADEWASTE FACILITY**

**File Ref:** SS5.1

**Purpose:**

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

**Officer's Recommendation:**

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

**G/19/4023 Council Resolution:**

Moved Cr Masters  
Seconded Cr Hansen

That the Officer's Recommendation be adopted.

**CARRIED**

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

**File Ref:** RD5.1

**Purpose:**

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

**Officer's Recommendation:**

That Council authorise the Chief Executive Officer to:

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

**G/19/4024 Council Resolution:**

Moved Cr Churchill  
Seconded Cr Goodluck

That Council authorise the Chief Executive Officer to:

1. Include the names Charlie Ikstrums and Ted (Edward) Hardy to the approved place names register; and
2. Undertake community consultation for the naming of the bridge along Hill's Road crossing, Euleilah Creek.

**CARRIED**

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

**File Ref:** PR5.1

**Purpose:**

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

**Officer's Recommendation:**

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

**G/19/4025 Council Resolution:**

Moved Cr Masters  
Seconded Cr Sobhanian

That the Officer's Recommendation be adopted.

**CARRIED**

**The meeting was adjourned for morning tea at 11.41 am  
and reconvened at 11.55am.**

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

**File Ref:** CM9.2

**Councillor O'Grady (declared Material Personal Interest)  
left the room during the consideration and voting of Item G/3.1.5.  
(refer G/0.3.4 Disclosure of Interest section of the minutes – page 6)**

**Purpose:**

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

**Officer's Recommendation:**

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

**G/19/4026 Council Resolution:**

Moved Cr Churchill  
Seconded Cr Masters

That the Officer's Recommendation be adopted.

**CARRIED**

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

**File Ref:** GS3.1

**Purpose:**

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

**Officer's Recommendation:**

That Council:

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

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

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

**G/19/4027 Council Resolution:**

Moved Cr Hansen  
Seconded Cr O'Grady

That the Officer's Recommendation be adopted.

**CARRIED**

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

**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 26 November 2019.

**Officer's Recommendation:**

That Council adopt the Monthly Financial Statements attached to the officer's report for the 2019-20 year to date, for the period ended 26 November 2019 as required under Section 204 *Local Government Regulation 2012*.

**G/19/4028 Council Resolution:**

Moved Cr Hansen  
Seconded Cr Churchill

That the Officer's Recommendation be adopted.

**CARRIED**



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

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

**Purpose:**

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

**Officer's Recommendation:**

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

Recovery

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

Drought

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

**G/19/4029 Council Resolution:**

Moved Cr Goodluck  
Seconded Cr Sobhanian

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

Recovery

- Human and Social - Cr Hansen
- Economic – Cr Muszkat
- Environment – Cr O'Grady
- Infrastructure – Cr Churchill

Drought

- Human and Social – Cr Masters
- Economic – Cr Goodluck
- Environment – Cr Sobhanian
- Infrastructure – Cr Churchill

**CARRIED**

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

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

**Purpose:**

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

**Officer's Recommendation:**

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

**G/19/4030 Council Resolution:**

Moved Mayor Burnett  
Seconded Cr Hansen

That the Officer's Recommendation be adopted.

**CARRIED**

**The Chair altered the Order of Business so that Item G/3.1.11 was considered next whilst awaiting an officer to attend to present item G/3.1.10.**

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

**File Ref:** CM7.1

**Councillors Hansen and Churchill (declared Conflict of Interests)  
left the room during the consideration and voting of Item G/3.1.11.  
(refer G/0.3.4 Disclosure of Interest section of the minutes – page 6 - 7)**

**Purpose:**

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

**Officer's Recommendation:**

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

**G/19/4031 Council Resolution:**

Moved Mayor Burnett  
Seconded Cr O'Grady

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

**CARRIED**

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

**File Ref:** CM7.1

**Purpose:**

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

**Officer's Recommendation:**

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

**G/19/4032 Council Resolution:**

Moved Cr Hansen  
Seconded Cr Masters

That Council:

1. Note that Cr Sobhanian is stepping down from his prior involvement in the Public Safety Consultative Committee that advises the Gladstone Safe Night Precinct Board; and
2. Endorse Councillor Goodluck to be the Council representative to the Public Safety Consultative Committee that advises the Gladstone Safe Night Precinct Board.

**CARRIED**

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

**File Ref:** CM28.1

**Purpose:**

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

**Officer's Recommendation:**

That Council:

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

**G/19/4033 Council Resolution:**

Moved Cr Goodluck  
Seconded Cr O'Grady

That the Officer's Recommendation be adopted.

**CARRIED**

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

**File Ref:** CM28.2

**Councillor Trevor (declared Conflict of Interest)  
left the room during the consideration and voting of Item G/3.1.13.  
(refer G/0.3.4 Disclosure of Interest section of the minutes – page 6 - 7)**

**Purpose:**

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

**Officer's Recommendation:**

That Council:

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

**G/19/4034 Council Resolution:**

Moved Cr Hansen  
Seconded Cr Churchill

That the Officer's Recommendation be adopted.

**CARRIED**

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

**File Ref:** CM28.2

**Purpose:**

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

**Officer's Recommendation:**

That Council:

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

**G/19/4035 Council Resolution:**

Moved Cr Goodluck  
Seconded Cr Trevor

That the Officer's Recommendation be adopted.

**CARRIED**

**G/3.1.15. RECORDS MANAGEMENT POLICY**

**File Ref:** CM28.2

**Purpose:**

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

**Officer's Recommendation:**

That Council:

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

**G/19/4036 Council Resolution:**

Moved Cr Goodluck  
Seconded Cr Hansen

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

**CARRIED**

**The meeting was adjourned for lunch at 1:15 pm  
and reconvened at 1:48 pm.**



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

**File Ref:** LE2.1

**Purpose:**

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

**Officer's Recommendation:**

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

**G/19/4037 Council Resolution:**

Moved Cr Sobhanian  
Seconded Cr Hansen

That the Officer's Recommendation be adopted.

**CARRIED**

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

**File Ref:** PE1.1

**Purpose:**

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

**Officer's Recommendation:**

That Council:

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

**G/19/4038 Council Resolution:**

Moved Cr O'Grady  
Seconded Cr Masters

That the Officer's Recommendation be adopted.

**CARRIED**

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

Mayor Burnett advised he has written to the Minister in relation to distribution priority area for GP's in the Gladstone region and has received a response which was tabled (refer to **Addendum 4**).

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

The following urgent business was received:-

### **G/6.1 - FUNDING FOR COOK 250 EVENTS**

Mayor Burnett raised an urgent business item relating to the funding for the Cook 250 events where \$150,000 was allocated in the budget.

#### **G/19/4039 Council Resolution:**

Moved Mayor Burnett  
Seconded Cr Churchill

That Council delegate to the Chief Executive Officer to enter into contracts up to the budgeted value of \$150,000 to facilitate sponsorship of the following events in May 2020:

- 1770 Festival 2020
- Indigenous Program for 1770 Festival 2020
- 1770 Cultural Immersions Festival
- HMB Endeavour Visit to Gladstone

**CARRIED**

### **G/6.2 - SEVENTEEN SEVENTY INTERPRETIVE CENTRE**

Cr Trevor raised an urgent business item relating to the progress of the resolution from the a3 December 2019 General Meeting relating to the Seventeen Seventy Interpretive Centre.

**Councillor O'Grady left the room during the consideration and voting of Item G/6.1 as she has previously declared a Material Personal Interest for this matter at the General Meeting held 3 December 2019**

**(refer G/0.3.4 Disclosure of Interest section of the minutes for 3 December 2019 – page 5)**

#### **G/19/4040 Council Resolution:**

Moved Cr Trevor  
Seconded Mayor Burnett

That the Mayor and Deputy Mayor meet with the Discovery Coast Tourism & Commerce Inc (DCTC) and Port Curtis Coral Coast Trust Limited (PCCC) with the view to reach a consensus on the 1770 Legacy Project.

**CARRIED**

**G/7. NOTICE OF MOTION**

Nil.

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

### **G/19/4041 Procedural Motion:**

Moved Cr Hansen  
Seconded Cr Goodluck

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

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

**CARRIED**

### **G/19/4042 Procedural Motion:**

Moved Cr Masters  
Seconded Cr Hansen

That Council re-open the meeting to the public.

**CARRIED**

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

**File Ref:** FM7.2

**G/19/4043 Council Resolution:**

Moved Cr Goodluck  
Seconded Cr Masters

That Council amend the 2019/2020 Register of Fees and Charges to:

1. Reduce the Waste Management Gate Fees for both the commercial/industrial general waste, and construction/ demolition waste to \$265.00 per tonne including GST; and
2. Remove the fee "Surcharge on waste outside of region".

**CARRIED**

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

**File Ref: CP2.1**

**G/19/4044 Council Resolution:**

Moved Mayor Burnett  
Seconded Cr Trevor

That Council delegate to the Chief Executive Officer unrestricted financial delegation to complete the purchase of land and improvements at Lot 1 on RP609791, otherwise described as 126 Stowe Road, Calliope and include the following terms:

- A lease for an initial term of 5 years with a further 5 year option at a rental of \$1.00 per annum.

**CARRIED**



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

**File Ref: PE1.1**

**G/19/4045 Council Resolution:**

Moved Cr Churchill  
Seconded Cr O'Grady

That Council:

- a. Endorse the Tender Evaluation Panel's recommendation and accept the tender from Abergeldie Constructions Pty Ltd for tender 01-20 - Boyne Island Sewage Treatment Plant Dewatering Upgrade, for the design and construction of a new dewatering system and all associated works at the Boyne Island Sewerage Treatment Plant (BISTP); and
- b. Authorise the Chief Executive Officer to enter into a contract with Abergeldie Constructions Pty Ltd for tender 01-20 - Boyne Island Sewage Treatment Plant Dewatering Upgrade, for the design and construction of a new dewatering system and all associated works at the Boyne Island Sewerage Treatment Plant (BISTP).

**CARRIED**

There being no further business the Mayor formally closed the meeting.

**THE MEETING CLOSED AT 3:23 pm.**

**CERTIFICATION**

I hereby confirm that I have read the minutes and they are a true and correct  
record of the  
proceedings of the meeting.  
I certify that these 38 pages  
form the  
official copy of Gladstone Regional Council  
General Meeting Minutes of the 17 December 2019.

.....  
Mayor Matt Burnett

...../...../.....  
Date

**ATTACHMENTS****ADDENDUM 1**

## Gladstone Regional Council

### Council Policy

<b>Title</b>	<b>LIBRARY SERVICES COLLECTION DEVELOPMENT</b>
<b>Policy Number</b>	<b>P-2019-30</b>
<b>Business Unit/s</b>	<b>REGIONAL LIBRARIES</b>
<b>Date of Adoption</b>	
<b>Resolution Number</b>	
<b>Review Date</b>	
<b>Date Repealed</b>	

**1.0 PURPOSE:**

The Library Services Collection Development Policy is intended to provide guidance, within budgetary and space limitations, for the selection and evaluation of library materials which meet the needs of the community within the Gladstone Region. It defines the scope and standards of the various collections.

As the community changes, the libraries will need to reassess and adapt their collections to reflect new and differing areas of interest. Therefore, the Library Services Collection Development Policy will be periodically evaluated and revised as necessary to provide guidance in implementing changes in the collection.

**2.0 SCOPE:**

This Policy applies to all Gladstone Regional Council operated libraries within the Gladstone Region.

**3.0 RELATED LEGISLATION:**

- Libraries Act 1988

**4.0 RELATED DOCUMENTS:**

- Gladstone Regional Council Procurement Policy
- Queensland Public Library Standards and Guidelines - Operational Service Standard
- Queensland Public Library Standards and Guidelines - Library Collections Standard
- State Library of Queensland - Service Level Agreement for Public Library Services between Library Board of Queensland and Gladstone Regional Council
- Australian Library and Information Association's (ALIA) policy statements including Statement on Public Library Services and Statement of Free Access to Information

**5.0 DEFINITIONS:**

To assist in interpretation of this policy the following definitions apply:

“**Collection**” means resources that have been deliberately acquired and which are grouped according to format, topic, audience or use.

“**Information Resource**” means items that provide information via a variety of formats.

“**Library Resource**” means an item available for use in, or for loan from, a library.

## 6.0 POLICY STATEMENT:

Council is committed to providing free, impartial and equitable access to library resources and services that support the informational, educational, recreational and cultural development needs of the community. Gladstone Regional Libraries aims to develop a collection that:

- Encourages lifelong learning and literacy;
- Provides a range of resources that include popular and bestselling material as well as enduring works;
- Proactively respond to changing community needs within the Gladstone Region; and
- Preserves the history and cultural heritage of the Gladstone Region.

Library collections will be evaluated regularly to ensure currency, accuracy, quality and appeal. Evaluation includes weeding and discard practices in addition to regular stocktaking as outlined in State Library of Queensland guidelines. Acquisitions per annum are currently recommended at 0.25 items per capita with a discard rate of age of collection (recommended < 5years) and turnover frequency (recommended 5 loans per item).

With the exception of local history materials, most of the libraries' collections are available for loan. All collections are available via the library catalogue and Library App.

Library collections are regularly refreshed by transferring items between branches. Resource sharing will be further implemented by the use of inter-library loans.

The following principles apply to the future development of the library collection:

### 6.1 General Collection

This Library Services Collection Development Policy and associated procedure will ensure that materials are available in a variety of formats, which may include, but are not limited to, print, serial, audio-visual, digital and electronic formats. In general, material with distribution restrictions will not be purchased, however electronic resources may be made available as reference items via the library catalogue or web page. Collection size should strive to meet that recommended by State Library of Queensland (2-3 items per capita for >50,000 population and 66% of collection be of adult content) Note:

- a. Materials prohibited by law will not be considered for purchase or added to the collection.
- b. Gladstone Regional Council and libraries do not act as censoring bodies. No material will be rejected or removed from the collection solely on the basis of artisan or doctrinal disapproval, or because of concern that children may access some materials intended for adults. Parents or guardians are responsible for the suitability of materials read or borrowed by their child.

- 
- c. Council supports the principles of equity and access outlined in the Australian Library and Information Association's (ALIA) policy statements including Statement on Public Library Services and Statement of Free Access to Information.
  - d. Donated material is accepted on the understanding that the libraries may dispose of items which fail to meet the collection development criteria or may be discarded in accordance with collection maintenance guidelines.
  - e. In general textbooks are not purchased. However, at times, if textbooks are the most appropriate material available on the subject they may be considered.
  - f. Members of the community have the right to suggest materials for consideration for purchase. Specific titles requested may be purchased if they meet the collection development criteria. Material not purchased may be obtained, where possible, by inter-library loan.
  - g. Criteria utilized when making selections includes:
    - The suitability of the item in terms of subject, style, accuracy, level and language. Priority is given to material that is popular as well as relevant to the lifestyles and trends within the community;
    - The quality of the item. Material should be attractive, well made and durable;
    - Potential use of the item. Staff members selecting material, use their experience, knowledge and statistical data to anticipate demand and identify potential turnover of new titles and resources;
    - Collection considerations – items are considered on the basis of how they may strengthen, fill a gap, supplement or update the existing collection. Consideration is also given as to the availability of the item; and
    - Cost and availability. Purchasing decisions are made for each item based on merit. Library resources will be purchased in accordance with the Council's Procurement Policy.

## 6.2 Information Resources

Information resources will be made available in the most appropriate format to ensure both accuracy and currency of information. These resources, when possible, will be made available to the community outside regular opening hours via online access.

## 6.3 Languages other than English

The library service borrows small collections in languages other than English from the State Library of Queensland. These collections are reviewed regularly and supplemented according to statistical data and customer request. Bilingual material may be included in the collection.

## 6.4 Online Resources

Online resources are provided for the benefit of the community and are available to access both remotely or from within the library, dependant on publisher's terms and conditions. These resources may be available as downloadable, streaming or other content including, but not limited to, eBooks and eAudio. 10 - 15% of Stock investment to be allocated to purchase of such materials.

**6.5 Local Collection**

- a. The Local Collection is a collection of records and information of local relevance to the Gladstone Region rather than those that may be of state or national significance. Items may include:
  - Published or unpublished material including, but not limited to, biographies, genealogies, oral histories, statistical information, photographs, newspapers, maps and other ephemera; and
  - Resources and indexes for genealogy and family history research, shipping lists, Council minutes and publications.
- b. Donations of heritage materials are always appreciated but are accepted on the understanding that the library may dispose of those items which do not meet the criteria of the collection development policy.

**6.6 Internet (Public Access)**

Electronic information, services, and networks provided directly or indirectly by the libraries will be readily, equally, and equitably accessible to all library users. There will be publicly accessible computers available at each branch, as well as a wireless service. The Gladstone Regional Council does not monitor and has no control over the information accessed and will not be held responsible for the content, accuracy or quality of the information so retrieved.

**7.0 ATTACHMENTS:**

Nil.

**8.0 REVIEW MECHANISM:**

This policy will be reviewed when any of the following occur:

- 1. The related legislation or governing documents are amended or replaced; or
- 2. Other circumstances as determined by resolution of Council or the CEO; or
- 3. Three years from date of adoption.

TABLE OF AMENDMENTS			
Document History	Date	Council Resolution No.	Notes (including the prior Policy No, precise of change/s, etc)
Originally Approved	19 March 2013	G/13/1462	
Amendment 1	15 September 2015	G/15/2568	
Amendment 2			
Amendment 3			

.....  
**LEISA DOWLING**  
**CHIEF EXECUTIVE OFFICER**

**Addendum 2****Gladstone Regional Council****Council Policy**

<b>Title</b>	<b>WORK HEALTH AND SAFETY</b>
<b>Policy Number</b>	<b>P-2019-31</b>
<b>Business Unit/s</b>	<b>PEOPLE CULTURE AND SAFETY</b>
<b>Date of Adoption</b>	<b>17 DECEMBER 2019</b>
<b>Resolution Number</b>	
<b>Date Review Due</b>	<b>17 DECEMBER 2022</b>
<b>Date Repealed</b>	

**1.0 PURPOSE:**

The purpose of the Work Health and Safety Policy is to demonstrate Council's commitment to providing a safe, supportive, protective and healthy working environment for our employees, contractors, volunteers and visitors to the workplace.

**2.0 SCOPE:**

All workers of Gladstone Regional Council as defined under s7 of the *Work Health and Safety Act 2011*.

**3.0 RELATED LEGISLATION:**

- *Work Health and Safety Act 2011*;
- *Work Health and Safety Regulation 2011*;
- *Work Health and Safety (Codes of Practice) Notice 2011*;
- *Mining and Quarrying Safety and Health 1999*.

**4.0 RELATED DOCUMENTS:**

- OHS Management System Corporate Standard
- OHS Risk Management Corporate Standard
- Drug and Alcohol Policy & Corporate Standard
- Electrical Safety Policy
- Fire Safety Policy
- Fitness for Work Policy
- Rehabilitation and Return to Work Policy and Corporate Standard

**5.0 DEFINITIONS:**

**"Officer"** as defined in accordance with s27 of the *Work Health and Safety Act 2011*.

**"Worker"** means a worker as defined in accordance with s7 of the *Work Health and Safety Act 2011* who is directly or indirectly engaged by Gladstone Regional Council.

GLADSTONE REGIONAL COUNCIL  
POLICY NO. P-2019-31 - OCCUPATIONAL HEALTH AND SAFETY POLICY  
PAGE 2 of 3

**6.0 POLICY STATEMENT:**

Refer to policy commitment statement attached.

**7.0 ATTACHMENTS:**

Nil

**8.0 REVIEW TRIGGER:**

This policy will be reviewed when any of the following occur:

1. The related legislation or governing documents are amended or replaced; or
2. Other circumstances as determined by resolution of Council or the CEO; or
3. Three years from date of adoption.

<b>TABLE OF AMENDMENTS</b>			
<b>Document History</b>	<b>Date</b>	<b>Council Resolution No.</b>	<b>Notes (including the prior Policy No, precise of change/s, etc)</b>
Originally Approved	3 SEPTEMBER 2013	G/13/1704	P-2013/4
Amendment 1	18 AUGUST 2015	G/15/2516	
Amendment 2	4 JULY 2017	G/17/3102	P-2017-30
Amendment 3	19 JUNE 2018	G/18/3432	P-2018-24
Amendment 4	17 DECMEBER 2019	G/19/	

.....  
**LEISA DOWLING**  
CHIEF EXECUTIVE OFFICER



## WH&S POLICY STATEMENT

Gladstone Regional Council is committed to providing a safe, supportive, protective and healthy working environment for our employees, contractors, volunteers and visitors to the workplace by adopting and promoting the provisions of the *Workplace Health and Safety Act 2011* and its associated Regulation, Codes of Practice and Standards.

All possible measures are taken to remove risks to the health, safety and welfare of employees, sub-contractors, authorised visitors and anyone else who may be affected by our operations. We seek the co-operation of and suggestions from employees, customers and visitors to assist in realising our health and safety objective to create a safe and healthy working environment.

Gladstone Regional Council recognises its responsibility to provide a safe and healthy work environment and is committed to maintaining a WHS Management System consistent with AS/NZs4801, **legislative requirements, industry technology, business focus and the allocation of WHS accountabilities and responsibilities to all stakeholders commensurate with their roles.**

Gladstone Regional Council will achieve a safe and healthy workplace by:

- Consulting with employees and relevant stakeholders in the decision-making processes impacting on workplace health and safety;
- Complying with all legal requirements, codes of practice and standards applicable to our activities;
- Demonstrating visible safety leadership through our Team Leaders;
- Identifying and understanding the hazards inherent to the activities we undertake and effectively assessing, controlling and managing those risks;
- Providing appropriate training and support to our employees and contractors to enable them to understand our Safety, Health and Wellness vision and to allow them to perform their roles competently and safely;
- Setting **measurable** objectives, targets and key performance indicators **for safety** which drives **continuous improvement in our health and safety performance with the aim of eliminating work-related illness and injury;**
- Learning from our performance and continuously improving our processes and work practices; and sharing lessons learnt with others;
- Ensuring that all incidents are investigated fully - specifically identifying the causal and contributing factors so that appropriate corrective actions are taken;
- Regularly undertaking audits and inspections of our operations; and
- Communicating this policy to employees and interested stakeholders; and reporting on our health and safety performance openly and transparently.

All employees and contractors are required to:

- Carry out their work in accordance with GRC's safety policies, processes and procedures;
- Be accountable for their own safety, and that of others;
- Manage the hazards and risks inherent to the activities they undertake; and
- Report any hazards or identified risks and all incidents which cause actual or potential injury or damage.

We all have an obligation to ensure that we have a strong safety culture at Gladstone Regional Council and we expect that you will actively participate to achieve this.

\_\_\_\_\_  
Chief Executive Officer

Date: 17 December 2019

Date for Review: 17 December 2022

**Addendum 3****Gladstone Regional Council****Council Policy**

<b>Title</b>	<b>EVENT AND VENUE PROGRAMMING POLICY</b>
<b>Policy Number</b>	<b>P-2019-34</b>
<b>Business Unit/s</b>	<b>COMMUNITY DEVELOPMENT AND EVENTS</b>
<b>Date of Adoption</b>	
<b>Resolution Number</b>	
<b>Review Date</b>	
<b>Date Repealed</b>	

**1.0 PURPOSE:**

Events and venue-based activities play an important role in boosting the local economy, providing wellbeing and lifestyle benefits to local residents and visitors, and acting as a focal point for celebrating community and culture. The purpose of this policy is to outline the principles which will guide Council decision-making on events and activities that Council is seeking to attract, program and deliver in its venues and other spaces in the Gladstone Region.

**2.0 SCOPE:**

This policy applies to events and activities that Council proposes to attract, program and deliver in the Gladstone Region.

**3.0 RELATED LEGISLATION:**

*Local Government Act 2009*  
*Local Government Regulation 2012*

**4.0 RELATED DOCUMENTS:**

- Gladstone Regional Events Strategy 2019-2024
- Gladstone Regional Events Strategy Action Plan
- Gladstone Region Arts and Cultural Development Plan 2018-2022
- Gladstone Regional Council Arts and Cultural Policy
- Gladstone Regional Council Community Investment Policy and Corporate Standard
- Gladstone Regional Council Procurement and Tender Policy and Corporate Standard
- Gladstone Regional Council Financial Delegations Register
- Gladstone Regional Council Corporate Plan 2018-2023
- Gladstone Regional Libraries Strategic Plan 2019-2023
- Gladstone Tondoon Botanic Gardens Strategic Plan 2016-2025

**5.0 DEFINITIONS:**

To assist in interpretation of this policy the following definitions apply:

**Event** means a planned gathering of people for artistic, entertainment, community, religious, cultural, recreational, sporting, educational, business or other special interest purposes.

**GECC** means Gladstone Entertainment Convention Centre.

**GRAGM** means Gladstone Region Art Gallery and Museum.

**6.0 POLICY STATEMENT:**

**6.1 Background**

Council wishes to position the Gladstone Region as a nationally recognised event destination and to strengthen the capacity of the region to deliver events and activities. To achieve this, Council has established the following key principles to guide its decision-making in event attraction, programming and delivery.

**6.2 GECC Programming**

6.2.1 Council wishes to position the GECC as a premier multipurpose performing arts, entertainment and convention facility in regional Queensland by:

- a. Delivering a high-quality, diverse range of artistic programming for the Gladstone Region community.
- b. Playing a leading role in the artistic and cultural development of Gladstone Region citizens, particularly through interaction with local schools, arts groups and artists.
- c. Being the first-choice venue for conferences, meetings and events in the Central Queensland Region.
- d. Rivalling the customer and patron experience and offerings at any other comparable venue in regional Queensland.
- e. Consistently attracting, satisfying and maintaining loyal audiences.
- f. Developing and communicating an effective position in the marketplace.

6.2.2 In order to achieve this outcome, Council recognises that GECC's offerings (its Program) must adapt and evolve to reflect the wants and needs of an ever-changing community.

6.2.3 Council recognises that GECC is not expected to be financially self-sufficient and that achieving the desired diversity and balance of productions (many of which are not commercially viable) will require Council support.

6.2.4 In developing the GECC Program, GECC management is required to observe the following programming criteria:

- 
- a. Diversity and Balance - Any production must contribute to achieving diversity in the overall GECC Program and a balance between popular productions and those that offer artistic and cultural development opportunities.
  - b. Venue Branding - A chosen production must contribute positively to the promotion of the overall reputation and identity of GECC and maintain a high standard of artistic and production values.
  - c. Company/Promoter Viability - Due diligence is to be undertaken with respect to prospective promoters/hirers and steps taken to ensure that Council's financial and non-financial interests are protected.
  - d. Timing - Booking of productions must be done in sufficient time to ensure proper marketing and presentation can be undertaken. Moreover, GECC management should avoid clashes with existing venue programming, or other comparable offerings within the region unless there is a compelling financial or other case for committing to the production.
  - e. Financial Viability - Where GECC management seeks to include productions that involve an investment risk to Council in the GECC Program approval for such productions must be obtained from employees of Council with appropriate delegations from Council through the Chief Executive Officer.
  - f. Audience Development - Productions included in the GECC Program should aid the process of sustaining existing or building new audiences to the venue.
  - g. Community Involvement - Productions included in the GECC Program should, where they are able to, provide for opportunities to collaborate with local arts groups.
  - h. Public Programs – A portion of the program should include performances and productions that are provided for community benefit with no intention of the revenue recovered from patrons to fully cover expenses. Public programs are to aid the community's artistic, cultural and educational development; or will be productions for the wider enjoyment of Gladstone Regional Council stakeholders. For example, community and school musicals, concerts, eisteddfods, or age demographic focussed programs.

6.2.5 Council recognises that there will be occasions where GECC management may provide sponsorship or other benefits to an event where it recognises partnership value (e.g. where being recognised as a sponsor of a partner event might provide equivalent marketing value to GECC as would traditional forms of marketing investment). Such support may involve concessional hire rates and/or cash and in-kind support. Such support must be undertaken within the budget provided by Council to GECC and be separately identifiable as a cost to Council within that budget.

### 6.3 Outdoor and Other Externally Hosted Event Programming

The key principles that Council will apply in developing its non-venue specific community events program are those identified in the Regional Events Strategy being:

- a. The development of greater synergies between events and tourism
- b. Building and developing a positive destination profile
- c. Growing the region's return on investment through strategic focus and investment
- d. Facilitating sustainable events
- e. Increasing overnight visitor expenditure
- f. Increasing liveability for the Gladstone Regional community
- g. Promoting community pride
- h. Celebrating the Region's diverse culture
- i. Creating opportunities for community connection and engagement
- j. Celebrating milestones, festive seasons and important dates in the Australian calendar
- k. Activating spaces throughout the region
- l. Creating economic stimulus for local businesses, groups, individuals and organisations.

#### 6.4 GRAGM Programming

The Gladstone Regional Art Gallery and Museum programming will align with Council's Arts and Cultural Development Plan and Policy and seek to achieve balance and diversity by applying the following key principles:

- a. Showcasing Local Arts and Heritage Collections and Celebrating Community
  - Curating exhibitions and programs utilising the extensive art and local heritage collections managed by GRAGM
  - Delivering annual signature events that allow local artists to have their work displayed and recognised (for example, the Martin Hanson Memorial Art Awards, the Golding Showcase)
  - Facilitating exhibitions for regional artists and groups
  - Providing opportunities for our regional history and local people to be recognised and celebrated (for example, Our Priceless Past, Seniors Week)
  - Celebrating important civic occasions such as Australia Day; ANZAC Day, NAIDOC week and Remembrance Day et al.
- b. Audience and Talent Development and creating opportunities to broaden Community Experiences
  - Providing opportunities for the regional community to experience State, National and International arts and cultural exhibitions and programs
  - Fostering the development of local talent and regional arts, heritage and cultural activity through programs such as the Regional Arts Development Fund
  - Developing activities that promote the profile of arts and culture within region.
- c. Education
  - Developing and offering exhibition and educational programs to schools and special interest groups
  - Participating in cultural and arts exchange programs (for example: Saiki Sister City exchanges).

#### 6.5 Library Programming

The programming of events and activities for Gladstone Regional Libraries will align with:

- a. the Gladstone Region Libraries Strategic Plan
- b. the goals and strategic objectives of the State and National Library Programs and guidelines

- c. include programs that align with local, educational and culturally significant community holidays, events and festivities (for example: Christmas festivities, NAIDOC week, school holiday programs, children's story time et al)
- d. assist in achieving the vision of lifelong learning for residents through programs which are community focussed and delivered in a safe, supportive and encouraging environment.

#### **6.6 Community Development Programming**

The programming of events and activities under Council's Community Development function will align with Gladstone Regional Council's strategic goals of community development, social inclusion and engagement and will adapt and evolve to reflect the wants and needs of an ever-changing community. Programs may focus on specific target groups as determined by Council's involvement in community development and may include programs for youth, seniors, multicultural and indigenous residents, sport and recreation organisations, community resilience recovery, volunteerism and other special interest areas.

#### **6.7 Tondoon Botanical Gardens Programming**

The programming of events and activities for the Gladstone Tondoon Botanic Gardens will align with the Gladstone Tondoon Botanic Gardens Strategic Plan 2015-2025 with a focus on:

- a. Showcasing the native flora of the Region
- b. Educating the community and visitors on local native plant species and ecosystems; the indigenous names of flora and its uses; general foundation horticulture and sustainable environmental practice
- c. Being a host venue for other community events and celebrations.

#### **6.8 Two-Year Events Calendar**

Council will be provided with an updated Two-Year Events Calendar which includes events and activities that are proposed to be delivered by Council (in whole or in partnership with others) for annual review. The Two-Year Event Calendar will be produced and updated in the last quarter of each year and will consist of:

- a. Year 1 - A detailed list of events for the next calendar year; and
- b. Year 2 - An anticipated program of events for the year following the next calendar year.

This will provide an early opportunity for Council to consider those events proposed to be delivered prior to the next financial year's budget considerations.

The Two-Year calendar will also include major events delivered by others (with or without Council financial support) to assist in maximising regional opportunities and to avoid target audience clashes.

#### **6.9 Program Alignment**

Where it is possible and practical to do so, Council will endeavour to align events and programming across Council facilities and venues to achieve common themes to maximise promotional opportunities and to ensure venues and events are not competing for the same target markets.



## 6.10 Procurement Arrangements – Specialised and Sole Supplier

Where Council proposes to procure a specific event, performance, exhibit or activity, (for example purchasing a specific production from the Queensland Ballet or bringing a particular sporting event), Council resolves under Section 235(a) and (b) of the *Local Government Regulation 2012*, that it is satisfied in these circumstances there is only one source of supply and that the supply is of a specialised nature and it would be impractical to invite quotations or tenders.

## 6.11 Policy Responsibilities

### 6.11.1 Council

- Review the Two-Year Events Calendar for Gladstone Regional Council
- Determine funding and resource allocations for events and venue programming.

### 6.11.2 General Manager Community Development and Events

- Provide oversight and direction on the development of the Gladstone Regional Council Two-Year Events Calendar and associated programming across all areas of Council.

### 6.11.3 Manager Events and Entertainment

- Develop and update the Two-Year Events Calendar for Gladstone Regional Council
- Provide oversight and input into event and venue programming
- Liaise with leaders of Council events and venues on programming to maximise public participation, achieve alignment, minimise target audience clashes and optimise promotional opportunities
- Identify specialised and sole supplier arrangements for procurement purposes
- Coordinate the implementation of Council facilitated initiatives in the Gladstone Regional Events Strategy Action Plan.

### 6.11.4 Community Development and Events Business Unit Managers / Events Specialist(s)

- Contribute to the development and update of the Two-Year Events Calendar
- Develop Event and Activity Programs relevant to the Manager / Specialist's area of responsibility including Outdoor and Other Externally Hosted Events, GECC, GRARM, Regional Libraries, Tondoon Botanic Gardens and Community Development
- Provide advice on specialised and sole supplier arrangements for procurement purposes.

## 7.0 ATTACHMENTS:

Nil

## 8.0 REVIEW MECHANISM:

This policy will be reviewed when any of the following occur:

1. The related legislation or governing documents are amended or replaced; or
2. Other circumstances as determined by resolution of Council or the CEO; or
3. Three years from date of adoption.

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 POLICY NO. P-2019-34 – EVENT AND VENUE PROGRAMMING POLICY  
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<b>TABLE OF AMENDMENTS</b>			
<b>Document History</b>	<b>Date</b>	<b>Council Resolution No.</b>	<b>Notes (including the prior Policy No, precise of change/s, etc)</b>
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Amendment 1			

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**LEISA DOWLING**  
**CHIEF EXECUTIVE OFFICER**



**Addendum 4**



**THE HON MARK COULTON MP**

Minister for Regional Services, Decentralisation and Local Government  
Assistant Trade and Investment Minister

Ref No: MC19-014191

His Worship the Mayor of Gladstone Region  
Councillor Matt Burnett  
Gladstone Regional Council  
PO Box 29  
GLADSTONE QLD 4680



Dear Mayor *Matt,*

I refer to your letter to the Minister for Health, the Hon Greg Hunt MP, concerning Distribution Priority Area (DPA) for GPs in the Gladstone —Tannum Sands region. This correspondence has been referred to me as the Minister for Regional Services, Decentralisation and Local Government with portfolio responsibility for this matter. I apologise for the delay in responding.

The Commonwealth Government does not have a direct role in employing health professionals, including GPs. The Commonwealth does, however, recognise the unique challenges facing the health system in the regions and is focused on improving the access, quality and sustainability of health services to meet the needs of families and communities for all Australians.

I recognise that Gladstone has experienced challenges recruiting Australian trained doctors over more than a decade and the Member for Flynn, Ken O'Dowd MP, has raised this matter with me since I became the responsible Minister. The Australian Government is supportive of working with the Gladstone community and key rural key stakeholders to develop a strategy to support Gladstone in the recruitment and retention of doctors in the region.

The Department of Health (Department) uses DPA as a mechanism to identify and address the maldistribution of the medical workforce in Australia. Previously, under the District of Workforce Shortage (DWS) system, which ceased on 30 June 2019, a simple GP-to-population ratio was used. Under the DWS system, areas with a GP-to-population ratio that was worse than the national average were classified as a DWS.

The DPA is a more sophisticated system as the assessment takes into account data that provides an understanding of where patients access their services, as well as the level of services required by different age, gender and socio-economic groupings. The DPA aims to better distribute doctors with location restrictions by ensuring that they practice in under-served communities with the greatest need, particularly in rural and remote areas.

Further information is available on the DoctorConnect website at:  
[www.doctorconnect.gov.au](http://www.doctorconnect.gov.au) using the search term 'distribution priority area'.

From 1 July 2019, Gladstone has been classified as non-DPA as this area has been assessed as receiving adequate services for the needs of the community. In 2018, under the previous DWS classification, Gladstone was classified as a DWS as the GP-to-population ratio was worse than the national average. The previous DWS system didn't take into account where patients access their services.

The DPA classification system is an impartial mechanism and the DPA status of an area cannot be changed. However, should the circumstances of an area change substantially, such as a dramatic reduction in the number of GPs employed in the area resulting in a substantial drop in health services to the community, the Department will consider options to assist the community's needs. The next update to the DPA is scheduled to occur on 1 July 2020 and will use the latest available data. Following the update, changes to the DPA status of areas will be available to view on the DoctorConnect website.

The Department is establishing a Distribution Advisory Group (Group). The Group will comprise of a broad range of stakeholders and will include representatives from the Royal Australian College of General Practitioners, the Australian Medical Association, Rural Doctors Association of Australia and the Rural Health Commissioner.

It is anticipated that once the Group is established it will hold its first meeting prior to the end of 2019. One of the Group's roles will be to provide independent specialist advice regarding towns that raise concerns regarding their classification under the Modified Monash Model or DPA systems.

While the Commonwealth does not play a role in employing doctors, the Commonwealth does fund Rural Workforce Agencies (RWAs) in each state and the Northern Territory to administer the Rural Health Workforce Support Activity which provides a range of activities aimed at improving the access, quality and sustainability of the rural health workforce.

The RWA in Queensland is Health Workforce Queensland (HWQ) and the Department has been in regular contact with them regarding Gladstone. We understand that HWQ have been actively supporting practices in the Gladstone and Tannum Sands region with recruitment. HWQ can be contacted on (07) 3105 7800 or via their website at: [www.healthworkforce.com.au](http://www.healthworkforce.com.au) for assistance recruiting or retaining health professionals.

Thank you for writing on this important community matter.

Yours sincerely



Mark Coulton MP

*I appreciated to discuss these issues and catch up with your Council when I was in Gladstone early October. P.S. I also enjoyed sharing your birthday cake!*  
*MC*