



GLADSTONE
REGIONAL COUNCIL

GENERAL MEETING MINUTES

**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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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
Councillor N Muszkat

Officers

Mrs L Dowling (Chief Executive Officer)
Miss C Daly (Executive Secretary)
Mr M Holmes
Mrs B Saunders
Mrs K Lee
Mrs R Creedy
Mrs G SIRRIS
Mr J Tumbers
Mrs K Wockner
Mr C Jayasinha

APOLOGIES

Nil.

G/0.3.3. MESSAGES OF CONDOLENCE

Councillor Glenn Churchill advises of the passing of Anne Patricia (Pat) Kelly on 3 January 2020 aged 101 years, Mother of Gladstone QRPA Branch Member Kevin Kelly and one of our proud centenarians.

Councillor Desley O'Grady advises that she was fortunate enough to attend Mervyn George Johnson's funeral, held in Bundaberg. Mervyn was a Community Welfare Officer, sat on many cultural heritage management committees, delivered cultural awareness and focused on cultural revival. A copy of his Eulogy was made available to Councillors.

Councillor Desley O'Grady also advised the passing of Ian Richardson, who was involved with the Calliope Auxiliary Fire Brigade for 20 years. A funeral service for Ian is being held Friday 24 January 2020 and Cr O'Grady will provide a Eulogy to the next Council General Meeting.

G/0.3.4. DECLARATION OF INTERESTS

MATERIAL PERSONAL INTEREST

Cr Hansen

Councillor Risk Hansen Advised that in agenda item number G/3.1.14 PORT CURTIS INTEGRATED MONITORING PROGRAM – SOLE SUPPLIER, he has a material personal interest as his wife, Lyndall Hansen, owns Amarna Pty Ltd who is a supplier to the Gladstone Health Harbour Partnership who provides funds to the Port Curtis Integrated Monitoring Program. Whilst unknown, Amarna Pty Ltd may stand to gain a benefit or suffer a loss dependant on the decision today.

Cr Hansen elected to leave the room whilst item G/3.1.14 is being heard.

Cr Churchill

Councillor Glenn Churchill advised that in agenda item number G/4.1.1 BOYNE TANNUM CRICKET CLUB, he has a material personal interest as his family businesses (The Shed Company and The Patio Company) now owned by his Son and Daughter in Law, Tim and Lauren Churchill (and further his other Son Luke is employed as a Design Consultant) are proud sponsors of the Boyne Island Tannum Sands Cricket Club.

Cr Churchill elected to leave the Chambers during this deputation whilst item G/4.1.1 is being heard.

CONFLICT OF INTEREST

Cr Masters

Councillor Peter Masters declared a perceived conflict of interest in agenda item number G/4.1.1 BOYNE TANNUM CRICKET CLUB, as he is a former member of the club and played cricket for the club.

G/20/4046 Council Resolution:

Moved Mayor Burnett
Seconded Cr Muszkat

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

CARRIED

Cr Trevor

Councillor Chris Trevor advised that he may have a perceived conflict of interest in agenda item number G/4.1.1 BOYNE TANNUM CRICKET CLUB, as he has previously sponsored clubs and believes he has sponsored the cricket club in the past.

Cr Trevor elected to remain in the room for the consideration of Item G/4.1.1.

G/20/4047 Council Resolution:

Moved Cr Sobhanian
Seconded Cr Muszkat

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

CARRIED

G/1. MAYORAL STATEMENT OF CURRENT ISSUES

I would like to start by wishing our staff, Councillors and members of the gallery a very happy New Year and also send a shout-out to our General Manager, Kylie Lee and her Events Team for our first New Year's Eve Event in 20 years. It was a huge success with the applause heard in Agnes Water. I would also like to send a shout-out to Councillor Sobhanian and former Councillor Bush, who were pushing for this New Year's Eve Event for a very long time. It would be great to see this become an annual event.

Late last year we experienced bush fires in Mt Maria and Lowmead. While the rest of Australia was burning, so were parts of our region. Council's Disaster Recovery Team are doing a fantastic job and are on the ground this week with Sims Metal supporting those communities. Council has done everything that we possibly could and has been supported by Queensland Fire and Emergency Services and the Queensland Government. Our Disaster Recovery Team and the Department of Communities have done significant work to support those families that lost their homes in the fires.

This year we launched our Festival of Summer which replaced SUNfest: an event that has been running in excess of 20 years. I believe that the Festival of Summer was a huge success, as well as the Super Rugby Game held at Marley Brown Oval on Friday, 17 December. The Super Rugby Game between the Queensland Reds and Melbourne Rebels was a fundraiser for the Gladstone Region Drought Appeal, with the funds raised sitting at just over \$25,000. All of the funds will be disbursed locally to support our primary producers.

As we move ahead, next Tuesday all of our students go back to school. Next week will also see the official opening of the Calliope High School which will be fantastic and I am sure that a number of Councillors will be in attendance. It is great to see the commitment from the State Government honoured and the High School opened in 2020.

Plans are well under way for Easter in Gladstone which will see the 72nd Brisbane to Gladstone Yacht Race livestreamed to the world again. This year our Brisbane to Gladstone (B2G) Village will be free to the community on Easter Saturday and Sunday, working in partnership with the Gladstone Yacht Club and Gladstone Festival and Events.

This weekend is Australia Day with events being held right across our region. Our major event, the Family Fun Day, is being held at the Tondoon Botanic Gardens. Following the decision of the newly appointed Minister for Immigration, Citizenship and Multicultural Affairs, David Coleman, our Australia Day Awards and Citizenship Ceremonies will be held on Australia Day, and not the night before, as has been the case for many years. We will be splitting the events with the Citizenship Ceremonies being held at the Gladstone Entertainment Convention Centre in the morning, followed by the Australia Day Awards in the afternoon at the Tondoon Botanic Gardens as part of the Family Fun Day.

G/2. CONFIRMATION OF MINUTES

G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 17 DECEMBER 2019

File Ref: CM7.2

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.

G/20/4048 Council Resolution:

Moved Cr Churchill
Seconded Trevor

That the Officer's Recommendation be adopted.

CARRIED

G/3. OFFICERS' REPORTS

G/3.1. OFFICER'S REPORTS

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

G/20/4049 Council Resolution:

Moved Cr Hansen
Seconded Cr O'Grady

That the Officer's Recommendation be adopted.

CARRIED

G/3.1.2. BUSINESS IMPROVEMENT COMMITTEE MEETING DECEMBER 2019

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).

G/20/4050 Council Resolution:

Moved Cr Goodluck
Seconded Cr Muszkat

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 for a duration of four hours with the first meeting to be held on Wednesday 4 March 2020; and
3. Authorise the Business Improvement Committee to determine the remaining Committee Meeting dates for 2020, subject to resolving anticipated absences created by proposed dates for key participants.
4. 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).

CARRIED

G/3.1.3. INCREASE TO CHIEF EXECUTIVE OFFICER FINANCIAL DELEGATION

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.

G/20/4051 Council Resolution:

Moved Cr Trevor
Seconded Cr Masters

That the Officer's Recommendation be adopted.

CARRIED

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

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*.

G/20/4052 Council Resolution:

Moved Cr Masters
Seconded Cr Churchill

That the Officer's Recommendation be adopted.

CARRIED

G/3.1.5. QUALITY ASSURANCE STATEMENT FOR ROADS POLICY

File Ref: CM28.2

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 **Addendum 1**.

G/20/4053 Council Resolution:

Moved Cr Hansen
Seconded Cr Muszkat

That the Officer's Recommendation be adopted.

CARRIED

G/3.1.6. URBAN AND RURAL ROAD ADDRESSING POLICY

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.

G/20/4054 Council Resolution:

Moved Cr Goodluck
Seconded Cr O'Grady

That the Officer's Recommendation be adopted.

CARRIED

G/3.1.7. REVIEW OF PRIVACY POLICY

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 **Addendum 2**.

G/20/4055 Council Resolution:

Moved Cr Goodluck
Seconded Cr Masters

That the Officer's Recommendation be adopted.

CARRIED

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

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.

G/20/4056 Council Resolution:

Moved Cr Masters
Seconded Cr Hansen

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.

CARRIED

The meeting adjourned at 10:12am and reconvened at 10:34am.

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

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.

G/20/4057 Council Resolution:

Moved Cr Masters
Seconded Cr Hansen

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.

CARRIED

G/3.1.10. YOUTH COUNCIL 2020 APPOINTMENTS

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

G/20/4058 Council Resolution:

Moved Cr Hansen
Seconded Cr O'Grady

That the Officer's Recommendation be adopted.

CARRIED

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

File Ref: CR8.1

**Cr Natalia Muszkat left the room
at 11:20am and returned at 11:24am.**

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

G/20/4059 Council Resolution:

Moved Cr Sobhanian
Seconded Cr Goodluck

That the Officer's Recommendation be adopted.

CARRIED

G/3.1.12. SAIKI SISTER CITY COMMITTEE

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.

G/20/4060 Council Resolution:

Moved Cr O'Grady
Seconded Cr Sobhanian

That the Officer's Recommendation be adopted.

CARRIED

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

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.

G/20/4061 Council Resolution:

Moved Cr Masters
Seconded Cr Churchill

That the Officer's Recommendation be adopted.

CARRIED

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

File Ref: PE1.1

**Councillor Hansen (declared Material Personal Interest)
left the room during the consideration and voting of Item G/3.1.14.
(refer G/0.3.4 Disclosure of Interest section of the minutes – page 5 - 6)**

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.

G/20/4062 Council Resolution:

Moved Cr O'Grady
Seconded Cr Trevor

That the Officer's Recommendation be adopted.

CARRIED

G/3.1.15. INSURANCE SERVICES - SPECIALISED SUPPLIER

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.

G/20/4063 Council Resolution:

Moved Cr Masters
Seconded Cr Churchill

That:

1. 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; and
2. A report be provided to Council by September 2020 on a review of Council's insurance options.

CARRIED

G/4. DEPUTATIONS

G/4.1. DEPUTATIONS

G/4.1.1. BOYNE TANNUM CRICKET CLUB

File Ref: CM7.6

**Councillor Churchill (declared Material Personal Interest)
left the room during the consideration and voting of Item G/4.1.1
(refer G/0.3.4 Disclosure of Interest section of the minutes – page 5 - 6)**

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.

Anticipated Outcome:

That the Deputation from Boyne Tannum Cricket Club be received.

G/5. COUNCILLORS REPORT

Cr Sobhanian thanked Cr Peter Masters for his contribution as Deputy President of the Capricorn Pest Management Group. Cr Sobhanian gave thanks to the Community Development and Events team for the New Years Event held in 2019. The event helped support community and economic development locally and Cr Sobhanian hopes to see the event run again annually. Cr Sobhanian will bring a report to the next General Meeting to discuss a hydrogen conference he attended, discussing membrane technologies.

Cr Churchill congratulated all involved with hosting the Queensland Reds game here in Gladstone.

G/6. URGENT BUSINESS

Nil.

G/7. NOTICE OF MOTION

Nil.

G/8. CONFIDENTIAL ITEMS

G/20/4064 Procedural Motion:

Moved Cr Masters
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.

CARRIED

G/20/4065 Procedural Motion:

Moved Cr Churchill
Seconded Cr Sobhanian

That Council re-open the meeting to the public.

CARRIED

G/8.1. 78-20 SEWER AND STORMWATER RELINING (REHABILITATION)

File Ref: PE1.1

G/20/4066 Council Resolution:

Moved Cr Hanson
Seconded Cr Muszkat

That Council:

1. Endorse the Tender Evaluation Panel's recommendation and accept the tender from Interflow Pty Ltd for tender 78-20 Sewer and Stormwater Relining (Rehabilitation); and
2. Authorise the Chief Executive Officer to enter into a contract with Interflow Pty Ltd for tender 78-20 Sewer and Stormwater Relining (Rehabilitation).

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

File Ref: PE1.1

G/20/4067 Council Resolution:

Moved Cr O'Grady
Seconded Cr Goodluck

That Council:

1. Endorse the Tender Evaluation Panel's recommendation and accept the tender from Terrequipe Pty Ltd for the supply and delivery of six (6) JCB brand backhoes; and
2. Authorise the Chief Executive Officer to enter into a contract with Terrequipe Pty Ltd for the supply and delivery of six (6) JCB brand backhoes.

G/8.3. 98-20 CCTV DATA MANAGEMENT

File Ref: PE1.1

G/20/4068 Council Resolution:

Moved Cr Churchill
Seconded Cr Trevor

That Council:

1. Endorse the Tender Evaluation Panel's recommendation and accept the tender from Reticmanager Pty Limited for tender 98-20 CCTV Data Management; and
2. Authorise the Chief Executive Officer to enter into a one (1) year contract with the option to extend for a further four 12-month periods, with Reticmanager Pty Limited for tender 98-20 CCTV Data Management.

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

THE MEETING CLOSED AT 12:25 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 33 pages
form the
official copy of Gladstone Regional Council
General Meeting Minutes of the 21 January 2020.

.....
Mayor Matt Burnett

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

ATTACHMENTS

Addendum 1



Gladstone Regional Council

Council Policy

Title	QUALITY ASSURANCE STATEMENT FOR ROADS
Policy Number	P-2020-01
Business Unit/s	ROADS PROGRAM DELIVERY
Date of Adoption	
Resolution Number	
Review Date	
Date Repealed	

1.0 PURPOSE:

This policy sets out Gladstone Regional Council's commitment to the Queensland Department of Transport and Main Roads' (TMR) quality assurance processes for work that Council carries out under road maintenance and capital works contracts for the TMR.

2.0 SCOPE:

All contracted works carried out by Council for the TMR.

3.0 RELATED LEGISLATION:

- Local Government Act 2009
- Local Government Regulation 2012

4.0 RELATED DOCUMENTS:

- AS/NZS ISO 9001:2016 – Quality Management Systems Requirements.

5.0 DEFINITIONS:

Nil.

6.0 POLICY STATEMENT:

Gladstone Regional Council is committed to provide quality infrastructure and services to the community. The method whereby this shall be achieved is through planning and control of all relevant aspects of work as specified in individual contracts and defined in Gladstone Regional Council policies and procedures.

Quality objectives of Gladstone Regional Council are aimed at meeting ratepayer and customer expectations in areas of response, operational expertise and capability together with cost effectiveness. Achieving this quality is the prime responsibility of all our employees.

GLADSTONE REGIONAL COUNCIL
POLICY NO. P-2020-01 – QUALITY ASSURANCE STATEMENT FOR ROADS
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All employees of Gladstone Regional Council are required to comply with this policy and conform to the requirements of the management system. Council encourages employee involvement in the development and implementation of quality practices as well as continuous improvement based on customer feedback.

All levels of management, supervision and personnel are to be committed to this quality policy which is based on AS/NZS ISO 9001:2016 Quality management systems - Requirements.

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	17 April 2012	G/12/1006	Formerly policy no. P-6.01.05.
Amendment 1	18 March 2014	G/14/1926	P-2014/25
Amendment 2			
Amendment 3			

.....
LEISA DOWLING
CHIEF EXECUTIVE OFFICER



Gladstone Regional Council

Council Policy

Title	PRIVACY POLICY
Policy Number	P-2020-02
Business Unit/s	FINANCE GOVERNANCE AND RISK
Date of Adoption	
Resolution Number	
Review Date	
Date Repealed	

1.0 PURPOSE:

This Policy sets out Council's legislative obligations and establishes a framework for the responsible collection and handling of personal information by Gladstone Regional Council.

2.0 SCOPE:

This Policy applies to Councillors, employees, volunteers, contractors, consultants and other agents of Council. The policy applies to all personal information collected, used and stored by the business in every aspect of its operations and performance.

3.0 RELATED LEGISLATION:

- *Information Privacy Act 2009 (IP Act)*
- *Information Privacy Regulation 2009 (IP Reg)*
- *Local Government Act 2009 (LG Act)*
- *Local Government Regulation 2012 (LG Reg)*
- *Public Records Act 2002 (PR Act)*
- *Right to Information Act 2009 (RTI Act)*
- *Right to Information Regulation 2009 (RTI Reg)*

4.0 RELATED DOCUMENTS:

- Body Worn Camera Policy
- Complaints Management Policy
- Complaint Management Process Corporate Standard
- Records Management Policy

5.0 DEFINITIONS:

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

Agent means an individual or entity authorised to act or perform functions on behalf of Gladstone Regional Council (ie. legal counsel engaged to act for Council in legal proceedings)

Body Worn Camera means a small portable camera worn on the body of authorised officers to capture audio and/or video recordings of interactions with the public.

the Business means Gladstone Regional Council.

Complaint means a Privacy Complaint as defined in section 164(1) of the *IP Act*; namely a complaint by an individual about an act or practice of the business in relation to the individual's personal information that is a breach of the business's obligation under the *IP Act* to comply with:

- The privacy principles in the *IP Act*, or
- An approval under section 157 of the *IP Act*.

Collection means gathering, acquiring or obtaining personal information from any source and by any means, including information that the business has come across by accident or has not asked for.

Consent means voluntary agreement to some act, practice or purpose.

CCTV means closed-circuit television, or the use of video cameras to transmit images to a specific limited number of televisions on the same network or circuit.

Disclosure means the release of information to persons or organisations. It does not include giving individuals personal information about themselves.

Leader means the Executive Team, Managers, Team Leaders and other supervisory position that reports to a General Manager (ie. specialist) of the business.

Local Government Act/s is as defined in Schedule 4 of the *Local Government Act 2009*.

Personal Information means information or an opinion, including information or an opinion forming part of a database, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion.

Public Record is as defined under Section 6 of the *Public Records Act 2002*.

6.0 POLICY STATEMENT:

6.1 Privacy Obligations

Personal information of residents, employees and others is collected for the purpose of ensuring that business is conducted efficiently and effectively and to meet statutory obligations. Personal information is only collected when it is directly relevant and necessary.

The protection of personal information which can identify an individual is a matter of great significance to the business. The business will comply with the Information Privacy Principles contained in the *IP Act*, namely:

- IPP 1: Collection of Personal Information (lawful and fair);
- IPP 2: Collection of Personal Information (requested from an individual);
- IPP 3: Collection of Personal Information (relevance);
- IPP 4: Storage and Security of Personal Information;

- IPP 5: Providing Information about Documents Containing Personal Information;
- IPP 6: Access to Documents Containing Personal Information;
- IPP 7: Amendment of Documents Containing Personal Information;
- IPP 8: Checking of Accuracy of Personal Information before use by Council;
- IPP 9: Use of Personal Information only for Relevant Purpose;
- IPP 10: Limits on Use of Personal Information;
- IPP 11: Limits on Disclosure.

6.2 Collection of Personal Information

The business will not collect personal information about an individual unless:

- consent is provided by the individual; or
- it is required by the business to fulfil its responsibilities under Section 8 of *the LG Act*, other Local Government Acts; or to provide services and facilities to individuals; or
- collection is required by law; or
- collection is necessary to prevent or lessen a serious threat to life, health, safety or welfare of an individual, or to public health, safety or welfare; or
- collection is necessary for the establishment, exercise or defence of a legal or equitable claim.

6.3 Collection Notices

6.3.1 Written Notifications

All forms used by the business to collect personal information will carry the following notice:

"Gladstone Regional Council is collecting your personal information for the purposes of processing your request and undertaking associated Council functions and services. Council is authorised to collect this information in accordance with the Local Government Act 2009 and associated laws. Your personal information will not be disclosed to third parties without your consent, or, if required to do so by law. This document is subject to the provisions of the Information Privacy Act 2009, Right to Information Act 2009 and the Public Records Act 2002."

The collection notice can be modified to include additional or changed information where it is necessary and appropriate to do so, considering the Office of the Information Commissioner of Queensland's advice as follows:

"What do I need to include in a collection notice?"

You must take all reasonable steps to make an individual generally aware of:

- *why the information is being collected;*
- *details of any law that specifically allows or requires the collection;*
- *and*
- *any entity to whom it is the agency's usual practice to give the information, and (if known) anyone who they will in turn give it to."*

6.3.2 Other Recorded Information

The business collects and records the personal information of individuals in other non-written forms including:

- telephone calls for quality and training purposes;
- CCTV for public safety and security;
- body worn cameras for monitoring legislation; and
- drone footage for operational and other purposes.

This information will be managed in accordance with Council's privacy obligations and collection notifications will be provided in the following ways:

- Telephone Calls: the business will provide callers with recorded privacy collection advice through its main call centre/s;
- CCTV: public notices will be placed in prominent positions in the areas where permanent fixed CCTV is installed in Council controlled public places. Public notice exemptions apply for temporary, portable devices and those that attract a section 29 exemption under the *Information Privacy Act 2009* (for example: cameras used for law enforcement activity, portable devices used for inspecting water and sewerage pipes);
- Body Worn Cameras: will comply with Council's Body Worn Camera Policy;
- Drone Footage: collection notifications will be made via Council's website; or in respect to footage to be used for monitoring legislative compliance, notification will be provided in accordance with the relevant legislation.

6.4 Access to Information

6.4.1 Personal Information

The *IP Act* allows individuals to apply to the business for access to documents containing their personal information. Individuals can also apply to have their personal information amended if they consider it is incomplete, inaccurate, out of date, or misleading.

6.4.2 Non-Personal Information

Local Governments are also subject to the *RTI Act* which allows individuals to apply for access to public records held by the business. Applications will be assessed in accordance with the *RTI Act* and released to the applicant, unless disclosure would on balance, be contrary to the public interest, or if it contains other exempt matter such as the personal information of an individual other than the applicant.

6.5 Complaints

Chapter 5 of the *IP Act* provides for an individual to make a complaint about a breach of the privacy principles which occurred on or after 1 July 2010. If an individual is not satisfied with the manner in which their personal information has been handled, managed, used or disclosed, they may lodge a formal complaint under the business's Complaints Management Policy which is available from its website.

6.6 Disclosure under Legislative Requirements

There are circumstances where the business is legislatively required to disclose information which may contain personal information. If another law requires personal information be dealt with in a certain way, the business has not breached its privacy obligations to individuals.

Examples:

- Council meetings are legislatively required to be open to the public and therefore information on Council agendas is publicly available. The business will exclude

personal information of individuals from agendas where it is not required or not relevant for Council decision making. However, there will be circumstances where the personal information of individuals will be disclosed as part of Council meeting agendas.

- In a disaster or emergency event, the business may pass on the personal information of individuals to other emergency service agencies for emergency response purposes.
- The *Planning Act 2016* requires that Council publish online, the names of development proponents and submitters at certain points of the development application process.

6.7 Responsibilities

6.7.1 Councillors, employees, volunteers, contractors, consultants and other agents of the business:

- comply with this policy and the requirements of the *IP Act* and *IP Reg*;
- only access documents that are relevant to their role and responsibilities (for example: customer service requests should only be accessed by those Officers that have involvement with, responsibility to action, or other review/reporting obligations); and
- report any potential breaches of privacy in accordance with Council's Complaints Management Policy.

6.7.2 Leaders:

- ensure that employees, volunteers, contractors, consultants and other agents of Council are aware of and/or trained in their privacy obligations.

6.7.3 Information Communication and Technology Team:

- ensure that personal information held digitally by the business is not transferred out of Australia unless the transfer complies with Section 33 of the *IP Act*.

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	6 July 2010	10/237	Policy No. P-1.00.06
Amendment 1	18 August 2015	G/15/2530	P-2015/26
Amendment 2	7 March 2017	G/17/2994	P-2017/06
Amendment 3	XX Xxxxx 2020		

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