



**GLADSTONE**  
REGIONAL COUNCIL

## **GENERAL MEETING AGENDA**

**TO BE HELD AT THE COUNCIL'S MIRIAM VALE COMMUNITY CENTRE**

**41 BLOMFIELD STREET, MIRIAM VALE**

**On 5 March 2019**

**Commencing at 9.00am**

**Leisa Dowling**  
**CHIEF EXECUTIVE OFFICER**

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

Nil.

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

### **G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 19 FEBRUARY 2019**

**Responsible Officer:** Chief Executive Officer

**Council Meeting Date:** 5 February 2019

**File Ref:** CM7.2

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#### **Purpose:**

Confirmation of the minutes of the General Meeting held on 19 February 2019.

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

That the minutes of the General Meeting of Council held on 19 February 2019 be confirmed.

#### **Attachments:**

1. Minutes of the General Meeting of Council held on 19 February 2019.

#### **Tabled Items:**

Nil.

**Report Prepared by:** Executive Assistant

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

### **G/3.1. OFFICE OF THE CEO**

#### **G/3.1.1. QUEENSLAND'S WOMEN BUSINESS SUMMIT 2019 ATTENDANCE REQUEST**

**Responsible Officer: Chief Executive Officer**

**Council Meeting Date: 5 March 2019**

**File Ref: CM6.1**

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#### **Purpose:**

Approval is sought for Cr O'Grady to attend the 2019 Queensland's Women Business Summit at the Gold Coast on 7 - 8 March 2019.

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

That Council authorise Cr O'Grady to attend the 2019 Queensland's Women Business Summit at the Gold Coast on 7 – 8 March 2019.

#### **Background:**

The Queensland Women in Business Summit will be Queensland's first Summit for women in business, STEM, innovation, emerging industries and education. The 2019 Queensland Women in Business Summit will offer:

- Plenary sessions which cover domestic and Global Megatrends that will impact businesses;
- Women CEO Forum on Defining the Workplace of the Future;
- Practical strategies for business growth – personal and entrepreneurial;
- Skills-building sessions in three tracks: Leadership Development, Entrepreneurial, and small Business;
- Strategies and leadership lessons from women entrepreneurs succeeding in the global economy;
- Inspirational role models with an impressive schedule featuring over 20 industry icons, business luminaries and mentors;
- Networking opportunities throughout Program;
- Information on doing business with our Free Trade Agreement Global Partners;
- Insight into women driving business growth as consumers and business leaders; and
- Dedicated Streams to help 'grow' leadership skills, businesses, and networks.

**Consideration:**

Nil.

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

Mayor, Councillors and Chief Executive Officer.

**Legal Environmental and Policy Implications:**

Approval by resolution for attendance at this conference is required under Section 6.2. of P-2018-31 Councillor Expenses Reimbursement and Provision of Facilities Policy as the following criteria has not been met:

- The Councillor has attended more than 3 conferences in the current financial year.

Under section 6.1.1 of P-2018-27 Council Meetings Procedures Policy a leave of absence is automatically granted to a Councillor where the Council passes a formal resolution for a Councillor to attend a conference or event. Approval to attend this conference will also grant a leave of absence from a General or Committee Meeting.

**Financial and Resource Implications:**

Total estimated costs including registration of \$895.00, travel, accommodation, and some meals and incidentals is estimated at \$2,075.00.

**Commentary:**

Nil.

**Summary:**

Nil.

**Anticipated Resolution Completion Date:**

8 March 2019.

**Attachments:**

1. Women in Business Summit Program 2019

**Tabled Items:**

Nil.

**Report Prepared by:** Executive Assistant to the Office of the Chief Executive Officer

## **G/3.2. STRATEGY AND TRANSFORMATION**

### **G/3.2.1. WORKS FOR QUEENSLAND 2019/2021 ROUND 3 GLADSTONE REGION PROJECTS**

**Responsible Officer: General Manager Strategy and Transformation**

**Council Meeting Date: 5 March 2019**

**File Ref: GS3.2**

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#### **Purpose:**

The purpose of this report is to consider and endorse the attached List of Projects to allow for formal submission to the Department of Local Government, Racing and Multicultural Affairs by 15 March 2019.

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

That Council endorse the attached List of Projects to be submitted for the Works for Queensland 2019/2021 funding round.

#### **Background:**

On 13 December 2018 Council received notification from the Department of Local Government, Racing and Multicultural Affairs regarding the 2019/2021 Round of Work for Queensland (W4Q) funding program, confirming an amount of \$6,230,000 to be available to GRC.

The primary objective of the 2019/2021 W4Q program is to support Council in undertaking job-creating and/or job sustaining maintenance and minor infrastructure projects relating to assets owned or controlled by Council. Councils are also encouraged to provide employment opportunities for young (15-24 years) people who are currently not in employment, education or training (NEET).

Council will receive fifty percent (50%) of its approved funding - \$3,115,000 in 2018/2019 financial year, and the further fifty percent (50%) in the 2019/2020 Financial Year. All projects must be completed by 30 June 2021.

Previous successful GRC funding through this program for the 2017/2019 Round 2 include:

- Harbour City BMX Track Upgrade
- Western Suburbs Swimming Club Upgrades
- Bray Park Pump Track and Skate Park
- Gladstone Kart Club Canteen
- Laydown Slab for Recycle Glass for pipe bedding at Benaraby Landfill
- Calliope Multipurpose Facility
- Bunting Park Dog Agility Area
- Footpath and Pavement Renewals at various locations

## **Consideration:**

To be considered eligible under the 2019/2021 W4Q program, projects must:

- create and/or sustain jobs in a local community or across a region (for example, this could mean creating new jobs, sustaining existing jobs that might otherwise have been lost, or jobs relating to an existing work program that can be expanded); and
- be able to be delivered by 30 June 2021; and
- not already be proposed for funding in the recipient Local Government's 2019/2020 or 2020/2021 budget.

In addition to the above, eligible projects must:

- improve the condition (maintenance), quality or lifespan of a Local Government-owned capital asset such as, but not limited to; footpaths, kerb and channel works, roads, car parks, sewer, water and stormwater systems and networks, shade structures, playgrounds, community and sport facilities, halls, swimming pools and water play;
- be new minor infrastructure works; or be new maintenance or minor works for disaster resilience and preparedness such as works that protect existing essential public infrastructure and/or build resilience to future natural disaster events.

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

Discussions have occurred across key internal sections to assist in identifying projects which meet the W4Q funding guidelines. The Works, Planning and Scheduling team have assisted in the determination of the proposed cost and spend forecasting as well as expected FTE jobs created to deliver the proposed list of projects.

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

The W4Q funding is an allocation-based funding arrangement, in that Council is allocated the funding amount based on the population base and unemployment data. Council is obliged under this arrangement, to nominate projects that meet the program criteria. As such, officers have nominated projects that are within Council's strategic documents such as the long-term financial plan, and the 2018/2019 Operational Plan.

## **Financial and Resource Implications:**

The W4Q program requires no additional financial contribution from Council, however this does not prevent Council from co-contributing funds should they wish.

To bring the various projects to completion, internal resources will be needed via a relevant Project Manager/s supported by the Strategic Grants Specialist. It is noted that the construction of some of these projects will require external contractors to undertake the works.

## **Commentary:**

The List of Projects is due to be submitted to the Department by 15 March 2019. The attached List of Projects Template table details of a number of projects which meet the funding program objectives. The total sum of these projects meets the allocated funding amount of \$6,230,000.



**Summary:**

The projects proposed fit the funding criteria as set by the Department. It is considered that the projects will result in job-creating and/or job sustaining maintenance and minor infrastructure projects relating to Council owned and controlled assets. The potential project list has been translated into the Department requested format and attached to this report for consideration.

**Anticipated Resolution Completion Date:**

The endorsed List of Projects will be submitted to the Department of Local Government, Racing and Multicultural Affairs by 15 March 2019.

**Attachments:**

1. GRC W4Q 2019/2021 List of Projects
2. W4Q 2019/2021 Program Guidelines
3. W4Q 2019/21 List of Projects - to be endorsed

**Report Prepared by:** Strategic Grants Specialist

## **G/3.2.2. QUARTERLY REVIEW OF THE 2018-19 GLADSTONE REGIONAL COUNCIL OPERATIONAL PLAN - QUARTER 2**

**Responsible Officer: General Manager Strategy and Transformation**

**Council Meeting Date: 5 March 2019**

**File Ref: CM14.2**

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### **Purpose:**

Presenting the progress towards the implementation of Gladstone Regional Council's 2018/19 Operational Plan for the quarter ending 31 December 2018.

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

That the information contained within the GRC Operational Plan 6-month review - December 2018 (Quarter 2), and the subsequent summary report be noted.

### **Background:**

In accordance with s.122(2) of the Local Government Act 2009, the report for the quarter ending 31 December 2018 is presented for Council's information.

There are 2 reports attached for review.

The first is the full assessment. This is a 6-month review, completed at the end of Quarter 2 – 31 December 2018. It details:

- Progress as at 31 December 2018 by Activity
- Progress as at 31 December 2018 by Strategic Goal
- Exception Reporting – Delayed items. Outlining all items that are not due to be completed by 30 June 2019, including any budget or operational impacts, and risks associated with extending these timeframes.
- A new proposed timeframe – displayed as a roadmap to easily identify which items are extending past 30 June 2019.
- Update on Key Strategies

The second attachment is a summary document including:

- Dashboard – overall summary of performance
- Delayed Items – subsequent actions / mitigation put in place
- Summary of performance by each Strategic Goal

### **Consideration:**

The business is currently forecasting to end this Financial Year at 90% successful completion of Operational Plan.

In the next 2-3 months the organisation will revisit the Corporate Strategy and Operational Plan and develop the 2019/2020 Operational Plan. This requires a good understanding of where the 2018/2019 Operational Plan is tracking, and what items are likely to not be met.

This 6-month review has given Senior Leadership an opportunity to identify resource or funding gaps that will inhibit the successful completion of the 2018/2019 Operational Plan and how that will affect next year's Operational Plan.

Where items were identified not to be on track for completion and were identified as critical to the success of the 2019/2020 Operational Plan, strategies (generally resource or funding from operational savings) have been implemented to ensure these items stay on track.

Where items were identified as not having an impact on budget, staffing resource, or the achievement of 2019/2020 Operational Plan, extensions of deadlines have been accepted.

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

Relevant levels of management have provided the content for the attached report.

**Legal Environmental and Policy Implications:**

Section 122(2) Local Government Act 2009 (Preparation and adoption of annual operation plan).

**Financial and Resource Implications:**

Nil.

**Commentary:**

Refer to attached reports for progress against each operational plan item, delayed items, and subsequent risks and impacts from delayed items.

**Summary:**

Nil.

**Anticipated Completion Date:**

N/A.

**Attachments:**

1. GRC Operational Plan 6-month review December 2018
2. GRC Operational Plan Review December 2018 Summary

**Tabled Items:**

Nil.

**Report Prepared by:** General Manager Strategy and Transformation (Acting)

**G/3.3. STRATEGIC ASSET PERFORMANCE**

Nil.

**G/3.4. OPERATIONS**

Nil.

**G/3.5. COMMUNITY DEVELOPMENT AND EVENTS**

Nil.

## **G/3.6. CUSTOMER EXPERIENCE**

### **G/3.6.1. PROPOSED MOSQUITO MANAGEMENT PLAN**

**Responsible Officer: General Manager Customer Experience**

**Council Meeting Date: 5 March 2019**

**File Ref: PH2.7**

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#### **Purpose:**

To present the proposed Mosquito Management Plan 2019-2021 to Council for adoption.

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

That Council resolve to adopt the proposed Mosquito Management Plan 2019-2021 for the Gladstone Region.

#### **Background:**

Council currently operates under a *Mosquito Management Plan* that outlines the actions undertaken to control and reduce mosquitoes in the region. Mosquitos present a risk to public health as vectors of diseases and can pose a nuisance to the public as aggressive biters.

The Gladstone Region is in a sub-tropical climate and a coastal environment including off shore islands and large coastal areas of intertidal wetlands. Due to this environment there are several locations considered to be mosquito breeding sites which impact on residents within the Gladstone Region.

The primary focus of the Mosquito Management Plan is to characterise the distribution and ecology of key mosquito species throughout the region to better understand the risk posed and, accordingly, identify appropriate vector management activities to be implemented. These activities will mitigate the risk to the community of contracting vector-transmitted diseases as well as reduce the nuisance value of the pests.

In addition, there is an *Operational Guideline for Reducing the Impact of a Major Mosquito Event*. This guideline documents how a major mosquito event is determined and the actions Council officers will undertake to manage this type of event.

#### **Consideration:**

When reviewing and amending the Plan, consideration has been given to the following:

##### Public Health Risk

The main reason for the Plan is to minimise and control the risk to the public from Mosquito borne diseases.

##### Environment

Mosquitos are a vital part of the environment and pollination, additionally, chemical control of mosquitos has an impact to the surrounding environment, both aspects have been considered to ensure that we are maintaining the best balance possible. Additional environmental consideration is to identify where vegetation can be implemented or removed to prevent or treat mosquito breeding sites.

### Customer Experience

The customer experience and nuisance experienced from mosquitos has been considered in developing the plan by ensuring we are proactively educating the community on what they can do, identifying and treating breeding sites and through the review and use of the light traps to determine mosquito numbers.

### Urban Development

Urban development, both approvals and fixed structures, has been a consideration in the plan. How the drainage is designed and built can significantly impact the breeding of mosquitos as well as where buildings and developments are approved.

The *Mosquito Management Code of Practice for Queensland* was taken into consideration for this review. This code was agreed to by the Queensland Government and Local Government Association Queensland (LGAQ) and provides a code of practice whereby local government can engage in mosquito control activities in a way that satisfies its general environmental duty under the *Environmental Protection Act 1994*. The code is currently under review by the LGAQ with an updated version to be submitted and approved by the Queensland Government.

The options available are:

#### Option 1

Council resolve to adopt the proposed Mosquito Management Plan 2019-2021 for the Gladstone Region.

#### Option 2

Council resolve for further changes to be made based on discussion.

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

Consultation has occurred with Environment and Conservation, as chemical control and mosquitos have a large impact on the environment, their expertise is required to ensure we are maintaining and conserving the environment and meeting our general environmental duty and considerations into revegetation works to minimise the breeding and impact of mosquitos.

Consultation has also occurred with Parks Operations team, to ensure the Vector Control Officers expertise and knowledge is included in the strategy proposed and the operational function of the plan.

Consultation has occurred with the Community Engagement team, who in collaboration with the Environmental Health team determined that a Communications Strategy is the preferred method of communication to the community. With the objective of:

- Educating the public of the importance of a mosquito management plan that protects the environment, and improves the health and safety of the community
- Highlighting the strategic approach Council undertakes to effectively manage mosquitos in the community, that is environmental conscious and sustainable
- Contributing to Councils reputation as proactive in promoting healthy, active and safe communities.

This will include:

- School education program
- Knowledge management on Council's website and Simon Says for Customer Solutions
- Development of Key Messages for stakeholders
- Media release
- Council Connect and Gladstone News Articles
- Links articles; and
- Social media.



Community Development and Events have also been consulted to ensure Council operated events and Council sponsored events have critical control points for vector control to minimise the impact of mosquito-borne illness and nuisances at events.

Environmental Health Team have reviewed other Local and State Government Plans and recommendations when amending the Plan and consulted with Councillors prior to this meeting.

**Legal Environmental and Policy Implications:**

- *Public Health Act 2005*
- *Public Health Regulation 2005*
- Gladstone Regional Council Local Laws
- *Environmental Protection Act 1994* Chapter 7, Part 1 Division 1, Section 319
- *Sustainable Planning Act 2009.*

**Financial and Resource Implications:**

The investigation of Public Health risks is undertaken by the Environmental Health team and is included in the Operational Budget.

The control of mosquitos and mosquito breeding sites is undertaken by Vector Control Officers, in the Parks Operations team and is included in the Operational budget.

**Commentary:**

Key Changes include:

- Incorporating a wholistic approach supported by the organisational structure and operational model;
- Identifying mosquitos common to our region;
- Identifying Treatment options including new methods of Barrier Treatments; and
- Fogging may occur outside of a Major Mosquito Event; subject to conditions.

**Summary:**

Nil

**Anticipated Resolution Completion Date:**

31 March 2019

**Attachments:**

1. Gladstone Regional Council Mosquito Management Plan – September 2012
2. Proposed Gladstone Regional Council Mosquito Management Plan 2019 - 2021

**Tabled Items:**

Nil.

**Report Prepared by:** Manager Biosecurity and Environmental Health

**G/3.7. PEOPLE CULTURE AND SAFETY**

Nil.

**G/3.8. FINANCE GOVERNANCE AND RISK****G/3.8.1. FEES AND CHARGES - GERALD MYLNE PARK (PALM DRIVE SPORT FIELDS)****Responsible Officer: General Manager Finance, Governance and Risk****Council Meeting Date: 5 March 2019****File Ref: FM7.1**

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**Purpose:**

This report is to bring before Council a request to review the adopted fee for 2018/2019 financial year for the Gerald Mylne Park (Palm Drive Sport Fields on Palm Drive).

**Officer's Recommendation:**

That Council resolve not to amend the 2018/2019 adopted Fees and Charges for Gerald Mylne Park (Palm Drive Sport Fields).

**Background:**

As part of its budget process for 2018/2019, Council considered all the fees and charges, among them the fees, per player for the Gerald Mylne Park (Palm Drive Sport Fields) were considered and a rate of \$55 per player was adopted.

A periodic fee is charged for this park hire, due to the absence of a lease. Football Central Queensland utilise the facility on this periodic basis to facilitate local junior football (soccer) competition from Under 5 – Under 12 on behalf of the clubs in the Gladstone, Boyne/Tannum and Calliope localities with 760 players utilising the facilities in the 2018 season.

Football Central Queensland (Football CQ) have corresponded on behalf of all the football clubs in Gladstone seeking a review of the fee, as the fee of \$55 per player represents a 37.5% increase on the \$40 fee per player adopted for the prior financial year.

Council has been transitioning Football CQ to a more cost reflective fee over the past four years, the price path has been determined based on the full cost to Council and is agnostic with respect to actual land use:

	<b>2016/2017</b>	<b>2017/2018</b>
Adopted Fee per Player (GST ex)	\$18.18	\$36.36
Players	699	760
Net Income	\$12,707.82	\$27,633.60
Total Council Cost (including Water Use)	\$39,202.54	\$50,094.16
Total Council Cost (applying Water Concession Policy)	\$3,975.30	\$11,728.48
Total Cost per Player	\$56.08	\$65.91
Total Cost per player (applying Water Concession)	\$5.69	\$15.43

The review by Council's parks team in determining the fee for 2018/2019 showed that the following was the cost recovery amount, on direct costs only which was largely water use and some minor field maintenance costs, and does not include any overheads or NCP costs, for prior years;

- 2016/2017 - \$56.08 (\$20.00 actual); and
- 2017/2018 - \$65.91 (\$40.00 actual)

On this basis Council set the fee, per player, at \$55.00, being an increase of 37.5% over the actual fee charged in 2017/2018, but still a subsidised cost compared to the full cost rate.

This is the only sporting association in the region who pay a fee for use of their primary fields, as they are not directly maintaining their own sporting field. Generally sporting clubs are responsible for the maintenance of their sporting fields through lease arrangements with Council. This in turn makes the cost to Council less and there would be no Fees and Charges adopted for this location.

Council are currently in discussions with Football CQ in relation to lease arrangements for the site moving forward.

### **Consideration:**

The largest expense recovered through the fee charged, is water consumption and access charges, with 21,718 kl and 25,090 kl being utilised in 2016/2017 and 2017/2018 respectively.

Certainly, the fee determined for 2018/2019 is based on moving this hire fee to be cost reflective. However, should this facility be leased, Council would be providing a concession under *Policy P-2018-21 Water Allocation and Sewerage Connection Concession for Sporting Bodies and Not for Profit Organisations* that would equate to 21,200kl per year and currently \$2,316.80 on access charges, a total cost of \$36,040 per year.

Given the application of the above policy to other sporting associations within the Gladstone Region, the application of full cost recovery to this hirer is disadvantageous to the hirer.

Should Council be of a mind to apply a water concession equivalent when determining this fee both as part of this review, and in future years, a reduced fee could be considered, which based off an average of the last two years participant numbers and forecast costs for 2018/2019 would be \$16.10 ex GST, therefore an alternate consideration would be a fee of \$18 per player, GST inclusive.

As Council raises the fee as a Commercial Fee under Section 262 (3c) of the *Local Government Act 2009*, it can subsidise the fee. The only restriction is where Council is in a competitive environment, it is not allowed to reduce its fees below its full cost recovery amount, except to match a competitor's fee; there is no identified competitor.

### *Alternate recommendation*

That Council resolve to amend the 2018/2019 adopted Fees and Charges for Gerald Mylne Park (Palm Drive Sport Fields) to \$18 (GST inclusive) per player.

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

Manager Parks Program Delivery  
Manager Engagement and Partnerships

**Legal Environmental and Policy Implications:**

The fee adopted is a Commercial Fee under *Section 262 (3c) Local Government Act*.

**Financial and Resource Implications:**

A reduced fee as part of the alternate recommendation would be a cost of \$36,040 in 2018/2019.

**Commentary:**

As a lease for these fields is currently being negotiated, which would canvass the maintenance being done by the club, there is no need at this stage to adjust the fee based on level of service. The issue of principle with respect to application of the Water Concession policy does give rise to a question of equity between sporting groups and grounds for review of the adopted fee for 2018/2019.

**Summary:**

To bring before Council the issue in relation to the Fees and Charges, as set by Council, for Gerald Mylne Park (Palm Drive Sport Fields). Football CQ have requested a review of the fee adopted for the 2018/2019 financial year.

**Anticipated Resolution Completion Date:**

19 March 2019

**Attachments:**

1. Correspondence from Football Central Queensland Inc to Mayor dated 22 November 2018

**Tabled Items:**

Nil.

**Report Prepared by:** Manager Revenue Services

**G/4. DEPUTATIONS**

Nil.

## G/5. COUNCILLORS REPORT

**Responsible Officer: Chief Executive Officer**

**Council Meeting Date: 5 March 2019**

**File Ref: CM7.2, CM5.1**

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### **Purpose:**

Cr Sobhanian submits the following report.

### **CR SOBHANIAN**

#### **Ride 4 Life Gladstone: Saving hearts and saving lives**

On Sunday 23 February, 2019, I represented our Mayor Matt Burnett, together with State Member for Gladstone Glenn Butcher, attending the Ride 4 Life Gladstone's event Show and Shine. This is a great event that is about saving hearts and saving lives. I would like to commend Mr Mark Brookes and team on a great event raising awareness on suicide prevention and support for affected persons.

Sadly, suicide is a significant issue in Australia and especially our region. In our moments of despair and when we see loved ones and good people hurt, it is the unity and hard work of our community that brings hope to many hearts and can save many lives.



### **Councillor's Recommendation:**

That the report be received.

### **Attachments:**

Nil.

### **Tabled Items:**

Nil.

**Report Prepared by: Cr Sobhanian**

**G/6. URGENT BUSINESS**

Nil.



**G/7. NOTICE OF MOTION**

Nil.

**G/8. CONFIDENTIAL ITEMS**

Nil.

**ATTACHMENTS**