



**GLADSTONE**  
REGIONAL COUNCIL

## **GENERAL MEETING AGENDA**

**TO BE HELD AT THE COUNCIL'S CALLIOPE OFFICE  
5 DON CAMERON DRIVE, CALLIOPE**

**On 6 November 2018**

**Commencing at 9.00am**

**Leisa Dowling  
ACTING 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 16 OCTOBER 2018**

**Responsible Officer:** Chief Executive Officer

**Council Meeting Date:** 6 November 2018

**File Ref:** CM7.2

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#### **Purpose:**

Confirmation of the minutes of the General Meeting held on 16 October 2018.

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

That the minutes of the General Meeting of Council held on 16 October 2018 be confirmed.

#### **Attachments:**

1. Minutes of the General Meeting of Council held on 16 October 2018.

#### **Tabled Items:**

Nil.

**Report Prepared by:** Executive Assistant

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

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

#### **G/3.1.1. PROPOSED OPERATING HOURS FOR CHRISTMAS, NEW YEAR PERIOD AND AUSTRALIA DAY HOLIDAY 2018-19**

**Responsible Officer:** Chief Executive Officer

**General Meeting Date:** 6 November 2018

**File Ref:** CM17.2

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#### **Purpose:**

This report seeks Council's endorsement of proposed operating hours for the Christmas, New Year period and the Australia Day holiday for offices, depots and other Council facilities for 2018-19.

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

That Council's proposed 2018-19 Christmas/New Year period (including Australia Day holiday) operating hours and closures be endorsed and advertised.

#### **Background:**

It is proposed to alter standard opening hours for offices, depots and other Council public facilities over the festive season to enable much of the Council workforce to take leave and celebrate this time with family and friends.

A large majority of the workforce would take leave at this time and it is difficult to have the required staffing in various sections if Council were to remain open at this time.

#### **Consideration:**

The attached proposed closures for Council's venues and facilities outline the operating hours including the Australia Day holiday.

Demand for the majority of Council's operations and services are not required during the Christmas and New Year period but essential and emergency services will continue to operate during this time. Customer Solutions will be open 24 hours, 7 days a week. The Council Meetings will finish for the year with the last General Meeting of Council to be held on 18 December 2018. This year Christmas Day falls on Tuesday with New Year's Day also on Tuesday. It is anticipated that the majority of Council administration will operate until 24 December 2018 and commence operations on 2 January 2019.

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

Advice from all General Managers, some Managers and Team Leaders and key personnel in locations has been sought across the organisation to determine the operating hours proposed.

Advertising of the proposed operating hours and closures will be communicated both internally and externally following Council's determination.

**Legal Environmental and Policy Implications:**

Nil.

**Financial and Resource Implications:**

Staff accrue leave entitlements and would be best taken at a time when the "business" of Council experiences less busy periods.

Essential and emergency services will remain staffed, as will after hours telephone contact.

**Commentary:**

Nil.

**Summary:**

Nil.

**Attachments:**

1. Venues and Facilities Operating Hours and Closures - 2018-2019 Christmas New Year Period (including Australia Day holiday)

**Tabled Items:**

Nil.

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

**G/3.2. STRATEGY AND TRANSFORMATION**

Nil.

**G/3.3. STRATEGIC ASSET PERFORMANCE**

Nil.



## **G/3.4. OPERATIONS**

### **G/3.4.1. PSA 22-16 SUPPLY AND DELIVERY OF SAFETY PRODUCTS AND ASSOCIATED ITEMS**

**Responsible Officer: General Manager Operations**

**Council Meeting Date: 6 November 2018**

**File Ref: PE8.2**

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#### **Purpose:**

The purpose of this report is to allow Council to consider the recommendation of contract extensions in relation to Tender PSA 22/16 - Supply and Delivery of Safety Products and Associated Items. The three (3) contracts adopted by Council Resolution G/ 15 / 2612 on the 20<sup>th</sup> October 2015 are due to expire in November 2018 after exercising two (2), one (1) year extension options available in the original contract. The contract extensions requested will provide Council with time to complete Personal and Protective Equipment (PPE) reviews, prior to going out to tender.

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

That Council endorse the contract extensions and authorise the Chief Executive Officer to:

1. accept a six (6) month contract extension with Endeavour Foundation for the supply and delivery of eye, hand, head and skin protection under the current terms and conditions of the contract; and execute the appropriate variation document; and
2. accept a six (6) month contract extension with Totally Workwear for the supply and delivery of clothing and foot protection under the current terms and conditions of the contract; and execute the appropriate variation document; and
3. accept a six (6) month contract extension with Bunzel Brands and Operations Pty Ltd (previously Worksense Workwear and Safety Products) for the supply and delivery of ear, respiratory and other protection; and execute the appropriate variation document.

#### **Background:**

Gladstone Regional Council has a Preferred Supplier Arrangement (PSA) in place with Endeavour Foundation for eye, hand and skin protection, Totally Workwear for clothing and foot protection, and Bunzel Brands and Operations (previously Worksense Workwear and Safety Products) for the supply and delivery of all other safety products and associated items. These arrangements will reach their final term of three (3) years in November 2018 and in order to go back to the market, detailed specifications in all categories is required.

Early this year the Chief Executive Officer asked that a detailed review of Council's Personal and Protective Equipment (PPE) standards be undertaken. This review is nearing completion and trials of different options is about to commence. Due to the final outcomes of the PPE review not being known, it is prudent to hold off on going back to the market at this time. Consequently, there is a need to extend the current PSA.

**Consideration:**

The Personal and Protective Equipment (PPE) review was intended to be completed prior to the expiry of the current Preferred Supplier Arrangement (PSA). However, the need to incorporate a trial of clothing options and to ensure appropriate consultation, has necessitated extension of the current PSA.

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

Nil.

**Legal Environmental and Policy Implications:**

The Council will be bound by the current terms and conditions of the Preferred Supplier Arrangements (PSAs) for an additional six (6) months. A tender process will be conducted prior to conclusion of this extension in accordance with Procurement Policy.

**Financial and Resource Implications:**

The annual expenditure on this Preferred Supplier Arrangement (PSA), for the year ending October 2018 was \$166,721, with spend allocation as follows:

- Endeavour Foundation \$31,753
- Totally Workwear \$88,463
- Bunzl \$46,505

The annual cost for these services is included in the operational budget.

**Commentary:**

Nil.

**Summary:**

Nil.

**Anticipated Completion Date:**

The existing Preferred Supplier Arrangement (PSA) expires on the 30 November 2018. It is anticipated that contract extensions will be executed by both parties prior to expiry.

**Attachments:**

1. Council Resolution G/ 15 / 2612 – Safety Products and Associated Items

**Tabled Items:**

Nil.

**Report Prepared by:** General Manager Operations

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

Nil.

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

### **G/3.6.1. ANIMAL REGISTRATION FEES AND CHARGES**

**Responsible Officer: General Manager Customer Experience**

**Council Meeting Date: 6 November 2018**

**File Ref: LE2.1**

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#### **Purpose:**

To seek approval and resolution to amend the current Fees and Charges wording (attached) from Animal Registration 'Pro Rata' fees to 'Part Year' fees (attached).

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

That Council amend the current wording in the 2018/2019 Animal Registration fees and charges from 'Pro Rata' to 'Part Year'.

#### **Background:**

Based on customer feedback an investigation was undertaken to identify root cause for customer dissatisfaction and the issue of 'Pro Rata' registration payments was discovered.

Three (3) different Animal Registration fees and charges are applied throughout the year.

1. Registration Renewal Early discount – 1 October to 31 October;
2. Full Registration Period – 1 November to 30 April; and
3. Pro Rata Registration Period – 1 May to 31 August.

The amount payable in Option 3 for Pro Rata Period is 50% less than the amount payable between 1 October and 30 April, regardless of when exactly the 'Pro Rata' amount is paid.

'Pro rata' is a Latin term meaning "in proportion" and has the same common application in present day English. Therefore, the term 'Pro Rata' as it is used in the description of the aforementioned fees is not consistent with the dictionary definition as the fee does not decrease incrementally per month.

Investigation has identified that Council systems do not support pro rating of a fee or charge such as Animal Registration.

#### **Consideration:**

Consideration was given to the following:

##### Option 1 – Amend the wording of the current fees and charges

Amending the current wording in the fees and charges from 'Pro Rata' to 'Part Year' has minimal impacts to customers, Council officers and systems.

By applying the term pro rata allows for the most optimal and fair payment system for animal owners in the Gladstone Region.

Option 2 – Amend the fees and charges

Changing the fees and charges to fit the definition of Pro Rata had software and system, financial and resource impacts. The manual human intervention required for this option would result in an increase in overall fees and charges and would have a negative impact on Council's customers.

Option 3 – No Change to 2018/2019 fees and charges

Officers are aware of pet owners who do not register their animals during the 'Pro Rata Registration Period' as a result of their awareness of the disproportionate fees payable.

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

Communication and consultation has occurred within Customer Experience (Local Laws, Customer Solutions, Insights and Innovations), with Strategy and Transformation (Information Technology team) and Governance.

**Legal Environmental and Policy Implications:**

The changes will align the fees and charges with the intended application and remain consistent with cost recovery requirements under the *Local Government Act 2009*.

**Financial and Resource Implications:**

Option 1 – Amend the wording of the current fees and charges

This option has minimal financial and resource impacts, mainly updating the fees and charges document and publishing on Council's website, all of which is incorporated in Council's operational budget.

Option 2 – Amend the fees and charges

This option would negatively impact the revenue received for Animal Registration into the Local Law Cost Centre. It would also further negatively impact resources as manual human intervention would be required each month to update the fees and charges in Council software and systems and publish online. To offset the increased costs to implement this option and the reduction in revenue, an increase in the fees may be required.

Option 3 – No Change

Council staff would be provided scripting and training to assist in the handling of customer enquiries/complaints regarding the use of the term pro rata to describe a non-proportionate fee.

**Commentary:**

Nil.

**Summary:**

This report proposes that Council adopt the amended wording for Animal Registration fees and charges to be consistent with the intent and application of them, also ensuring that there are minimal financial, resource and customer impacts.

**Anticipated Completion Date:**

20 November 2018 to allow time for the official documents to be updated and uploaded to Council's website.

**Attachments:**

1. Current Animal Registration Pro Rata Fees
2. Proposed Animal Registration Part Year Fees

**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. BUSINESS IMPROVEMENT COMMITTEE MEETING 12 SEPTEMBER 2018 - MINUTES**

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

**Council Meeting Date: 6 November 2018**

**File Ref: CM26.2**

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#### **Purpose:**

The purpose of this report is to present to Council the minutes of the Business Improvement Committee (BIC) Meeting held on 12 September 2018.

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

That:

1. Council receive and note the minutes of the Business Improvement Committee Meeting held on the 12 September 2018.
2. Council adopt the recommendations of the Business Improvement Committee held on 12 September 2018 that:
  - a. Two Councillors be nominated as proxy delegates for the Business Improvement Committee with either proxy to attend in the absence of the current elected member representatives
  - b. In order to minimise the loss of Councillor knowledge of the Business Improvement Committee delegates be nominated for an eighteen-month rotation scheduled to commence in the middle of the elected period
3. The Business Improvement Committee meet with elected Council annually at a Councillor Information Session to provide the opportunity for BIC Members to personally brief elected members on significant issues arising out of the Committee's activities and for elected members to engage with BIC members on other matters of interest.

#### **Background:**

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

#### **Consideration:**

The Business Improvement Committee met on 12 September 2018. The minutes of this meeting are attached for Councillor consideration of recommendations.



## **Recommendations from the Business Improvement Committee for consideration by Council**

### **Item 5.7: Councillor Membership on the Business Improvement Committee**

The Committee discussed matter of a proxy delegate to the committee and agreed that the provision of two proxy delegates could provide Council with more options where there are Councillor commitments that may clash with scheduled meetings.

The Business Improvement Committee recommends to Council:

- 1. Two Councillors be nominated as proxy delegates for the Business Improvement Committee with either proxy to attend in the absence of the current elected member representatives*
- 2. In order to minimise the loss of Councillor knowledge of the Business Improvement Committee delegates be nominated for an eighteen-month rotation scheduled to commence in the middle of the elected period.*

## **Issues of significance for information**

### **Item 5.1: Progress report – Workplace Health and Safety Audit Issues**

1. The committee requested that officers continue to table quarterly OHS reports for consideration
2. that the October/November 2018 independent audit report be presented to the December 2018 BIC meeting, with the auditor being invited to attend the meeting to deliver the report to members

The General Manager People Culture and Safety was asked what measures are being put in place to ensure that safety performance is a key driver for staff, particularly General Managers in the everyday performance of their duties. He advised that Key Performance Indicators and Targets are included in General Manager Performance reviews and this will ensure that safety remains a high-profile deliverable flowing through to subordinate staff.

### **Item 5.2: Asset Management**

Committee members raised the following concerns regarding asset management:

- a) failure of Council to identify a single source of truth for asset data which is vital to assessing the financial implications and practical asset management strategies
- b) the volatility of Council asset values caused by the number of found assets and asset revaluations due to changing asset attributes and data creates a mistrust of the validity of asset data and valuations which in turn impacts on the ability to rely on our financial statements and thus community confidence
- c) the confidence of officers that the process for rigorous assessment and evaluation that asset data is presented in an accurate financial representation of Council's asset values
- d) the ability and achievability for a Strategic Asset Management Plan to be developed and put in place by January 2019

The Committee requested that officers provide a plan and timeline for achieving a single source of truth for asset data to be presented to the December 2018 Business Improvement Committee meeting.

### **Item 5.5: Councillor Business Improvement Committee Survey**

Following discussions regarding the attendance of Councillors at the Business Improvement Committee meetings and the involvement level of the Mayor at other Councils the committee made the following recommendations:

1. *That Officers follow up with Council the suggestion that the BIC Committee meet with elected Council annually at a Council Information Session to provide the opportunity for BIC Members to personally brief elected members on significant issues arising out of the Committee's activities and for elected members to engage with BIC members on other matters of interest*
2. *Council's elected representatives on the Committee liaise with the Mayor in relation to attendance and briefings on BIC meetings*

### **Item 8.4: Draft 2017/2018 Financial Statements**

The committee reviewed the draft financial statements and raised the following concerns:

- a) the risk of potential qualification of Council's financial statements which could have serious implications on reputation, future grant funding and loan borrowings, due to issues relating to assets
- b) the significant movement in Council's non-current asset values
- c) the committee was presented with statements that again highlight the lack of progress on Council's part in addressing asset valuation matters
- d) delays in the consolidated financial statements incorporating the Gladstone Airport Corporation

### **Item 14.1: Expressions of Interest – Business Improvement Committee**

The committee agreed that reference checks and interviews be arranged for the two short-listed candidates for the external position on the Business Improvement Committee in order for a recommendation to be made to Council for appointment.

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

Business Improvement Committee  
External Audit  
Queensland Audit Office  
Manager Governance  
Governance Advisor

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

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

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

Business Improvement Committee External Member fees are included within the annual operational budget each year.

**Commentary:**

Nil.

**Summary:**

Nil.

**Anticipated Completion Date**

Add date that it is anticipated the matter will be completed by.

**Attachments:**

1. Business Improvement Committee Meeting Minutes 12 September 2018

**Tabled Items:**

Nil.

**Report Prepared by:** Ethics Integrity and Audit Specialist

## **G/3.8.2. AMENDMENTS TO COUNCILLOR EXPENSES REIMBURSEMENT AND PROVISION OF FACILITIES POLICY**

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

**Council Meeting Date: 6 November 2018**

**File Ref: CM28.2**

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### **Purpose:**

The purpose of this report is to adopt proposed amendments to the Councillor Expenses Reimbursement and Provision of Facilities Policy.

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

That Council:

1. Repeal P-2017-27 – Councillor Expenses Reimbursement and Provision of Facilities Policy; and
2. Adopt P-2018-31 - Councillor Expenses Reimbursement and Provision of Facilities Policy.

### **Background:**

The Councillor Expenses Reimbursement and Provision of Facilities Policy is adopted to clearly articulate when expenses will be reimbursed and the types of facilities to be provided to Councillors in the course of official Councillor duties.

A revision of the policy has occurred to ensure it aligns with changes to state government legislation and contains current up to date information.

A mark up of proposed changes is also attached for information.

### **Consideration:**

The proposed changes highlighted in the marked up version attached incorporate the following:

- Updated reference to Local Government Remuneration Commission (instead of Tribunal);
- Inclusion of reimbursement of individual legal expenses associated with conflicts of duty as a Councillor and appointments to separate committee's and boards;
- Increase in reference to registration cost of a conference and removal of reference to committee responsibilities;
- Inclusion of specific dollar values for meals, incidentals and accommodation instead of reference to separate external document;
- Included definition for incidentals;
- Removal of prohibition on accumulating reward points as a result of travel in official duties;
- Inclusion of requirements for reimbursing expenses associated with 'hosting' other people in the region.

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

Internal communication between Chief Executive Officer and General Manager Finance, Governance and Risk.

**Legal Environmental and Policy Implications:**

Councillors are required to comply with the adopted policy. Inclusion of specific values within the policy for expenses reimbursement is anticipated to streamline the ability to comply with the policy (i.e. does not require searching and sourcing information from another external document).

**Financial and Resource Implications:**

The current Elected Members budget covers the cost of Councillor travel and other costs.

**Commentary:**

Nil.

**Summary:**

Nil.

**Anticipated Completion Date:**

Within one month of Council resolution.

**Attachments:**

1. Current P-2017-27 – Councillor Expenses Reimbursement and Provision of Facilities Policy.
2. P-2018-31 - Councillor Expenses Reimbursement and Provision of Facilities Policy.
3. Marked Up Version - P-2018-31 - Councillor Expenses Reimbursement and Provision of Facilities Policy.

**Tabled Items:**

Nil.

**Report Prepared by:** Manager Governance

### **G/3.8.3. SINGLE USE PLASTICS POLICY**

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

**Council Meeting Date: 6 November 2018**

**File Ref: CM28.2**

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#### **Purpose:**

To propose a new Single Use Plastics Policy to apply to Council operations in particular circumstances.

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

That Council adopt P-2018-30 Single Use Plastics Policy.

#### **Background:**

As Councillors would be aware, marine debris is increasingly becoming an environmental issue of concern. Research undertaken by CSIRO via a survey of the Australian coastline found approximately three quarters of the coast's debris to be plastic and most of it from Australian sources.

The research found that the density of the plastic ranges from a few thousand pieces per square kilometre to in excess of 40,000 pieces per square kilometre. Furthermore, globally approximately one third of turtles have likely ingested plastic debris as well as nearly half of all seabird species.

Locally, a ten year old child from Tannum Sands has started a petition against plastic straw use as well as campaigning for change by local businesses with articles published in the local newspaper.

Officers were requested to investigate options for banning single use plastics in Councils operations and accordingly an initial proposed policy is attached for consideration.

#### **Consideration:**

The proposed new policy (Attachment 1) has been drafted in response to Councillor requests and appetite to ban plastic straws and plastic balloons from Council operations.

Officers are proposing to expand the proposed policy from plastic straws and plastic balloons to further include light-weight plastic bags (as defined and already banned via Queensland legislation).

The policy centers on the removal of these three single use plastics from two key areas of Council's operation, namely:

- Council's procurement activities; and
- Council run events.

Councillors should note that this policy relates to Council business only; that is direct purchases by Council and the prohibited use at Council run events (via vendor application conditions).

As Council does not directly purchase the identified plastic items as Store Stock, it is anticipated that there will be little to no implications on suppliers.

In relation to Council run events, the greatest risk to their success with the removal of the identified plastic items is the potential to limit the number of third-party vendors and stall holders at an event.

This has been evidenced at EcoFest, where stricter conditions are placed on vendors regarding the types of products used (i.e. cutlery, containers, etc) in line with the environmental theme of the event. Accordingly, some vendors have elected not to attend EcoFest due to these additional conditions.

The proposed policy does not consider use of these items by the community and for that reason could be considered pre-emptive in nature. For real change to be affected, Council commitment to a wider strategy and community education program is required.

It should also be noted that adoption of the attached policy at this time will likely require further revision and expansion in the near future to ensure it encompasses decisions made in relation to future strategies around target zero waste to landfill and increasing waste recycling. These strategies are identified in Council's recently adopted Corporate Plan and Operational Plan however have not yet been developed. In addition, the full implications of the removal of other plastic items from Council's operations and the community's use and expectations is not fully understood at this time and as such, further policy changes may eventuate as more research and investigation is undertaken.

#### Alternative Option

An alternative option for Council's consideration is to hold this policy over. This will allow officers to undertake a full investigation and consultation with internal and external stakeholders (i.e. Strategy and Transformation, Environment and Conservation, Waste Program Delivery, etc) to develop a strategy to reduce our community's plastic footprint and promote responsible recycling before adopting a policy to support such strategies.

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

Internal Communication has occurred with the following:

- Executive Team;
- Events and Entertainment;
- Contracts and Procurement;
- Sport and Recreation;
- Acting Property Acquisition & Disposal Specialist;
- Manager Environment & Conservation.

It is recommended that if the policy is adopted, a community education program be developed in line with Council's target of zero waste to landfill as identified in the Operational Plan that incorporates messages on banning single use plastics.

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

If adopted, the policy will prohibit Council operations from procurement of single use plastic straws and balloons (except for balloon art). No implications are considered for single use plastic bags as there are already banned in Queensland under state legislation.

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

It is expected that little to no financial implications will be incurred by Council under the current draft policy.

**Commentary:**

Nil.

**Summary:**

Nil.

**Anticipated Completion Date:**

Within one month of Council resolution.

**Attachments:**

1. Proposed P-2018-30 Single Use Plastics Policy.

**Tabled Items:**

Nil.

**Report Prepared by:** Governance Officer / Manager Governance.



### **G/3.8.4. PROPOSED P-2018-34 - WORKING WITH CHILDREN AND YOUNG PEOPLE (BLUE CARD) STRATEGIC POSITION POLICY**

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

**Council Meeting Date: 6 November 2018**

**File Ref: CM28.2**

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#### **Purpose:**

To propose a new policy for Working with Children and Young People (Blue Card) Strategic Position as required by legislation.

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

That Council adopt P-2018-34 – Working with Children and Young People (Blue Card) Strategic Position Policy.

#### **Background:**

Under the *Working with Children (Risk Management and Screening) Act 2000*, employment that is regulated by the blue card system requires the employer to develop, implement and maintain a child and youth risk management strategy. The goal is to identify potential risks of harm to children and young people and to implement strategies to minimise these risks.

As the first step in a number of strategies and processes to manage these risks, a proposed policy is presented to identify and articulate Council commitment to creating a safe service environment for children and young people.

#### **Consideration:**

The proposed policy outlines Council commitment to a safe service environment for children and young people by setting requires standards for interacting with children and young people and defining those responsible for minimising risk to children and young people.

Following adoption of the policy, a corporate standard will be developed and implemented that defines specifically how Council will comply with the eight minimum standards of the Act and the internal procedures to be implemented.

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

Internal consultation has occurred with the Gladstone Entertainment and Convention Centre, Libraries, Parks and Environment, Art Gallery and the executive team.

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

The *Working with Children (Risk Management and Screening) Act 2000* requires organisations to develop, implement and maintain a child and youth risk management strategy. This policy is the first step in ensuring compliance with the Act requirements.

**Financial and Resource Implications:**

It is anticipated that any costs associated with maintaining blue cards and associated processes will be incorporated within existing operational budgets.

**Commentary:**

Nil.

**Summary:**

Nil.

**Anticipated Completion Date:**

Within one month of Council resolution.

**Attachments:**

1. P-2018-34 – Working with Children and Young People (Blue Card) Strategic Position Policy.

**Tabled Items:**

Nil.

**Report Prepared by:** Manager Governance

### G/3.8.5. COUNCIL GENERAL MEETING SCHEDULE FOR 2019

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

**Council Meeting Date: 6 November 2018**

**File Ref: CR8.4, CM7.2**

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#### **Purpose:**

To seek Council's adoption of the proposed General Meeting Schedule for 2019 taking into consideration the hosting of some General Meetings in regional areas.

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

That Council:

1. Adopt the following General Meeting schedule for 2019 as follows:

22 January 2019	5 February 2019
19 February 2019	5 March 2019 *
19 March 2019	2 April 2019
16 April 2019	7 May 2019*
21 May 2019	4 June 2019
18 June 2019	2 July 2019
16 July 2019	6 August 2019 *
20 August 2019	3 September 2019
17 September 2019	1 October 2019
15 October 2019	5 November 2019 *
19 November 2019	3 December 2019
17 December 2019	

\* Denotes meetings to be held in regional areas.

2. Endorse the below General Meetings to be held in the following regional areas:
  - a. 5 March 2019 at Miriam Vale
  - b. 7 May 2019 at Raglan
  - c. 6 August 2019 at Turkey Beach
  - d. 5 November 2019 at Builyan.

#### **Background:**

Council generally holds its General Meetings on the 1st and 3rd Tuesday of the month. There has on occasion been exceptions due to the Christmas/ New Year closures when the 1st General Meeting of the year in January will be held on 4th Tuesday of the month.

In addition, in the past two calendar years, Council has elected to host a number of General Meetings in regional areas with the below regions previously hosting meetings:  
2017 – Agnes Water, Mt Larcom, Ubobo;  
2018 – Boyne Island, Rosedale, Wartburg (including Baffle Creek), Calliope.

### **Consideration:**

The proposed schedule for General Meetings on Tuesdays is believed to have the least impact on Councillors' diaries with public holidays and Deputations usually held on Mondays and external boards and committees in which Councillors represent Council taking into consideration General Meeting days on a Tuesday.

Council's General Meetings are usually held in the Gladstone Administration Centre, 101 Goondoon Street, Gladstone with the room setup with the equipment and technology for these meetings. Regional meetings held in 2017 and 2018 were favourable with residents in the areas visited welcoming the presence of Council meetings in their local regions however the technology available at times was somewhat limiting. It is perceived that although the technology and equipment available is limited in regional areas these benefits outweighed the disadvantages.

The above proposed regional dates selected fall outside of school and public holidays and are yet to be confirmed with the various venues. The two proposed locations have not previously held a General Meeting and accordingly are recommended. It is requested for Council to determine the other two regional locations based on locations previously visited.

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

Council's decision of the change of location for General Meetings will be published with the General Meeting Schedule for 2019 as required under section 277 of the *Local Government Regulation 2012*. This notice will be given published:

- In a newspaper circulating generally in the local government area;
- On the local government's website;
- In the public office in Gladstone.

Officers will contact the various locations and make a booking to hire the venues above.

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

Section 277 of the *Local Government Regulation 2012* requires public notification of the days and times of when Councils ordinary meetings will be held at least once per year. Council's Conduct of Council Meetings Policy details further information on procedures and conduct at Council Meetings however it does not stipulate a location for its General Meetings so there are no policy implications of the recommendation.

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

There are minor operational costs associated with public notices.

There may be an increased cost to catering to allow for increased residents' participation, venue hire, travel costs for Councillors and staff and additional IT equipment required for the meeting to be held outside of the Boardroom.

### **Commentary:**

Nil

### **Summary:**

Nil

**Anticipated Completion Date:**

January 2019

**Attachments:**

Nil

**Tabled Items:**

Nil.

**Report Prepared by:** Manager Governance

**G/4. COUNCILLORS REPORT**

Nil.

**G/5. URGENT BUSINESS**

Nil.

**G/6. NOTICE OF MOTION**

Nil.



## **G/7. CONFIDENTIAL ITEMS**

### **G/7.1. STAFFING MATTER**

**Responsible Officer: General Manager People Culture and Safety**

**Council Meeting Date: 4 September 2018**

**File Ref: RD1.8**

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

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

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

**ATTACHMENTS**