



GLADSTONE
REGIONAL COUNCIL

GENERAL MEETING MINUTES

**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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Elected Members

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

Officers

Mrs L A Dowling (Acting Chief Executive Officer)
Ms L M Hendrick (Executive Assistant)

APOLOGIES

Nil

G/0.3.2. DISCLOSURE OF INTERESTS

CONFLICTS OF INTEREST

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

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

Cr Trevor

Cr Trevor declared a perceived Conflict of Interest in Item G/3.4.1. as he is a life member of the Endeavour Foundation. Cr Trevor advised that he will leave the room during the consideration of Item G/3.4.1.

G/1. MAYORAL STATEMENT OF CURRENT ISSUES

On Monday 22 October Dr Anthony Lynham MP, Minister for Natural Resources, Mines and Energy, visited Gladstone and announced a \$4 million upgrade to our infrastructure in the Gladstone region which is not only good for our residents but also our local industry.

We also had a visit from an international company, twice now in the month, looking at developments in the Gladstone region.

On Friday, 26 October I attended the Globally Engaging Networking Event (GENE), held by The Life Sciences Queensland Ltd and was pleased to receive the Elected Officials Award at Griffith University for two years in a row.

On Sunday 28 October, Cr Masters, Cr Goodluck, Leisa Dowling the Acting Chief Executive Officer and myself attended the Local Government Association of Queensland Conference whereby the Gladstone Regional Council motions were all passed. Also during the conference I was invited to attend a reception in honour of Sharon Hudson-Dean, United States Consul General who continues to recognise our partnership with both the United States of America and Australian Navy.

On 6 November we are fortunate to receive a visit from Mr Joel Fitzgibbon MP, Shadow Minister for Agriculture, Fisheries and Forestry and Rural and Regional Australia and an upcoming visit from the Prime Minister of Australia.

November 11 is Remembrance Day and I would like to thank my Councillors for travelling across the region and participating at these very significant events.

14 November sees the start of the Christmas season as we launch with the Kmart Giving Tree and Mayor's Wishing Tree where all donations are given to our people in the community that may not receive such support.

On 17 November a very important event City versus Country Drought Appeal will be held, including a number of Councillors and am expecting a fantastic day.

The Gladstone Regional Council By-Election will also be held on 17 November due to the resignation of Cr Bush and look forward to seeing the results on Saturday night.

G/2. CONFIRMATION OF MINUTES

G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 16 OCTOBER 2018

File Ref: CM7.2

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.

G/18 /3560 Council Resolution:

Moved Cr Churchill
Seconded Cr Sobhanian

That the Officer's Recommendation be adopted.

CARRIED

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

File Ref: CM17.2

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.

G/18 /3561 Council Resolution:

Moved Cr Hansen
Seconded Cr O'Grady

That the Officer's Recommendation be adopted.

CARRIED

G/3.2. STRATEGY AND TRANSFORMATION

Nil.

G/3.3. STRATEGIC ASSET PERFORMANCE

Nil.

G/3.4. OPERATIONS

**Cr Trevor (perceived Conflict of Interest)
left the room during the consideration and voting of Item G/3.4.1
(refer G/0.3.2 Disclosure of Interest section of the minutes – page 4)**

G/3.4.1. PSA 22-16 SAFETY PRODUCTS AND ASSOCIATED ITEMS

File Ref: PE8.2

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 20th 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.

G/18 /3562 Council Resolution:

Moved Cr Masters
Seconded Cr Goodluck

That the Officer's Recommendation be adopted.

CARRIED

G/3.5. COMMUNITY DEVELOPMENT AND EVENTS

Nil.

G/3.6. CUSTOMER EXPERIENCE

G/3.6.1. ANIMAL REGISTRATION FEES AND CHARGES

File Ref: LE2.1

Purpose:

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

Officer's Recommendation:

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

G/18 /3563 Council Resolution:

Moved Cr Goodluck
Seconded Cr Sobhanian

That the Officer's Recommendation be adopted.

CARRIED

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

File Ref: CM26.2

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

G/18 /3564 Council Resolution:

Moved Cr Goodluck
Seconded Cr Hansen

That the Officer's Recommendation be adopted.

CARRIED

G/18 /3565 Council Resolution:

Moved Cr Goodluck
Seconded Cr Hansen

That Council nominate Cr O'Grady and Cr Masters as proxy delegates for the Business Improvement Committee.

CARRIED

G/18 /3566 Council Resolution:

Moved Cr Sobhanian
Seconded Cr Goodluck

That the Business Improvement Committee meet with elected Council bi-annually at a Councillor Information Session to provide the opportunity for Business Improvement Committee Members to personally brief elected members on significant issues arising out of the Committee's activities and for elected members to engage with Business Improvement Committee Members on other matters of interest.

CARRIED

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

File Ref: CM28.2

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 attached as **Addendum 1**.

G/18 /3567 Council Resolution:

Moved Cr Churchill
Seconded Cr Masters

That the Officer's Recommendation be adopted.

CARRIED

G/3.8.3. SINGLE USE PLASTICS POLICY

File Ref: CM28.2

Purpose:

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

G/18 /3568 Council Resolution:

Moved Cr O'Grady
Seconded Cr Hansen

That Council adopt P-2018-30 Single Use Plastics Policy and amend with an amendment to section 5.0 Definitions "Single Use Plastics" to exclude the word "plastic" from "plastic balloons". (viz: "Single Use Plastics" means plastic straws, balloons (excluding balloon art), and light-weight plastic bags.)

MOTION LOST

Officer's Recommendation:

That Council adopt P-2018-30 Single Use Plastics Policy attached as **Addendum 2**.

G/18 /3569 Council Resolution:

Moved Cr Sobhanian
Seconded Cr Goodluck

That the Officer's Recommendation be adopted.

CARRIED

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

File Ref: CM28.2

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 attached as **Addendum 3**.

G/18 /3570 Council Resolution:

Moved Cr Churchill
Seconded Cr Masters

That the Officer's Recommendation be adopted.

CARRIED

G/3.8.5. COUNCIL GENERAL MEETING SCHEDULE FOR 2019

File Ref: CR8.4, CM7.2

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. 19 November 2019 at Builyan.

G/18 /3571 Council Resolution:

Moved Cr Goodluck
Seconded Cr Masters

That the Officer's Recommendation be adopted.

CARRIED

G/4. COUNCILLORS REPORT

Nil.

G/5. URGENT BUSINESS

Nil.

G/6. NOTICE OF MOTION

Nil.

G/7. CONFIDENTIAL ITEMS

G/18 /3572 Procedural Motion:

Moved Cr Trevor
Seconded Cr O'Grady

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: -

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

CARRIED

G/18 /3573 Procedural Motion:

Moved Cr Sobhanian
Seconded Cr Trevor

That Council re-open the meeting to the public.

CARRIED

G/7.1. STAFFING MATTER

File Ref: PE8.2

G/18 /3574 Council Resolution:

Moved Cr Trevor
Seconded Cr Masters

That Council delegate to the Mayor, in accordance with section 257(1)(a) of the *Local Government Act 2009*, the power to appoint a qualified person to be the Chief Executive Officer and negotiate terms of employment.

CARRIED

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

THE MEETING CLOSED AT 10:38 am

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 40 pages form the official copy of Gladstone Regional Council General Meeting Minutes of the 6 November 2018.

.....
Mayor Matt Burnett

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

ATTACHMENTS

ADDENDUM 1



Gladstone Regional Council

Council Policy

Title	COUNCILLOR EXPENSES REIMBURSEMENT AND PROVISION OF FACILITIES POLICY
Policy Number	P-2018-31
Business Unit/s	FINANCE, GOVERNANCE & RISK
Date of Adoption	
Resolution Number	
Review Date	
Date Repealed	

1.0 PURPOSE:

To ensure accountability and transparency in the reimbursement of expenses and the provision of facilities provided or incurred by Councillors in the conduct of Council business.

This policy is deemed to be a *procedure* for the purposes of section 176(4)(a) of the *Local Government Act 2009*.

This policy does not provide for salaries or other form of Councillor remuneration. Councillor remuneration is in accordance with the determination of the Local Government Remuneration Commission.

2.0 SCOPE:

This policy applies to Councillors of Gladstone Regional Council.

3.0 RELATED LEGISLATION:

Local Government Act 2009
Local Government Regulation 2012

4.0 RELATED DOCUMENTS:

Gladstone Regional Council Procurement Policy
Gladstone Regional Council Entertainment and Hospitality Policy
Gladstone Regional Council Councillor Code of Conduct

5.0 DEFINITIONS:

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

Term	Definition
Administrative Tools	<p>May include:</p> <ul style="list-style-type: none"> • office space and meeting rooms • smartphone of approved/supported platform (currently Apple iPhone) • tablet computer of approved/supported platform (currently a laptop) • internet access • stationery • access to photocopiers • printers • publications • name badges • safety equipment for use on official business. e.g. safety helmet /boots/high visibility shirt.
Chief Executive Officer	Means the chief executive officer, and where the context permits, the acting chief executive officer, of Council as appointed under the <i>Local Government Act 2009</i>
Councillor	For the purposes of this Policy, the reference to Councillor includes the Mayor
Expense	<p>Means a cost reasonably incurred in the course of a Councillor participating in Council related conferences, professional development, training, entertaining visiting dignitaries or other travel as required to represent Council and may include:</p> <ul style="list-style-type: none"> • travel costs such as flights, car hire, taxi, bus, ferry, train fares; • meals; • accommodation; • other incidentals such as parking fees, internet/phone costs incurred at an accommodation providers premises, • training / conference registration fees <p>It specifically excludes:</p> <ul style="list-style-type: none"> • the purchase of alcohol (unless specifically authorised at the sole discretion of the Mayor); and • any fines incurred while travelling in Council-owned vehicles or privately-owned vehicles when attending to Council business. <p>It also includes legal expenses incurred individually by a Councillor for the provision of advice related to conflicts between official duties of a Councillor and Council resolved appointments to separate committees and boards.</p>

Term	Definition
Entertainment or Hospitality	<p>Means as defined in Section 196 of the <i>Local Government Regulation 2012</i>; and includes:</p> <ul style="list-style-type: none"> • entertaining members of the public in order to promote a local government project; and • the provision of food or beverages: <ul style="list-style-type: none"> - to a person visiting the local government in an official capacity; or - for a conference, course, meeting, seminar, workshop or another forum that is held by the local government for its Councillors, officers or other persons; and • paying for a Councillor or local government employee to attend a function as part of the Councillor's, or employee's official duties or obligations as a Councillor or local government employee.
Facilities	<p>May include:</p> <ul style="list-style-type: none"> • Vehicle and accessories; • Administrative Tools; • Uniforms; • Information resources (copies of documents, emails, records and the like); • Other property and equipment provided by Council.
Incidentals	<p>Incidental expenses are paid to Councillors to cover expenditure of the following nature –</p> <ul style="list-style-type: none"> • newspapers, magazines; • snacks including coffee, tea or drinks, etc; • private telephone calls; • personal items necessary for the travel.

6.0 POLICY STATEMENT:

6.1 PAYMENT OF EXPENSES

Expenses will be paid to a Councillor through administrative processes approved by Council's Chief Executive Officer subject to the limits outlined in this policy.

6.2 CONFERENCES, PROFESSIONAL DEVELOPMENT AND TRAINING

Council will meet or reimburse expenses incurred in relation to the attendance of conferences, professional development and training of Councillors that have been approved by resolution of the Council, or in accord with the criteria contained in this section.

Councillor attendance at a conference or seminar is approved where the following criteria are satisfied:

1. The Councillor has attended no more than 3 conferences/seminars in the current financial year; and

2. The registration cost of this conference/seminar is no more than \$2000; and
3. The seminar/conference is to be held in Queensland.

Where any of the above criteria are not satisfied, Council approval is required in order to attend.

6.3 TRAVEL AS REQUIRED TO REPRESENT COUNCIL

6.3.1 Travel Outside the Gladstone Regional Council Area

Council will meet or reimburse local, interstate and in special cases, overseas travel expenses (e.g. flights, car, accommodation, meals and associated registration fees) deemed necessary to achieve the business of Council where a Councillor is an official representative of Council and the travel is approved by the Mayor and Chief Executive Officer.

6.3.2 Travel within the Gladstone Regional Council Area

Councillors are provided with a Council vehicle for travel within the region. Where a Councillor is required to attend a meeting within the Gladstone Regional Council area and:-

- a. the meeting does not conclude before 8.30pm, or it commences prior to 7.00am; and
- b. the Councillor's place of residence is more than 60 kilometres from the meeting venue;

Council will meet reasonable accommodation costs for the night.

6.3.3 Guidelines

The following guidelines to apply:

- Councillors are to travel via the most practical and direct route, using the most economical and efficient mode of transport.
- Council will pay for reasonable expenses incurred for overnight accommodation. Where possible the maximum standard for Councillors' accommodation should be four-star rating however where particular accommodation is recommended by conference organisers, Council will take advantage of the package deal that is the most economical and convenient to the event.
- Any fines incurred while travelling in Council-owned vehicles or privately-owned vehicles when attending to Council business, will be the responsibility of the Councillor incurring the fine.
- Any travel transfer expenses associated with Councillors travelling for Council approved business will be reimbursed. For example: trains, taxis, buses and ferry fares.
- In the unusual circumstance that a Councillor cannot access their Council provided vehicle or another fleet vehicle, they may claim for mileage by submitting a claim based on the rate prescribed by Directive issued by the Minister for Industrial Relations in pursuance of Section 34 (2) of the *Public Service Act 1996* for an automobile 2601cc and over (currently 75c/km).

- Council will reimburse the actual costs of meals for a Councillor (on the production of receipts) when the Councillor incurs the cost personally and the meal was not provided within the registration costs of the approved activity/event or during a flight. Council will also reimburse any actual incidental costs incurred when a Councillor is away from home overnight. The maximum daily amounts for reimbursement are identified in Table 1 below. These limits are not to be used as an accumulative total (i.e. if the full cost of a particular meal is not spent, it cannot be added to the next meal to increase the amount).

Table 1

Expense Item	Maximum Daily Limit
Breakfast	\$25
Lunch	\$27
Dinner	\$45
Incidentals (where attendee is away from home overnight)	\$17

- Generally, **no alcohol will be reimbursed by Council**, however the Mayor may exercise discretion and allow on occasions the purchase of limited alcohol where it is deemed appropriate and in the best interest of Councils' rate payers.
- Corporate Credit Cards cannot be used to bypass compliance with the reimbursement of expenses set out in this policy. All purchases made by the use of a Council Corporate Credit Card are still subject to compliance with this policy and all related procurement policies.

6.4 ENTERTAINMENT OR HOSPITALITY

It is recognised that on occasions Councillors may host people in the course of their official duties.

Council will reimburse Councillors Entertainment or Hospitality expenses (for example: food and refreshments) for the Councillor and others where the meeting directly relates to Council business and:

- it appears appropriate and reasonable;
- can withstand the "public defensibility test"; and
- is in the best interest of Council ratepayers.

Circumstances where it may be appropriate and reasonable for expenses to be reimbursed include:

- Hosting visiting Ministers, Dignitaries and Public Representatives;
- Meeting with members of the public who wish to meet outside of Council facilities to discuss matters relating to Council's current, past or future services and facilities;
- Hosting others during the course of travel for official Council business.

All **Alcohol**, whether part of a meal or not, will be deemed personal use, and not eligible for reimbursement; however, the Mayor may exercise discretion and allow the purchase of limited alcohol where it is deemed appropriate.

Councillors must submit a claim for reimbursement as follows:

1. Complete a brief precis of the circumstances where the hospitality expenses were incurred including the following details:
 - (a) Date and time of meeting, function, event or forum;
 - (b) Attendees hosted;
 - (c) Purpose of the meeting, function, event or forum;
 - (d) Any key outcomes / actions discussed;
 - (e) How the topics discussed link to Council's Corporate or Operational Plan objectives;
 - (f) Name and Signature of the Councillor making the claim.
2. Attach a copy of the tax receipt for the expenses incurred.

Councillors must forward all claims to the Chief Executive Officer for authorisation and processing.

6.5 LEGAL EXPENSES

Council will provide reimbursement of legal expenses incurred individually by a Councillor subject to the following guidelines:

- Expenses will only be reimbursed where the legal advice is related to conflicts between official duties as a Councillor and duties associated with Council resolved appointments to separate committees and boards;
- Notification is to be provided to the Chief Executive Officer of the intended external legal firm prior to engagement to ensure relevant procurement processes are met;
- Reimbursement will not be authorised where the content of the advice has been provided previously (i.e. reimbursement will only occur once for the same subject matter).

6.6 PROVISION OF FACILITIES

All facilities provided to Councillors remain the property of Council and must be returned to Council when a Councillor resigns or their term expires.

6.7 PROVISION OF A FULLY SERVICED VEHICLE

Council will provide each Councillor with a fully serviced mid-sized SUV (sports utility vehicle) or utility for use on Council business.

Councillors who wish to avail themselves of the opportunity for private use of the vehicle can do so, on the basis that they reimburse Council for 25% of the total running costs of the vehicle. The contribution is calculated based on the annualised whole of life owning and operating cost of the vehicle. While the actual cost will vary depending on the type of vehicle, usage patterns, fuel price and other assumptions, past comparisons have shown the cost to be in the order of \$3,500 per annum.

Addendum 1 shows typical cost vehicle comparisons.

All Councillors are duly authorised officers for the purposes of motor vehicle insurance under Council's Motor Vehicle Insurance Policy, and where the Councillor has elected to avail themselves of private use, the Councillor can nominate to the Chief Executive Officer members of the persons immediate family who will be eligible to use the vehicle in line with the private use entitlement provided to the Councillor.

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6.8 ADMINISTRATIVE TOOLS

Administrative tools will be provided to Councillors as required to assist them in their role.

Secretariat support may also be provided for Councillors.

Council may provide Councillors with a corporate credit card on the basis that the Councillor will reimburse all expenses not covered by this policy.

6.9 INSURANCE COVER

Council will indemnify or insure Councillors in the event of injury sustained while discharging their civic duties.

For clarity, where there is an excess payable with respect to any insurance claim, Council will pay such excess.

6.10 UNIFORM

Council will supply each Councillor with one jacket and polo shirt from the Corporate Uniform range, which will be replaced on a fair wear and tear basis.

In the interests of presenting a unified corporate image, Councillors are to also have access to other corporate attire on an as required basis.

7.0 ATTACHMENTS:

Addendum 1 - Vehicle Pricing Comparisons for Councillors

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	18 September 2012	G/12/1229	Was originally P-1.02.04 – Elected Members Expenses Reimbursement and Provision of Facilities Policy
Amendment 1	16 August 2016	G/16/2870	[Considered at Finance & Corporate Governance Committee Meetings 9 August 2016 FCGC/16/0052 and 12 July 2016 FCGC/16/0036 and General Meeting 19 July 2016 G/16/2850]
Amendment 2	4 July 2018	G/17/3103	
Amendment 3			

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POLICY NO. 2018-31 – COUNCILLOR EXPENSES REIMBURSEMENT AND PROVISION OF FACILITIES POLICY
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LEISA DOWLING
ACTING CHIEF EXECUTIVE OFFICER

Addendum 1

Vehicle Pricing Comparisons for Councillors

	Mazda BT 50 4WD	Isuzu D- Max 4WD	Mazda CX5 AWD	Hyundai Tucson AWD	Toyota Rav 4 AWD	Toyota Prado 4WD	Toyota Fortuner 4WD
Purchase Price	\$43,100	\$30,600	\$34,000	\$33,500	\$33,600	\$58,867	\$53,861
Resale Value	\$21,119	\$14,382	\$15,640	\$15,075	\$15,456	\$30,022	\$27,469
Est Fuel Economy	8.9	8.1	5.7	6.4	6.7	8	8.6
Running Costs							
Repairs	\$1,246	\$1,246	\$1,246	\$1,246	\$1,246	\$1,246	\$1,246
Maintenance	\$1,661	\$1,661	\$1,661	\$1,661	\$1,661	\$1,661	\$1,661
Fuel	\$10,395	\$9,460	\$6,657	\$7,475	\$7,825	\$9,344	\$10,044
Registration	\$2,699	\$2,699	\$2,699	\$2,699	\$2,699	\$2,699	\$2,699
Insurance	\$955	\$955	\$955	\$955	\$955	\$955	\$955
Tyres	\$1,911	\$1,715	\$1,864	\$2,237	\$2,051	\$1,864	\$1,864
Total Running Costs	\$18,867	\$17,736	\$15,082	\$16,273	\$16,437	\$17,769	\$18,470
Financing Costs							
Deprecation	\$21,981	\$16,218	\$18,360	\$18,425	\$18,144	\$28,845	\$26,392
Interest	\$4,183	\$2,942	\$3,254	\$3,191	\$3,216	\$5,766	\$5,276
Total Financing Costs	\$26,164	\$19,160	\$21,614	\$21,616	\$21,360	\$34,611	\$31,668
Total Running Costs	\$45,030	\$36,897	\$36,696	\$37,889	\$37,796	\$52,380	\$50,137
Annual Cost	\$11,258	\$9,224	\$9,174	\$9,472	\$9,449	\$13,095	\$12,534

The above table is a summary of the whole of life cost analysis based on approximately 25,000km per annum. These figures do not include a sum for Fringe Benefits Tax which is currently not applicable to Councillors.

The purchase price above is exclusive of any accessories such as bull bars, tow bars or canopies.

ADDENDUM 2



Gladstone Regional Council

Council Policy

Title	SINGLE USE PLASTICS
Policy Number	P-2018-30
Business Unit/s	ALL BUSINESS UNITS
Date of Adoption	
Resolution Number	
Review Date	
Date Repealed	

1.0 PURPOSE:

To set guidelines for prohibiting single use plastics from Council operations.

2.0 SCOPE:

This policy applies to all Council operations.

3.0 RELATED LEGISLATION:

- *Waste Reduction and Recycling Act 2011.*

4.0 RELATED DOCUMENTS:

- Procurement Policy;
- Procurement Corporate Standard;
- Entertainment and Hospitality Expenditure Policy;
- Learning and Development Policy & Corporate Standard.

5.0 DEFINITIONS:

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

“Balloon Art” means the shaping of special modelling balloons into any given shape.

“Council” means Gladstone Regional Council.

“Event” means any planned activity where any structure (permanent or temporary), open area, road way, fenced or unfenced area will contain a number of persons greater than that normally found in that area of location at one time.

“Procurement” means the entering into of an agreement to purchase, hire, lease, rent or exchange by way of any transaction involving the outlay by Council of funds, goods,

GLADSTONE REGIONAL COUNCIL
POLICY NO. P-2018-30 – SINGLE USE PLASTICS
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equipment or services in return for the provision of goods and services to Council by another person, company, or other entity.

“Procurement Activities” means activities for the making of a Procurement for the carrying out of work or the supply of goods and services.

“Single Use Plastics” means plastic straws, plastic balloons (excluding balloon art), and light-weight plastic bags.

6.0 POLICY STATEMENT:

This policy prohibits single use plastics from all Council operations, including:

- Purchases of goods and services for, or that include the use of, single use plastics are prohibited from all procurement activities, including those undertaken by use of Corporate Credit Cards.
- Events run by Council must not use, sell or distribute single use plastics.

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			
Amendment 1			
Amendment 2			

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LEISA DOWLING
ACTING CHIEF EXECUTIVE OFFICER

ADDENDUM 3**Gladstone Regional Council****Council Policy**

Title	WORKING WITH CHILDREN AND YOUNG PEOPLE (BLUE CARD) STRATEGIC POSITION
Policy Number	P-2018-34
Business Unit/s	PEOPLE CULTURE AND SAFETY
Date of Adoption	
Resolution Number	
Review Date	
Date Repealed	

1.0 PURPOSE:

The purpose of this policy is to demonstrate Gladstone Regional Council's commitment to providing a safe, supportive, protective and healthy environment for children and young people receiving services and/or participating in activities conducted by or on behalf of the Council.

2.0 SCOPE:

All Workers and Independent Contractors regulated under the *Working with Children (Risk Management and Screening) Act 2000* ('Act').

In principle, this policy also applies to parents/guardians/custodians, children and young people, and patrons/spectators/visitors/others who are present at Council venues where service or activity delivery is being provided to children and young people. Council will use its best endeavours to guide compliance by these parties where reasonably practicable.

This policy excludes:

- Council property and venues leased and/or hired by another party to deliver services and activities that are not managed, delivered or supervised by or on behalf of Council.
- Council parks and recreation areas where it is not reasonably practicable to manage or supervise general visitation or tours from members of the public.

3.0 RELATED LEGISLATION:

Working with Children (Risk Management and Screening) Act 2000 (the Act)
Working with Children (Risk Management and Screening) Regulation 2011
Child Protection Act 1999
Criminal Code Act 1899 (Qld)
Work Health and Safety Act 2011

4.0 RELATED DOCUMENTS:

- Corporate Standard – Child and Youth Risk Management Strategy
- Code of Conduct Policy
- Anti-Harassment Policy
- Anti-Discrimination Policy
- Disciplinary Policy
- Cultural Diversity Policy
- Work Health and Safety Policy
- Corporate Standard Recruitment and Selection
- Corporate Standard Learning and Development
- Corporate Standard Allegation & Complaint Investigation
- Corporate Standard Work Experience
- Working with Children Blue Card Register
- Work Health and Safety Risk Assessment

5.0 DEFINITIONS:

"Child" or **"children"** means persons under the age of twelve (12) years.

"Child and Youth Risk Management Strategy" means documented corporate standards, frameworks, systems and processes relevant to Council that manages risks of harm to children and young people.

"Code of Conduct" means Gladstone Regional Council's specific rules pertaining to how workplace participants are to behave when conducting business as part of their employment for Council.

"Council employee" is any person performing work for Council (including contract staff) and including volunteers, work experience students, vacation employment students and/or any arrangement satisfying the requirements of an employee under the *Industrial Relations Act 2016 (Qld)*.

"Harm" or **"Harmful"** is any detrimental effect of a significant nature on a child's physical, psychological or emotional wellbeing by a single, series or combination of acts, omissions, or circumstances. Harm can be caused by physical, psychological, or emotional abuse or neglect; or sexual abuse or exploitation.

"Independent Contractors" means a person, business or corporation operating independently of Council and includes their employees and authorised agents, carrying out work for Council, but who are not employees of Council.

"Parents/Guardians/Custodians" means a person who has lawful care or charge of children or a young person under the age of eighteen (18) years.

"Patrons/Spectators/Visitors/Other" means persons who attend a service or activity delivered by or on behalf of Council at a Council premise and (a) may incidentally meet children and young people in the environment; or (b) may attend Council premises to observe an event where children and young people perform; or (c) may be accompanying a parent/guardian/custodian.

"Positive notice blue card" or **"Positive exemption notice"** means a current and valid positive notice or exemption notice issued by Blue Card Services, that has not been

suspended, to a person/s to confirm eligibility to provide services and activities to children and young people.

"Workers" means elected representatives (Mayor and Councillors), Executive Officers, Council employees, Management Consultants, work experience students, and volunteers.

"Young people", **"young person"** or **"youth"** means a person or people aged between twelve (12) years and less than eighteen (18) years.

6.0 POLICY STATEMENT:

6.1 Child and Youth Risk Management Strategy

Council is committed to a safe, healthy and protective environment for children and young people participating in services and activities delivered by or on behalf of Council. Council will maintain a clear and consistent Child and Youth Risk Management Strategy incorporating corporate standards and internal procedures to identify and minimise the risk of harm to children and young people, that comply with the eight minimum requirements of the Act outlined below.

1. Statement of commitment
2. Code of conduct
3. Recruitment, selection, training and management
4. Handling disclosures or suspicions of harm, including reporting guidelines
5. Managing breaches of Council's risk management strategy
6. Risk management plans for high risk activities and special events
7. Compliance with the requirements of the blue card system
8. Communication and support

These risk management strategies are monitored and reviewed annually and after any incidents to ensure that risks continue to be addressed and minimised throughout Council.

Council's Statement of Commitment forms part of the Child and Youth Risk Management Strategy. This will be displayed in all workplaces where children and young people receive services and undertake activities.

6.2 Interacting with children and young people

Council's Child and Youth Risk Management Strategy provides clear guidelines and expected standards of behaviour for all Workers and Independent Contractors who interact with children and young people and the consequences for behaviour that is contrary to the code.

Under the Act, and as an organisation, it is a compulsory requirement for a person to hold a positive notice blue card or a positive notice exemption card when they provide, or are likely to provide, child and youth related services or activities where minimum frequency of contact occurs.

Workers and Independent Contractors who have responsibility for minimising risks of harm to children and young people by contributing to a safe and supportive environment, include those who:

- manage Council premises frequented by children and young people attending a service or activity delivered by or on behalf of Council

GLADSTONE REGIONAL COUNCIL
 POLICY NO. P-2018-34 - WORKING WITH CHILDREN AND YOUNG PEOPLE (BLUE CARD) STRATEGIC POSITION
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- deliver Council services and activities to children and young people
- supervise Council services and activities designed for children and young people
- are involved in Council decision-making processes directly relating to children and young people.

Council maintains a Code of Conduct that applies to all Council employees. If there is any conflict between the Child and Youth Risk Management Strategy and applicable legislation, the Council Code of Conduct and relevant legislation will prevail.

6.3 Responsibility

Council's Child and Youth Risk Management Strategy will be the custody of and be maintained by the People Culture and Safety Business Unit. It is the responsibility of all Workers and Independent Contractors to ensure compliance with Council's Child and Youth Risk Management Strategy.

Parents/guardians/custodians who have children and young people participating in a service or activity can request information pertaining to Council's Child and Youth Risk Management Strategy by contacting Council's People Culture and Safety Business Unit.

7.0 ATTACHMENTS:

Council's Statement of Commitment.

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			
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Amendment 1			
Amendment 2			
Amendment 3			

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LEISA DOWLING
ACTING CHIEF EXECUTIVE OFFICER

STATEMENT OF COMMITMENT

Gladstone Regional Council's purpose is to serve the community and it has developed a variety of enrichment activities and offerings for children and young people that aims to assist personal development, build confidence, encourage social interaction, and explore interests.

Council supports the rights of children and young people and is committed to providing safe and supportive environments directed at ensuring protection and wellbeing when receiving services and participating in activities provided by Council or on behalf of Council.

Children and young people can participate in services and activities at one of Gladstone Regional Council's many community centres, including the Gladstone Entertainment Convention Centre, Community Engagement Centre, Parks and Gardens, the Art Gallery or one of the libraries in the Gladstone Region. Children and young people are encouraged to contribute to a positive environment, follow safe practices, and behave appropriately.

All persons attending Council premises to receive or participate in a service or activity where children and young people are present, are required to be vigilant to ensure their own behaviour and the behaviour of others is not harmful to children and young people, whether real or perceived.

Council complies with the *Working with Children (Risk Management and Screening) Act 2000* and the *Working with Children (Risk Management and Screening) Regulation 2011* through our Child and Youth Risk Management Strategy.

Workers and Independent Contractors engaged in child-related services or activities are expected to understand and demonstrate commitment to Council's Child and Youth Risk Management Strategy. This includes adhering to Council's corporate standards and internal procedures and demonstrating expected standards of behaviour.

The following values reflect the culture that we are committed to promoting within Council.

						
SAFE	ETHICAL	RESPONSIVE	VISIONARY	INCLUSIVE	COMMUNITY	EFFICIENT
We are uncompromising in our commitment to safety, which is reflected in our attitude, our decisions and our actions.	We operate with transparency, openness and accountability at the fore.	We respond by being present, proactive and solutions-focused, and we deliver on our commitments.	We plan as futures-thinkers and opportunity seekers and we have the courage to shape a better future for our community.	We create and value diversity and we actively demonstrate our commitment to equality and inclusivity.	We care about each other and our environment and we recognise that community is the core of our business.	We deliver; we challenge the status quo and we continually find better ways to reduce cost and improve services.

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ACTING CHIEF EXECUTIVE OFFICER

Date of adoption:
 Date for review: