



GLADSTONE
REGIONAL COUNCIL

**GENERAL MEETING NOTICE
AND AGENDA**

**TO BE HELD AT THE COUNCIL CHAMBERS – CIVIC CENTRE
101 GOONDOON STREET, GLADSTONE**

On Tuesday 15 March 2022

Commencing at 9.00am

**Leisa Dowling
CHIEF EXECUTIVE OFFICER**

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G/1. MAYORAL STATEMENT OF CURRENT ISSUES

G/2. CONFIRMATION OF MINUTES

G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 1 MARCH 2022

Responsible Officer: Chief Executive Officer

Council Meeting Date: 15 March 2022

File Ref: CM7.2

Purpose:

Confirmation of the minutes of the General Meeting held on 1 March 2022.

Officer's Recommendation:

That the minutes of the General Meeting of Council held on 1 March 2022 be confirmed.

Attachments:

1. Minutes of the General Meeting of Council held on 1 March 2022.

Tabled Items:

Nil.

Report Prepared by: Executive Secretary

G/3. OFFICERS' REPORTS

G/3.1. BOYNE TANNUM AQUATIC RECREATION CENTRE CONCEPT DESIGN

Responsible Officer: General Manager Strategy and Transformation

Council Meeting Date: 15 March 2022

File Ref: ED6.1; PRJ: 279

Purpose:

To present the concept design developed for the Boyne Tannum Aquatic Recreation Centre and consider proceeding with project development in accordance with the Define Phase of the Investment Decision Framework (IDF).

Officer's Recommendation:

That Council:

1. Adopt the concept design presented in attachment one (1) of the officer's report as the updated master plan for the Boyne Tannum Aquatic Recreation Centre.
2. Proceed to the Define Phase of the Investment Decision Framework to complete the design process and submit a Material Change of Use development application for the Boyne Tannum Aquatic Recreation Centre.

Background:

On 2 June 2020, Council selected (resolution G/20/4206) the preferred site for the Boyne Tannum Aquatic Recreation Centre (BTARC) and proceeded with development of a concept design for the facility vis: -

That Council:

1. *Adopt the recommendations of the Boyne Tannum Aquatic Recreation Centre options Analysis and select Lot 900 Coronation Drive as the preferred site for the development of the Boyne Tannum Aquatic Recreation Centre; and*
2. *Review and refine the Preliminary Master Plan and proceed to Concept Design of the facility; and*
3. *Inform the community of the Master Plan and next project phase.*

To deliver item two (2) of the resolution, work was undertaken in accordance with the IDF Policy (P-2021-07). The IDF provides a disciplined process for project development and guides Council's investment decision making.

This project is currently in the Select Phase of the IDF and has involved the development and evaluation of options to determine the optimal concept design for the facility. A concept design broadly demonstrates how project objectives, functional requirements and general engineering considerations can translate into a workable design.

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GHD Pty Ltd was engaged to refine the 2019 preliminary master plan and produce a concept design that delivers on the following project objectives:

- A sustainable aquatic facility to meet current and future needs of the community.
- A swimming pool design with multipurpose, multiuse capabilities adequate to provide aquatic health and fitness programs, Learn to Swim services and general recreating.
- A swimming pool size adequate for training and competition to support swimming club and aquatic sports development.
- An aquatic recreational attraction to enhance the visitor experience and leverage tourism opportunities.
- Safe access for all abilities.
- Enable all season programming.
- Complement existing aquatic facilities.

The consultant brief was developed based on a combination of requirements described in Council resolutions (attached), community consultation outcomes (March 2019) and the advice and expertise of key end user groups.

As part of the development of the concept designs, several facility designs with various staging and elements were considered. Several rounds of consultation with key stakeholders, technical specialists and officers formed part of this optioneering process. As a result, the attached Concept for Option 4 was developed and submitted for consideration. The findings of the concept design report include revised cost estimates and have informed the direction proposed in this report.

To visualise the concept design proposed, renders of the facility have been produced (attached).

Options, Risk and Opportunity Analysis:

Option 1 – Adopt the Concept Design and proceed to the Define Phase of the IDF

The concept presented in the concept design report recommends the following components for the BTARC and includes:

- FINA Standard, 8 lane 50m outdoor heated pool with bulkhead.
- Distinct recreational zone with a twin waterslide attraction.
- Kiosk and general amenities, green space with shaded turf seating areas and spectator embankment.
- All abilities access (pool ramp) and pool shading for sun safety and comfort.
- Carparking and landscaping.

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This design is considered to have suitably addressed all objectives identified for the project. Benefits and constraints are tabled below.

Benefits	Constraints
<ul style="list-style-type: none"> • Desirable pool size to support current and future demands for swimming club and aquatic sports development. • Ability to attract/host regional swimming competitions, carnivals and aquatic sporting events. • Bulkhead enables the ability to create smaller water spaces for multipurpose concurrent use. • Pool heating increases year-round access, patronage, and comfort. • Twin waterslides offer enhanced visitor experience, tourism attraction and complements the Gladstone Aquatic Centre. • Kiosk and shaded seating areas located close to recreational zone for safety and ease of supervision. • Balanced of recreational and sporting functionality within a single stage development. • Facility design is well-appointed with components to service long term future needs of the community. 	<ul style="list-style-type: none"> • Higher construction, maintenance and operational cost compared to a design with less features and functionality. • Larger development footprint with functionality that will have high environmental impacts (water and power consumption).

To offset the environmental (power consumption) maintenance and operational impacts, inclusion of solar and energy efficient heating systems and equipment (e.g. heating blankets) will be specified as part of the detailed design process.

The Define Phase, in accordance with the IDF, will include commencing preparation of the designs and approvals for the project to proceed to a final investment decision. In this instance, that will involve the development of detailed designs and obtaining the relevant statutory approvals.

Option 2 – Adopt the Concept Design and Progress no Further

Council may wish to consider adopting the concept design presented in attachment one (1) of this report and proceed no further with project planning and development of the facility at this time.

Should Council wish to adopt this option, an alternative recommendation could be:

That Council:

1. *Adopt the concept design presented in attachment one (1) of this report as the updated master plan for the Boyne Tannum Aquatic Recreation Centre.*

Communication and Consultation:

Outcomes from Community Engagement, Stakeholder Engagement and consultation with Council has informed the current work. Officers have engaged with key external stakeholders specifically, the Boyne Tannum Swimming Club and the Boyne Tannum Aquatic Recreation Centre Community Working Group. Advice and feedback from this group has helped inform the concept design.

Engagement of project stakeholders has been widely undertaken to understand the factors to influence the recommendation of the preferred concept design and the viability of the investment opportunity.

Officers will continue to engage and/or consult in accordance with Council's Community Engagement Policy (P-2019-06). Once the concept design is endorsed, the business will utilise the 'Conversations' engagement platform along with social and published media to update the boarder community. This fulfils item 3 of 2 June 2020 resolution.

Legal Strategy and Policy Implications:

This project is currently in the Select Phase of the IDF where the optioneering and evaluation of concept design options for an optimal aquatic recreational facility design was undertaken. Pending Council's consideration of this report, the project may enter the Define Phase to complete the design process and submit an application for development approval.

On receipt of a development application decision and completion of designs, the project will have reached the Define Phase decision gate.

Financial and Resource Implications:

In developing the concept designs and outworking the Select Phase of the IDF, estimates for construction and Whole of Life (WoL) cost (excl. GST) have been revised and summarised in the tabled below. These estimates includes a 10% contingency.

	Option 1 Recommended Concept Design
Estimated Construction Cost*	\$21,084,000
Whole of Life (WoL) cost#	\$109,737,947
Present Value of WoL cost^	\$70,818,088

* Single stage development.

WoL cost include construction cost estimates and developed over a 40-year period.

^ Present Value is defined as the current total value of the future total cost.

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A proposed budget has been forecast (table below) to outwork the recommendation in this report. The proposed program or work and associated budget will be for Council consideration as part of the operational plan, capital works program and corporate budget development for 2022-23.

Project	Program of Work	21/22	22/23
GNM0253 – Boyne Tannum Aquatic Recreation Centre (BTARC)	Complete balance of work within concept design phase.	\$154,00 0	
	Complete the Design Process Development Application (DA) <ul style="list-style-type: none"> • Procurement of service to prepare and submit DA on Council’s behalf. • Undertake studies required for a DA proposed on land zoned Emerging Community under the <i>Our Place Our Plan Gladstone Regional Council Planning Scheme Version 2</i> which include: <ul style="list-style-type: none"> • Community and Economic Needs Assessment. • Traffic Impact Assessment. • Acoustic and Lighting Assessment. • Geotechnical investigations • Stormwater Management Plan. • Bush Fire Management Plan. • Environmental investigations including Flora/Fauna, Contaminated Land, Cultural Heritage. 		\$720,00 0

Summary:

- The concept design presented in attachment one (1) of this report is proposed as the updated master plan for the Boyne Tannum Aquatic Recreation Centre to be developed on the preferred site at Lot 900 Coronation Drive, Tannum Sands.
- The concept design is proposed as a single stage development.
- Community engagement completed in March 2019, has informed the development of concept design options considered.
- Targeted stakeholder and Council engagement has also informed the current design.
- A multi-criteria assessment was undertaken to evaluate and determine a design that met the prescribed objectives for the facility.
- If recommendations of this report are adopted the business will proceed to complete designs and prepare to submit a development application on Council’s behalf.
- The business will continue to investigate opportunities for funding.
- On receipt of a development application decision, Officers will provide further clarity to Council on whole of life and operating costs to support a potential final investment decision on this project.

Anticipated Resolution Completion Date:

July 2024

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Attachments:

1. BTARC Concept Design
2. BTARC Concept Design Report – Option 4
3. BTARC Renders

Tabled Items:

Nil.

Report Prepared by: Strategic Projects Specialist

G/3.2. CONSIDERATION OF THE BOYNE BURNETT INLAND RAIL TRAIL MASTERPLAN AND CONCEPT DESIGNS

Responsible Officer: General Manager Strategy and Transformation

Council Meeting Date: 15 March 2022

File Ref: ED6.1; PRJ208

Purpose:

The purpose of this report is to consider the Concept Designs for the Boyne Burnett Inland Rail Trail (BBIRT).

Officer's Recommendation:

That Council:

1. Note the BBIRT Concept Design Report as attached to this report, and
2. Handover the BBIRT Concept Design Report to the key stakeholders: Boyne Burnett Inland Rail Trail Incorporated (BBIRT Inc.), the Gladstone Area Water Board (GAWB) and North Burnett Regional Council (NBRC).

Background:

The BBIRT is a decommissioned rail corridor between Taragoola (Calliope) and Reids Creek (Gayndah) and spans over 270km and two local government areas, Gladstone Regional Council (GRC) and NBRC. The Department of Transport and Main Roads (DTMR) is the current owner of the trail.

The Boyne Burnett Inland Rail Trail Inc. was formed in 2018 and is an incorporated association composed of many community members with the intent to facilitate the development of the rail corridor. The BBIRT Inc. has been issued a license through DTMR to work and make improvements within the rail corridor.

The trail also runs into the Gladstone Area Water Board (GAWB) controlled Awoonga Dam area near Boynedale Bush Camp and Futters Creek. GAWB are proposing to design and construct a 3.5km stretch of rail corridor that starts at Boynedale Bush Camp, running to 4 Mile Scrub. The estimated timing for completion of that work is 2024. GAWB have been issued a sub-lease from DTMR over its portion of the rail trail.

North Burnett Regional Council is the relevant local government for the Burnett River Bridges Rail Trail (Mundubbera to Gayndah) as well as a portion of the Kalpowar Tunnels Rail Trail (Builyan to Kalpowar).

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At the 20 March 2018 General Meeting, Council adopted the following resolution through a Notice of Motion.

That:

1. *Gladstone Regional Council join with North Burnett Regional Council and apply for a fully funded feasibility study through the 'Queensland Cycling Action Plan' (QCAP) to explore the options and opportunities in utilising the rail corridor from Gayndah to Taragoona (Calliope).*
2. *Gladstone Regional Council appoint an officer to represent the Gladstone Regional Council at the monthly Boyne Burnett Inland Rail Trail meetings.*
3. *Gladstone Regional Council supports the ownership of the assets remaining with the Department of Transport and Main Roads.*

Council then engaged Mike Halliburton Associates to prepare the BBIRT Feasibility Study, following a successful funding application in September 2018 for \$99,000 (100% project cost) through the DTMR Rail Trail Local Government Grants Program (RTLGGP). The Study highlighted the practical limitations of developing the trail in its entirety and recommended the initial development of three smaller trails within the larger corridor. These trails are:

1. Awoonga Lake Rail Trail (Futter Creek Bridge to Ubobo);
2. Kalpower Tunnels Rail Trail (Builyan to Kalpower); and
3. Burnett River Bridges Rail Trail (Mundubbera to Gayndah).

At the 19 March 2019 General Meeting, Council adopted the following resolution.

That Council:

1. *Note the Boyne Burnett Inland Rail Trail Feasibility Study, March 2019 prepared by Mike Halliburton Associates.*
2. *Allocate sufficient staff and budget resources in the 2019/2020 Operational Plan to continue with items 3 through to 7 below.*
3. *Undertakes Community Engagement with the broader community, adjoining landholders and key stakeholders.*
4. *Applies for 100% funding from DTMR for the detailed design development plan for both sections as recommended within the Gladstone Region.*
5. *Negotiate with DTMR/GAWB/BBIRT in relation to undertaking the on-going maintenance and ownership.*
6. *Seek commitment from GAWB in relation to development of the Rail Trail on their land.*
7. *Advocate for external funding.*

Council engaged JFP to prepare Concept Designs in January 2021, following a second successful funding application for \$330,000 (100% project cost) also through the RTLLGP. The scope of this work was to develop Concept Designs for the three smaller trails, including three options for the potential capital costs. The development of the designs also included community and stakeholder engagement, which is detailed further in this report.

In developing the designs, topographic survey, geotechnical assessments, and structural assessments were made of the trail and its existing conditions. The safety risks associated with the operation of the trail were also reviewed, with the primary concerns being road crossings, falling from heights, rock fall/land slip, natural hazards, and the general remoteness of the trails. Design elements focused on signage, trail furniture, fencing/grids/gates, bridges and tunnels, trail head infrastructure and the trail surface treatments.

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In particular, the trail heads are proposed to act as nodal points along the trail with supporting amenities such as carparking, camping, shade and seating, interpretive signage, access to water, bike racks and horse yards. The image below provides artists impressions of the Ubobo siding.



Image One: Concepts of the trail head at Ubobo Siding

The Concept Report also suggests that the development of the trail be sub-staged into portions that are more manageable and economical to deliver. This approach may also assist in the future detailed design and funding arrangements, with identifiable portions of the trail able to be prioritised. The stages are:

1. Taragoola to Ubobo
 - 1) Nagoorin Siding to Ubobo Siding
 - 2) Southern GAWB lease to Nagoorin
 - 3) Futter Creek to northern GAWB lease

2. Builyan to Kalpower
 - 1) Golimbel Siding to Barrimoon Siding
 - 2) Barrimoon Siding to Kalpower Siding
 - 3) Builyan Siding to Golimbel Siding

3. Mundubbera to Gayndah
 - 1) Reid Creek to Humphrey Siding
 - 2) Humphrey Siding to Philpott Siding
 - 3) Philpott Siding to Mundubbera

The report assesses the risks and opportunities with each of the above stages, as well as providing recommendations on the progression to the detailed design.

Options, Risk and Opportunity Analysis:

The BBIRT Concept Report and Designs present a clear design direction for the trail. It provides commentary on the risks and opportunities as part of this project whilst detailing the options of signage, trail furniture, fencing/grids/gates, bridges and tunnels, trail head infrastructure and the trail surface treatments. The report includes three Cost Options for the construction of the trail to further inform both the level of service and any potential future detailed design that BBIRT Inc. may wish to undertake.

It is recommended that the Concept Report be delivered to the three major stakeholders – BBIRT Inc., NBRC and GAWB to inform the continuation of the relevant components of the trail.

Communication and Consultation:

As part of the development of the Concept Designs, JFP worked closely with Council to undertake community and key stakeholder engagement. This was undertaken in two phases, with an initial survey undertaken and then based on feedback, a draft Master Plan was produced (Attachment 2). The Master Plan was then made available on Council's Conversations platform from 19 July 2021 to 15 August 2021 and made available at various local events and pop-up stalls to further invite community feedback and comment. This feedback then informed the refinement of the Master Plan into the final Concepts presented.

BBIRT Inc. has been instrumental in the development of this project since its formation in 2018. The committee have had extensive involvement and consultation with Council throughout the development of the initial Feasibility Study in 2019, with preparation of the concept design funding application and as part of the development of this Concept Design package. In response to the March 2018 Notice of Motion, a Council Officer has attended the majority of the BBIRT Inc. monthly committee meetings. This has allowed a consistent flow of information between both Council and BBIRT Inc. throughout the process. It has also supported the relationship between the project team and the committee, which has translated into the development of the Concept Design Report.

It is noted that in September 2021, BBIRT Inc. officially opened the first section of the trail, the Kalpower Tunnels Rail Trail which runs from Golembil to Barrimoon (ie. Stage 2.1) and includes six heritage tunnels located in the Dawes Ranges. Anecdotally, this section has enjoyed significant patronage since its opening.

Feedback was sought from GAWB throughout the Concept Design process, to ensure that the designs are cohesive with their proposed works on the components of the rail trail within its jurisdiction.

NBRC has been partners with Council on both funding applications and have provided feedback and design guidance on the Concept Designs development.

Engagement of internal project stakeholders has also been widely undertaken to understand the breadth of factors to influence the development of the concept design. Council's Community Engagement and Communications teams were also integral throughout the community consultation process.

The business will utilise the 'Conversations' engagement platform along with social and published media to update the broader community after a determination of this report.

Legal Strategy and Policy Implications:

Council currently does not hold tenure over the rail trail. As owner of the trail, DTMR has a license agreement to the BBIRT Inc. for improvements and maintenance. Council's current position is that ongoing maintenance and ownership of the trail and any assets will be the responsibility of the operators, consistent with both resolutions referenced in the above background. As such, the finalisation of the Concept Designs and their delivery to BBIRT Inc, GAWB and NBRC completes Council's commitment in the March 2019 Council resolution.

Financial and Resource Implications:

The Concept Designs have been developed with \$330,000 (100% project cost) funding through the Department of Main Roads' Rail Trail Local Government Grants Program. The payment schedule included the initial release of \$165,000 (50%) at the time of signing the Funding Agreement in October 2020 and the final \$165,000 (50%) at completion of the project and submission of the acquittal.

At completion, the project expenditure was \$212,357. This represents an under expenditure of the grant funding and as such, only \$47,357 will be claimed as part of the final acquittal of the project (due June 2022).

Life of project expenditure is \$311,357 which includes the 2019 Feasibility Study, which was 100% funded by DTMR.

Council has contributed significantly to this project through the allocation of internal resources across Strategy & Transformation, Strategic Asset Performance, Community Development and Brand and Communications which have not been claimed against the funding as they are not eligible costs.

The Officer's recommendation does not require further financial investment by Council.

Summary:

In January 2021 Council received funding to develop concept designs for the Boyne Burnett Inland Rail Trail. Council has subsequently undertaken this project with close engagement with BBIRT Inc., GAWB and NBRC and now presents the final designs for endorsement and publication.

Following finalisation of the designs, the funding can be acquitted.

Delivering the completed package to BBIRT Inc., GAWB and NBRC allows the relevant stakeholders to continue their components of the project.

Anticipated Resolution Completion Date:

The program of work anticipated to fulfil the Officers Recommendation detailed in this report is forecast to be completed by 31 March 2022.

Attachments:

1. Boyne Burnett Inland Rail Trail Concept Design Report February 2022
2. Boyne Burnett Inland Rail Trail Concept Design Report Appendices C, F & H

Tabled Items:

Nil.

Report Prepared by: Strategic Projects Business Partner

G/3.3. PHILIP STREET ADVISORY COMMITTEE QUARTERLY UPDATE

Responsible Officer: General Manager Community Development and Events

Council Meeting Date: 15 March 2022

File Ref: CR3.2

Purpose:

The purpose of this report is to provide Gladstone Regional Council ("Council") with a formal progress report containing an overview of the ongoing operations and work of the Philip Street Communities and Families Precinct Advisory Committee.

Officer's Recommendation:

That Council receive and note the first Philip Street Communities and Families Precinct Advisory Committee Report.

Background:

Council is committed to creating healthy communities that are engaged, involved, proud and connected. Council has expressed its commitment to this goal through the development of the Philip Street Communities and Families Precinct ("the Precinct").

The Philip Street Communities and Families Precinct Advisory Committee ("the Committee") was established by resolution of Council on 2 November 2020 as an Advisory Committee to Council under the *Local Government Regulation 2012*, ss.264-265.

On 16 February 2021, the Terms of Reference (TOR) that define the roles, responsibilities and scope of the committees' operations were established vide resolution GM/21/4444. The TOR states the purpose of the Committee is to provide Council with advice on strategic planning, management, and service delivery for the Precinct.

As described within the TOR, item 4.1 states that membership of the committee shall be voluntary and consist of:

Council Members:

- Two (2) Gladstone Regional Council Councillors
- One (1) other representative from Council

Appointed Members:

- One (1) representative from the Salvation Army (primary tenant)
 - One (1) representative from the Gladstone Area Promotion and Development Limited (GAPDL)
- Ordinary Members:
- Up to six (6) representatives to include one (1) representative of the region's youth, one (1) representative of the Indigenous community, one (1) representative of the culturally and linguistically diverse community, one (1) representative of the senior community and one (1) representative of the disability community.

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A robust selection process took place with Expressions of Interest for Ordinary Members distributed via multiple communication channels and throughout community networks. This selection process resulted in Council's appointment of the following applicants to the Philip Street Communities and Families Precinct Advisory Committee for an initial period of 24 months at the General Meeting on 18 May 2021.

- Chris Ford – Salvation Army
- Shakira Raymond – GAPDL Communities 4 Children
- Cecelia Eggmolesse – ordinary member
- Christine Ward - ordinary member
- Kate Dufty - ordinary member
- Monica Mattingley - ordinary member
- Supria Singh - ordinary member

Council by resolution (GM/21/4508) appointed Councillors O'Grady and Muszkat to the Philip Street Communities and Families Precinct Advisory Committee and authorised the Chief Executive Officer by resolution (GM/21/4509) to appoint the officer representative to the Philip Street Communities and Families Precinct Advisory Committee, General Manager Community Development & Events, Kylie Lee.

As per the TOR the following ex-officio representatives are entitled to attend and take part in the meetings but are non-voting participants:

- The Mayor
- Committee Secretary, who will be an employee of Council.

At this point in time there are two (2) Advisory Committee appointments vacant and open for interested parties to submit an expression of interest.

Following an initial induction process where Advisory Committee members were introduced to one another, the meeting schedules including dates and most suitable time were co-designed to encourage active and meaningful participation from committee members. During the induction process the Advisory Committee decided to implement a rotating chair roster to provide an opportunity to establish this skill set across all Advisory Committee members.

With the Precinct's collaborative nature and values of life-long learning, connection and wellbeing, Committee members have been provided with an opportunity to attend the following training alongside Precinct staff:

- Asset Based Community Development – facilitated by the Jeder Institute
- Trauma Informed Care – facilitated by The Salvation Army

Since the Precinct's operationalisation, the committee has met monthly in the Maxine Brushe Community Meeting Place. As per the TOR the meetings are open to the public with meeting times and dates published on Council's website.

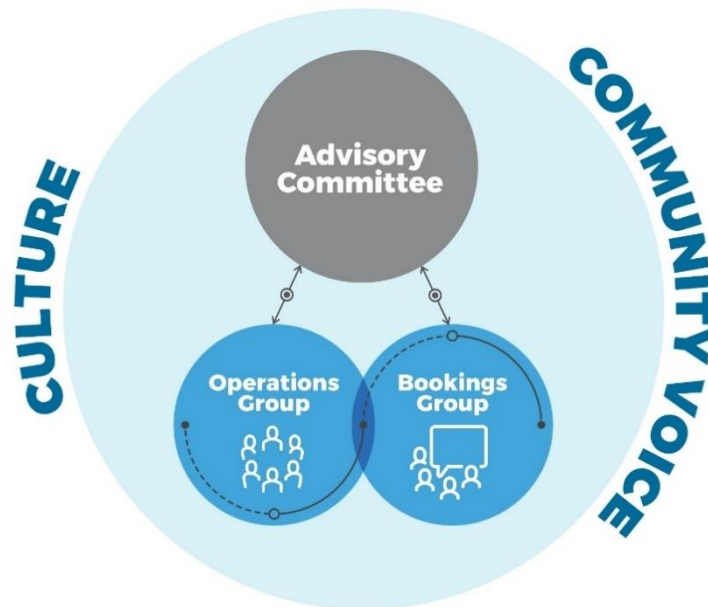
Philip Street Communities and Families Precinct – Operating Model

The Precinct's collaborative and unique operating model has been co-designed by key stakeholders following a comprehensive 4-day Collective Change Facilitation training delivered by Dr Sara Branch from Griffith University and Charmaine Stubbs, Collective Change Facilitator at The Salvation Army.

The operating model, which is the first of its kind in Australia, creates the conditions to help other possibilities emerge at the Precinct in alignment to the Precinct's values.



Our Operating Model



The operating model represented graphically above is explained below to provide context on the environment the Advisory Committee operates to fulfill its function

Community Voice:

A working group of collaborators are currently revisiting the Precinct's program logic/theory of change which will directly inform how the community voice can feed into the Operations Model. It is anticipated that there will be a wide range of methods to shape the direction of the precinct for community, which includes the Advisory Committee and Advisory Committee members

Culture:

Creating collaborative culture is founded upon strong relationships and understanding of shared goals. Before the most recent COVID outbreak, sitewide breakfast barbecues were held at the Precinct. Hosted by key collaborators with invitations extended to collaborators and Neighbourhood Centre groups operating from the precinct. The barbecues provided an opportunity to cultivate and foster connections and establish referral pathways across the site.

Bookings Group:

Consisting of senior representatives from key collaborators onsite the bookings group seeks to provide strategic oversight of the bookings process. This includes ensuring incoming booking requests align to the Precinct Values proposition, to identify opportunities to strengthen collaborations and ensure safe program scheduling across the site Booking request decisions are considered with recommendations passed back to Council officers to outwork. In addition to this the Booking's group identifies opportunities to identify booking process improvements that can be referred into the Operations group. The administrative function of handling the booking process is supported by Council officers.

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Operations Group:

The Operations Group consists of representatives from collaborators across the Precinct, in the interests of supporting the collaborative environment this also includes representatives from all permanent tenants. As the Precinct grows this group will grow to invite representatives from visiting service/program providers. The Operations group is designed to receive and consider information from:

- All services full time and casual service providers
- Bookings group
- Community Voice

The Operations group develops and communicates recommendations for consideration by the Advisory Group in relation to;

- Facilities maintenance, health and safety, risk management (to form recommendations to Advisory Committee)
- Site service mix including;
 - Room bookings and leasing requests
 - Rejected requests
 - Facility capacity and availability
 - Complementary and competing services
 - Emerging trends and Gaps

As the Evaluation framework takes shape the Operations group will also seek strategic guidance from the Advisory Committee in relation to

- Tracking and system monitoring of referral pathways into and out of the Precinct
- Evaluation system and data (to form recommendations to Advisory Committee)

Information and communications from the Operations group can flow back to the Bookings Group and Community Voice or are moved for consideration by the Advisory Group.

Options, Risk and Opportunity Analysis:

There are currently two vacant Advisory Committee positions that are open for expressions of interest being.

Ordinary Members:

- (1) representative of the region's youth
- (1) representative of the senior community

Onboarding and endorsement of new members will be forthcoming following a selection process. This process is being undertaken in accordance with the Advisory Group Terms of Reference.

Recommendations to and from the Advisory Committee are being tracked, monitored, and managed through a shared document. Since the first Advisory Committee meeting, 36 (thirty-six) recommendations have been made from the Advisory Committee for consideration and outworking by the Operations group. The progress, and outcome of each of these recommendations is reported back to Advisory within Advisory Committee meetings.

Recommendations from the Advisory Group to Operations Group have been focused on accessibility, signage, and marketing across the site, identifying opportunities to strengthen community understanding of the Precinct and its groundbreaking collaborative nature.

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During the January 2022 Advisory Committee meeting a discussion was had around asset design and accessibility. The discussion focused on buildings being designed to meet legal standards that are usually the minimum standards for access, which does not necessarily make the most accessible facilities, the aim should be for new facilities to be the gold standard of accessibility.

The committee recommended to Council:

“That Council consider meaningful consultation and engagement with key stakeholders regarding accessibility requirements in future infrastructure developments, this should begin at the design stage and is carried throughout construction.”

Initial conversations have been had with the Asset Planning team with further conversation to take place.

In the most recent Advisory Committee meeting a recommendation was passed to the Operations Group to explore further training for Advisory Committee members to strengthen their skills in relation to governance, reporting and specific skills in relation to meeting the meeting Chair roles and responsibilities. The Operations group will be seeking to develop a comprehensive training plan for the Advisory Committee moving forward.

Communication and Consultation:

N/A

Legal Strategy and Policy Implications:

The Philip Street Communities and Families Precinct Advisory Group is an advisory committee to Council, constituted under Section 264 and 265 of the Local Government Regulation 2012 and operates under a Council adopted Terms of Reference.

Financial and Resource Implications:

Administrative and secretarial costs and resources to support the Philip Street Communities and Families Precinct Advisory Committee are absorbed as a part of the existing operational budget of Engagement and Partnerships

Secretariat services for the Advisory Committee are provided by the Community Development Specialist with support provided by Program Support Officers and the Manager, Engagement & Partnerships.

Considering the importance of establishing good governance, consistency, and ensuring the collaborative nature of the precinct is maintained the Secretariat has established a flexible framework to support and guide the ongoing administration of the Advisory Group and create the conditions to build capacity. This includes opportunities to provide chair’s briefings, and the distribution of an agenda and any reports tabled prior to the meeting.

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Whilst at this stage the process is resource intensive it is hoped that as the Advisory Committee processed become embedded a routine will be established. The table below outlines the ideal timeline following the Advisory Committee Meeting held in February 2022 and the preparation timeline for the March 2022 meeting.

Meeting Held – Minutes Process	Timeline
Minutes due to Secretariat	10/02
Secretariat send Minutes to Chair to check	18/02
Chair to return minutes to Secretariat	18/02
Secretariat send minutes to Advisory Committee	21/02
Publish to website.	22/02

Meeting Flow/ Preparation	Timeline
Secretariat to provide a Chairs brief (up and coming rotating Chair) and discuss meeting flow	01/03
Secretariat to send flow to the upcoming Chair	03/03
Upcoming Chair to confirm/make amendments to flow	04/03
Member report due if being tabled to allow distribution to Advisory with meeting flow	07/03
Send upcoming meeting flow to Advisory committee	07/03

As per the terms of reference a public gallery is available for visitors and Subject Matter Experts from across Council or other collaborators are invited to provide guidance to the Advisory Group when appropriate.

Summary:

This report summarises the activities of the Philip Street Communities and Families Precinct Advisory Committee.

Anticipated Resolution Completion Date:

N/A

Attachments:

Nil.

Tabled Items:

Nil.

Report Prepared by: Community Development Specialist

G/3.4. SOLE SUPPLIER - ALTO PACIFIC

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 15 March 2022

File Ref: PE1.1

Purpose:

This report seeks a resolution from Council to make use of the provisions in s235 of the Local Government Regulation 2012, that allows for exceptions to the requirement for written quotes or tenders. The use of this provision is sought in relation to temporary heating of the 50m outdoor pool and upgrading of the heating system for the 25m pool as part of the Gladstone Aquatic Centre Rejuvenation Project.

Officer's Recommendation:

That Council resolves, in accordance with Section 235(a) of the Local Government Regulation 2012, that it is satisfied that Alto Pacific Pty Ltd is the only supplier reasonably available to Council to implement temporary heating of the 50m outdoor pool and upgrading of the heating system for the 25m pool as part of the Gladstone Aquatic Centre Rejuvenation Project.

Background:

Council requires a suitably qualified Contractor to implement temporary heating of the 50m outdoor pool and upgrading of the heating system for the 25m pool as part of the Gladstone Aquatic Centre Rejuvenation Project.

A Request for Quote ('RFQ') was released via VendorPanel on 1 February 2022 to the only eight (8) contractors based in Queensland, registered under pool heating and with experience in commercial pools. The RFQ process was adopted due to initial cost estimates of below \$200,000 ex GST (the trigger for an open market Tender) based on the initial scope of works required, however during the open period an Electrical Maximum Demand Report was received by Council which identified that the temporary heating of the 50m outdoor pool could not be sustained with the current electrical system and that the heating system would need to be independent from the 25m pool heating system. Due to this change in scope a Quote Notice was issued to all contractors issued the RFQ.

The quote closed 11 February 2022 with only one (1) offer received from Alto Pacific Pty Ltd. Council has obtained feedback from the seven (7) contractors that received the request but did not respond, with two (2) advising that it was not a project of interest, three (3) due to competing projects and availability of sub-contractors, one (1) no longer provides heating solutions and one (1) declined without a reason being provided.

The offer from Alto Pacific was evaluated in accordance with Council's Procurement Corporate Standard by subject matter experts and was determined as suitable for the provision of the works requested.

Options, Risk and Opportunity Analysis:

The offer from Alto Pacific is \$300,081.79 ex GST which exceeds the \$200,000 ex GST limit for awarding under an RFQ process. Normally the RFQ process would be dissolved at this point and an open market tender process initiated, however the following options are provided:

Option 1 – Approve Alto Pacific as Sole Supplier - Preferred

Alto Pacific meets the definition of a sole supplier, due to the market test concluding that there is only one supplier reasonably available to Council to undertake these works. This was confirmed with the feedback received from the other seven (7) suppliers approached with the RFQ that declined to respond.

Council endorsement of Alto Pacific as a sole supplier under section 235(a) will allow Council to enter into a contract to commence the works immediately and to provide continued heated pool services to the community whilst the 25m pool is offline for Stage 3 Rejuvenation Works.

The heat pump system will have the capacity to heat the 50m pool to the desired set point (34 Deg C), throughout winter and has the ability to service the 25m pool after completion of the 25m pool renewal works. This system will future proof the facility and will replace the scheduled 25m pool heating system upgrade as part of the Stage 3 rejuvenation works.

Option 2 – Commence Tender Process

If Council does not endorse Alto Pacific as a sole supplier but does not wish to proceed with do nothing (as provided in Option 3), an open market tender process must be undertaken. The tender process commencing in March would not be completed (contract awarded) until May, which would align with the reopening of the renewed 25m pool. GAC will not be able to offer a heated pool facility for a period of approximately 3.5 months (Feb-May) which will result in Council incurring compensation costs payable to Blue Fit in the vicinity of \$230-250,000.

Installation of the new system would be of benefit as the heating system will future proof the facility and will replace the current 25m pool heating system scheduled for upgrade as part of Stage 3 rejuvenation works.

Option 3 – Do Nothing

If Council does not endorse Alto Pacific as a sole supplier and does not wish to proceed with a tender process (as provided in Option 2), GAC will not be able to offer a heated pool facility for a period of approximately 3.5 months (Feb-May) which will result in Council incurring compensation costs payable to Blue Fit in the vicinity of \$230-250,000. The 25m pool heating system upgrade will proceed as part of Stage rejuvenation 3 works; however, replacement of the system will still need to occur in the future.

Communication and Consultation:

Nil.

Legal Strategy and Policy Implications:

It is a requirement of the *Local Government Regulation 2012* section 225 to invite written quotation or tenders where the supply of goods or services costs greater than \$15,000 ex GST. Section 235 of the regulation provides several exceptions to the requirement and relevant to this request is clause a) which states:

The local government resolves it is satisfied that there is only 1 supplier who is reasonably available.

Financial and Resource Implications:

The contract value is \$300,081.79 ex GST which is contained with the approved budget for the GAC Rejuvenation project and funded by the 2021-24 Works for Queensland funding program.

Summary:

Nil.

Anticipated Resolution Completion Date:

The contract will be awarded in March 2022.

Attachments:

Nil.

Tabled Items:

Nil.

Report Prepared by: Manager Contracts and Procurement

G/3.5. 2021-22 SOLE SUPPLIERS - ADDITIONAL

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 15 March 2022

File Ref: PE1.1

Purpose:

This report seeks resolution from Council to include additional suppliers to the General Sole/Specialised Suppliers listing for 2021/22 financial year, making use of the provisions in section 235(a) of the Local Government Regulation 2012, that allows for exceptions to the requirement for written quotes or tenders.

Officer's Recommendation:

That in accordance with s235(a) of the Local Government Regulation 2012, Council is satisfied that the below supplier is the only supplier reasonably available to deliver the respective product/service for the 2021/22 financial year:

Supplier	Relevant Product/Service
Terrequip Pty Ltd	JCB Equipment Original Equipment Manufacturer (OEM)

Background:

Section 225 of the Local Government Regulation (LGR) 2012 provides that a local government cannot enter into a medium sized contractual arrangement unless it first invites 3 potential suppliers to quote.

A medium sized contractual arrangement as a contractual arrangement with a supplier that is expected to be worth \$15,000 or more (plus GST) but less than \$200,000 over a financial year (or longer term of contract). The expected value is the total expected value of all Council's contracts with the supplier for goods and services of a similar type under the arrangement.

Due to the nature of some goods and services, there may be only one supplier who is reasonably available. In recognition of this, s235 of the LGR provides an exception to the requirement to obtain 3 quotes where a local government resolves it is satisfied that there is only 1 supplier who is reasonably available.

After investigation, it has been determined that the following supplier meets the requirements of s235(a) of the LGR for the relevant product or service set out below:

Supplier	Relevant Product/Service	Rationale
Terrequip Pty Ltd	JCB Equipment Parts and Service	Original Equipment Manufacturer (OEM)

*Please note – JCB is the brand of some of Council's plant such as backhoes.

Options, Risk and Opportunity Analysis:

Option 1 - Officer's Recommendation

Should Council adopt the officer's recommendation, the identified supplier will be added to Council's General Sole/Specialised Supplier and the goods/services can be procured on an as required basis without the need for Council to obtain multiple quotations.

Terrequip Pty Ltd are based in Rockhampton and are the only JCB dealer between Brisbane and Mackay able to support Council with OEM servicing and parts.

Option 2 – Council does not resolve that the supplier meets the requirements of s235(a) i.e. that the supplier is not a sole supplier

Should Council elect not to resolve that the supplier meets the requirements of s235(a) of the LGR, there will likely be significant interruption to operational activities as well as impacts to Council's ability to deliver key services to the community and to meet regulatory requirements.

Communication and Consultation:

Nil.

Legal Strategy and Policy Implications:

The officer's recommendation is consistent with Councils Procurement Policy, Procurement Corporate Standard and legislative requirements.

Financial and Resource Implications:

Nil.

Summary:

Nil.

Anticipated Resolution Completion Date:

Exception granted within this report will be added to Council's contracts register by 31 March 2022.

Attachments:

Nil.

Tabled Items:

Nil.

Report Prepared by: Manager Contracts and Procurement.

G/3.6. MINOR AMENDMENTS TO WORK HEALTH AND SAFETY POLICY

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 15 March 2022

File Ref: CM28.2

Purpose:

The purpose of this report is to update Council's Work Health and Safety Policy to align with recent changes to legislation and standards.

Officer's Recommendation:

That Council:

1. Repeal Existing P-2019-31 Work Health and Safety Policy; and
2. Adopt the proposed P-2022-02 Work Health and Safety Policy attached as Attachment 1 to this report.

Background:

Council's Work Health and Safety Team monitor changes to safety legislation and standards as part of their normal operations to ensure that the business adapts to new requirements. This process has identified some minor changes required to the Work Health and Safety Policy to ensure that it remains current. The minor changes relate to updating the related legislation and documents sections and, in the body of the document, the reference to the international standard for Occupational Health and Safety Management Systems (ISO 45001:2018) which is replacing the current Australian/New Zealand Standard 4801 which will be repealed by 13 July 2023.

Options, Risk and Opportunity Analysis:

Option 1 – Adopt the recommendation

This option ensures that Council's Work Health and Safety Policy remains current and relevant to the business's needs and aligns with current legislation, standards, policies & corporate standards.

The risk of not updating the policy is that it will reference out of date information. The opportunity of this option is that the policy serves the business and gives workers correct and current information.

Option 2 – Adopt the recommendation with amendments

Should Council consider that changes are required to better reflect the corporate approach to Work Health and Safety, it can adopt the policy with amendments. The resolution to give this option effect is:

"That Council:

1. Repeal Existing P-2019-31 Work Health and Safety Policy; and
2. Adopted proposed P-2022-02 Work Health and Safety Policy as attached in Attachment 1, subject to the following changes:
 - a. *Insert amendment*
 - b. *Insert amendment....."*

Communication and Consultation:

The Work Health and Safety Team identified the changes in consultation with the Governance Team. The Executive Leadership Team have considered the changes as part of the agenda review process.

Legal Strategy and Policy Implications:

Council is legislatively required to have a Work Health and Safety Policy that reflects Council's commitment to safety in the workplace and that achieves compliance with the *Work Health and Safety Act 2011* and *Work Health and Safety Regulation 2011*.

Financial and Resource Implications:

Nil

Summary:

The adoption of an updated Work Health and Safety Policy provides an opportunity for Council to maintain a policy that aligns with current legislation and standards.

Anticipated Resolution Completion Date:

18 March 2022

Attachments:

1. Proposed P-2022-02 Work Health and Safety Policy
2. Proposed P-2022-02 Work Health and Safety Policy with Tracked Changes
3. Existing P-2019-03 Work Health and Safety Policy

Tabled Items:

Nil.

Report Prepared by: Governance Business Partner

G/3.7. REVIEW OF MOTOR VEHICLE USE POLICY

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 15 March 2022

File Ref: CM28.2

Purpose:

To propose the repeal of the existing Motor Vehicle Use Policy.

Officer's Recommendation:

That Council repeal existing P-2017-08 Motor Vehicle Use Policy with the repeal to take effect on 01 June 2022, noting it is replaced by a Motor Vehicle Corporate Standard.

Background:

The Motor Vehicle Use Policy and Motor Vehicle Use Corporate Standard are due for their scheduled review. Officers propose that the policy be repealed, with a corporate standard (amended) to remain in place.

Options, Risk and Opportunity Analysis:

Option 1 – Repeal the existing policy

Following review, officers propose the consolidation of the existing policy and corporate standard into a single document (corporate standard) to increase organisational awareness ensuring consistent decision making through the consolidation of documentation and the removal of duplication. This is supported by:

- the documentation intent is operational in nature - provides the conditions applicable to the use of a business supplied motor vehicle;
- the Councillor Expenses Reimbursement and Provisions of Facilities Policy provides for the provision of motor vehicles to Councillors;
- motor vehicle financial commitments are set via adoption of the operational budget with purchases governed by the Procurement Policy and Procurement Corporate Standard;
- the existing policy and corporate standard largely duplicate one another and by streamlining documentation it is easier for our people to access and understand.

Furthermore, officers propose a number of changes including:

- reduction in the number of categories of use from nine (9) to four (4) - removal of Categories of Use 1-3 (Councillor, Executive Team, Non-Executive Team on Contract) and combining of Categories of Use 6-8 (Operational Rostered On-Call Periods, Operational General, and Operational Pool Vehicles);
- change from Preferred Vehicle List to Motor Vehicle Specification List (removal of reference to vehicle makes and models with focus to be on the specifications required to meet the operational needs); and
- extension of daily prestart checklist to include all vehicles (currently excludes light vehicles).

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On this occasion a tracked changes version is not available due to the proposed change of consolidation of the existing policy and corporate standard into a single document. A summary of proposed changes (Attachment 4) has been provided in lieu.

The Executive Team have endorsed the approval of the proposed Motor Vehicle Corporate Standard (Attachment 3) subject to the repeal of the policy by Council.

Officers propose a date of effect of the proposed corporate standard of 01 June 2022 to provide for an implementation period to, amongst other items:

- notify Authorised Users of changes to Categories of Use;
- review forms and related documentation; and
- review, update, and add administrative delegations; etc.

This recommendation is in line with the journey the business is currently on to reduce and streamline our documents to improve accessibility and understanding by our people and the community.

Option 2 – Seek a review of the existing policy

Alternatively, Councillors may seek to retain a policy. If this is preferred, an alternative recommendation could be:

That Council further review the existing Motor Vehicle Use Policy to align it to Council's strategic position and set the governing principles.

Communication and Consultation:

Subject matter experts from the People Services, Operations Support Services, and Financial Operations Teams have contributed to the development of the proposed corporate standard. Wider consultation with our people and the Joint Consultative Committee (JCC) has also been undertaken and considered in the development of the proposed corporate standard.

Legal Strategy and Policy Implications:

The Motor Vehicle Use Policy and Motor Vehicle Use Corporate Standard have undergone a periodic scheduled review. There is no legislative obligation for Council to have a policy in relation to motor vehicles.

Financial and Resource Implications:

It is anticipated that little or no additional resource or financial implications will be incurred as a result of the repeal of this policy given purchases related to motor vehicle are provided for in the operational budget.

Summary:

Nil.

Anticipated Resolution Completion Date:

01 June 2022.

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Attachments:

1. Existing P-2017-08 Motor Vehicle Use Policy;
2. Existing CS-17-2017 Motor Vehicle Use Corporate Standard;
3. Proposed CS-2022-01 Motor Vehicle Corporate Standard; and
4. Summary of Proposed Changes – Proposed Motor Vehicle Corporate Standard.

Tabled Items:

Nil.

Report Prepared by: Governance Business Partner

G/3.8. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 28 FEBRUARY 2022

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 15 March 2022

File Ref: FM15.1

Purpose:

This report seeks Council adoption of the Monthly Financial Statements for the 2021-22 year to date, for the period ended 28 February 2022.

Officer's Recommendation:

That Council adopt the Monthly Financial Statements attached to the officer's report for the 2021-22 year to date, for the period ended 28 February 2022 as required under Section 204 *Local Government Regulation 2012*.

Background:

The percentage of year passed (pro-rata rate) as at 28 February 2022 is 66.85%.

The 2021-22 budget was adopted on 15 June 2021. Council officers have undertaken a forecasting process, resulting in a forecast operating deficit of \$1.8m compared to the budgeted operating deficit of \$0.9m.

Major movements are as follows:

- Increase in income tax equivalents revenue from the Gladstone Area Water Board (GAWB) +\$3.4m
- Increase in finance costs due to borrowing rate obtained at time of loan restructure (\$1.4m)
- Increase in operating costs across salaries, materials and contractors & consultants relating to gravel pits based on no inventory production for the 2021-22 year (\$1.0m)
- Decrease in Gladstone Airport Corporation (GAC) contribution to finance costs - excess over cost to Council now allocated as principal repayments (\$0.9m)
- Increase in employee benefits expenditure following Enterprise Bargaining Agreement (EBA) negotiations (\$0.7m)

Statement of Income and Expenditure

Income

Recurrent Revenue

Total recurrent revenue	2021-22	Actual as %
Actual	\$167.9m	
Budget	\$199.4m	84.21%
Forecast	\$199.3m	84.24%

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Of note:

Net rates and utility charges	2021-22	Actual as %
Actual	\$146.2m	
Budget	\$158.0m	92.50%
Forecast	\$157.6m	92.75%

Council's primary source of recurrent revenue is the generation of annual rates, along with access charges for water, sewerage and waste. This generation was completed in July.

The remaining forecast revenue relates to water consumption revenue for 2021-22. This revenue will be raised upon completion of the June water meter reading cycle.

Total interest revenue	2021-22	Actual as %
Actual	\$0.8m	
Budget	\$1.7m	45.46%
Forecast	\$1.5m	53.91%

Investment opportunities remain limited due to the on-going COVID-19 pandemic. Rates available to Council for investing remain lower than the cash rates available from the Queensland Treasury Corporation (QTC).

Sales revenue	2021-22	Actual as %
Actual	\$2.1m	
Budget	\$7.5m	27.81%
Forecast	\$4.2m	49.35%

Recoverable works contract values were estimated at the time of budget preparation. As the year progresses these contract values have been confirmed as lower than initial estimates. Revenue relating to these contracts has been reduced by \$3.5m and is offset by a reduction in operating expenditure of \$3.3m.

Income tax equivalents	2021-22	Actual as %
Actual	\$0.1m	
Budget	\$3.9m	2.54%
Forecast	\$7.3m	1.35%

Council has increased the income tax equivalents in the Forecast that is expected to be received from the Gladstone Area Water Board (GAWB) to \$7.0m. This is due to a significantly improved position reported by GAWB over initial estimates provided during Budget preparation. This Income is expected to be received later in the year.

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The remaining forecast of \$0.3m relates to the Gladstone Airport Corporation competitive neutrality fees. These fees are received progressively throughout the year, and account for the year-to-date amount currently reflected in the Statement of Income and Expenditure.

Other recurrent revenue	2021-22	Actual as %
Actual	\$2.2m	
Budget	\$2.4m	93.94%
Forecast	\$2.3m	94.99%

This category of revenue covers all revenue not separately accounted for. This includes events & entertainment revenue, fines & penalties, commission and rental income.

Internal plant hire reflects positively within this category, with \$0.5m of costs allocated to capital projects year to date.

Grants, subsidies, contributions and donations	2021-22	Actual as %
Actual	\$4.8m	
Budget	\$10.3m	46.68%
Forecast	\$10.5m	45.41%

General purpose grants (Financial Assistance Grant) make up \$8.6m of the forecast, to be received in instalments. A sizable portion (50%) of this income is received at the end of the financial year resulting in timing differences.

Capital Revenue

Capital grants revenue	2021-22	Actual as %
Actual	\$4.6m	
Budget	\$16.7m	27.79%
Forecast	\$16.7m	27.79%

Capital grants revenue is recognised as project milestones are met. Therefore, the revenue recognised on the Statement of Income and Expenditure does not necessarily reflect the funding received during the year. Where milestones are still to be achieved, revenue is recognised as a contract liability on the Statement of Financial Position.

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Capital revenue recognised for significant projects is detailed below:

Project	Budget	Forecast	Actual
State Government Grants & Subsidies			
Gladstone Sewer Mains Renewal	\$2.2m	\$2.2m	-
Goondoon Street Footpath	-	-	\$0.7m
Toooloa Street, Gladstone - Pavement and footpath renewal	\$0.8m	\$0.8m	\$0.1m
Bindaree Road, Miriam Vale - Investigate and design replacement options	\$0.5m	\$0.5m	-
Upgrade to pump station SPS A06	-	-	\$0.7m
Other State Government Funding	\$1.9m	\$1.9m	\$0.5m
Total	\$5.4m	\$5.4m	\$2.0m
Federal Government Grants & Subsidies			
A01 to Gladstone Wastewater Treatment Plant Partial Main Replacement	\$2.0m	\$2.0m	-
Gladstone Aquatic Centre Upgrade – Stage 2	\$1.6m	\$1.6m	\$0.7m
Benaraby Landfill – Capping of Cell 2	\$1.1m	\$1.1m	-
Asphalt Overlay and Bitumen Reseals	\$1.1m	\$1.1m	-
Gentle Annie Road - Widen existing seal	\$0.9m	\$0.9m	-
Coast Road, Baffle Creek - Install shoulders & edge lines	\$0.9m	\$0.9m	-
Cotton Street, Gladstone - Reconstruct to high strength pavement, kerb, and channel (Design only)	\$0.7m	\$0.7m	-
Gorge Road, Lowmead (Baffle Creek Crossing) - Investigate appropriate repair method	\$0.7m	\$0.7m	\$0.1m
John Clifford Way, Lowmead (Hobble Creek Bridge) - Investigate appropriate repair method	\$0.7m	\$0.7m	-
Gentle Annie Road, Ambrose - Install shoulder & edge lines	\$0.5m	\$0.5m	-
Other Federal Government Funding	\$1.1m	\$1.1m	\$1.9m
Total	\$11.3m	\$11.3m	\$2.7m

Expenditure

Year to date expenditure, although lower than pro-rata rate, is tracking in line with expectations for this time of year.

Recurrent expenditure

Total recurrent expenditure	2021-22	Actual as %
Actual	\$127.5m	
Budget	\$200.3m	63.67%
Forecast	\$201.1m	63.41%

Of note:

Employee benefits	2021-22	Actual as %
Actual	\$43.9m	
Budget	\$66.5m	65.93%
Forecast	\$67.0m	65.50%

Employee benefits are the largest component of Councils recurrent expenditure. The average vacancy rate for the year-to-date is 10.0%, compared to a budgeted 6.0%. This increase in vacancy rate has assisted in reducing the impact of an EBA increase (finalised in December 2021) of 2.5% which has been factored into forecast. This EBA increase is 1% above the 2021-22 budget assumption.

Contractors & consultants	2021-22	Actual as %
Actual	\$14.2m	
Budget	\$31.3m	45.47%
Forecast	\$29.3m	48.60%

Spending is low compared to the pro-rata forecast in the following areas:

- Asset Management - Consultants (\$1.1m)
- Sewerage – Contractors (\$1.0m)
- Waste – Contractors (\$0.5m)
- Parks – Contractors (\$0.4m)

Costs are still expected to align with the forecast by year end, with the timing issue attributable to non-linear spending patterns throughout the year.

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Donations & Sponsorships	2021-22	Actual as %
Actual	\$1.3m	
Budget	\$2.8m	48.65%
Forecast	\$2.8m	47.13%

The forecast for donations includes \$0.4m for the community celebration fund, with this type of support generally provided in the second half of the year.

Equipment expenses	2021-22	Actual as %
Actual	\$2.1m	
Budget	\$2.0m	102.14%
Forecast	\$2.4m	86.25%

Costs relating to external hire of plant and equipment have exceeded the pro-rata forecast. Delivery of works utilising wet or dry plant hire is impacted by scheduling and internal resource availability. This can result in savings within contractor expenses that are offset by external plant hire that was not included in the forecast.

Motor vehicle expenses	2021-22	Actual as %
Actual	\$1.2m	
Budget	\$1.1m	102.03%
Forecast	\$1.4m	82.97%

Motor vehicle parts and materials, outside repairs and tyres are all exceeding the pro-rata forecast. This is attributed to Councils ageing large vehicle fleet. Logistical supply issues are causing delays in renewing these assets.

Other materials and services	2021-22	Actual as %
Actual	\$4.6m	
Budget	\$9.5m	48.48%
Forecast	\$9.0m	51.55%

This category of expenditure includes all costs not separately accounted for. This includes the purchase of materials and various administrative and overhead costs.

Staff and Councillor associated expenses	2021-22	Actual as %
Actual	\$0.9m	
Budget	\$1.9m	46.02%
Forecast	\$2.2m	41.45%

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Costs relating to recruitment and medicals have been minimal for the year-to-date with actuals of \$0.1m year-to-date against a forecast of \$0.4m. Recruitment activity is expected to increase in line with the increase in vacancy rate.

Non-mandatory training and travel for staff are also below pro-rata forecast. Opportunities for attendance at face-to-face training continue to be impacted by the ongoing COVID-19 situation. The forecast includes \$0.3m for non-mandatory training, seminars, conferences and travel in the remaining months of the year.

Finance Costs - QTC	2021-22	Actual as %
Actual	\$1.4m	
Budget	\$0.5m	266.91%
Forecast	\$1.9m	72.70%

Budgeted interest expenses for the restructured loan portfolio were based upon quoted borrowing rates during the time of budget preparation. Actual rates accessible in June 2021 (when loan restructures took place) were less favorable, resulting in a variance. The additional interest costs in the 2021-22 year (and beyond) are offset by the reduced Early Repayment Adjustment paid in the 2020-21 year.

Council's debt portfolio includes \$49.9m of borrowings relating to the 2010 upgrade of the Gladstone Airport. Contributions from GAC cover the interest costs for these loans. Where the contributions exceed the interest cost to Council, the remaining amounts are applied as principal repayments to reduce the balance of the Shareholder Loan between Council and GAC.

The forecast has been adjusted to reflect the anticipated position for the 2020-21 year. Actual results will continue to deviate from budget as the year progresses.

Statement of Financial Position

	Current Value	Budget	Variance (Actual to Budget)	Forecast	Variance (Actual to Forecast)
Year-to-date Assets	\$2.5b	\$2.5b	\$3.3m Favourable	\$2.6b	\$2.5m Unfavourable
Year-to-date Liabilities	\$145.9m	\$139.4m	\$6.4m Unfavourable	\$144.2m	\$1.7m Unfavourable

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Assets

Cash balances are currently high following the rates generation and are expected to reduce by \$72.4m as Council incurs operating and capital expenditure and meets its liabilities.

The forecast movement in property, plant and equipment (PPE) of \$49.9m is dependent on the delivery of the capital works program as well as any revaluation movement at 30 June.

Liabilities

The forecast for liabilities reflects the expected position at 30 June 2022.

The current balance includes a \$5.2m provision for the restoration of cell 2a of the Benaraby Landfill. This provision is expected to be utilised towards the end of the 2020-21 year.

The balance of total borrowings is expected to decrease by \$3.1m as repayments are made during the year.

Contract liabilities of \$5.9m reflect funds that have been received but not utilised. As the relevant projects progress, the revenue will be recognised, and this balance will be reduced.

Capital Expenditure

	Actual	Budget	Actual as % of Budget
Year to date capital expenditure	\$31.9m	\$73.5m	43.35%
Commitments (open purchase orders)	\$14.0m		62.42%
Total	\$45.9m		

Of the \$14.0m in commitments, \$2.3m relates to fleet replacement, \$2.2m relates to the renewal of sewer mains and \$1.3m relates to the Baffle Creek crossing (Gorge Road) project.

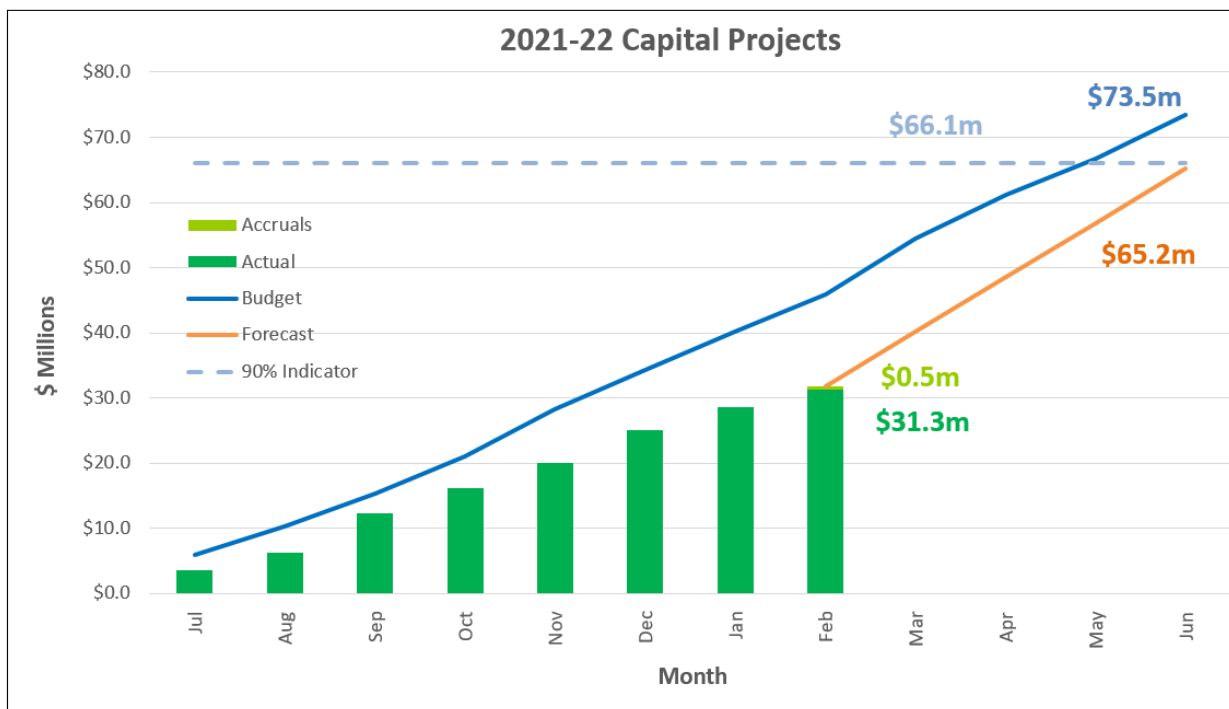
Accrual estimates of \$0.5m have been included in the actuals, to account for major claims relating to February work.

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Capital expenditure against groups with significant capital expenditure budgets are shown in the table below:

Group	YTD Actual	Commitments	Budget	Actual as % of Budget	Forecast	Actual as % of Forecast
Road Assets	\$9.9m	\$5.1m	\$24.5m	40%	\$24.5m	40%
Sewerage Assets	\$5.5m	\$4.5m	\$17.2m	32%	\$17.2m	32%
Asset Governance	\$0.0m		\$5.0m	0%	\$5.0m	0%
Water Assets	\$5.3m	\$1.0m	\$5.7m	93%	\$5.7m	93%
Delivery Support and Performance	\$6.1m	\$2.3m	\$8.0m	76%	\$8.0m	76%
Waste Assets	\$0.4m	\$0.2m	\$2.4m	17%	\$2.4m	17%
Property Assets	\$3.1m		\$6.7m	46%	\$6.7m	46%
Parks & Environment Assets	\$0.1m	\$0.1m	\$1.1m	6%	\$1.1m	6%
Community Development & Events	\$0.3m	\$0.1m	\$1.1m	27%	\$1.1m	27%
Other	\$1.2m	\$0.7m	\$1.8m	69%	\$1.8m	69%
Total	\$31.9m	\$14.0m	\$73.5m	43%	\$73.5m	43%

The forecast within the graph below represents projections by the Works Planning & Scheduling team.



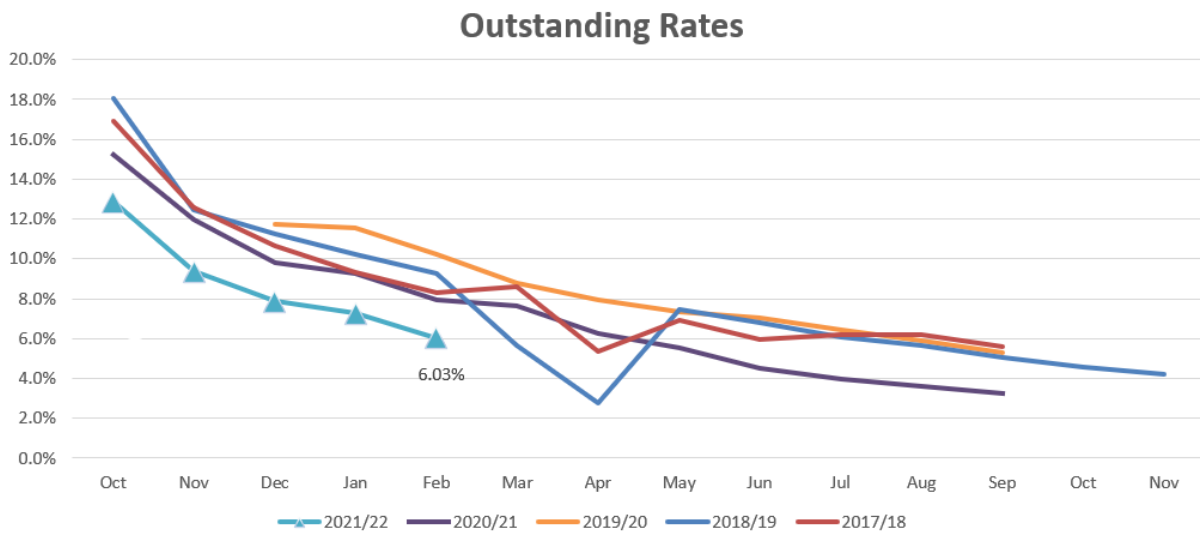
Outstanding Rates

Outstanding rates, as a percentage of gross rates levied for 2021-22, and collectible, is at 6.03% at the end of February 2022, compared to 7.96% for the same period last year.

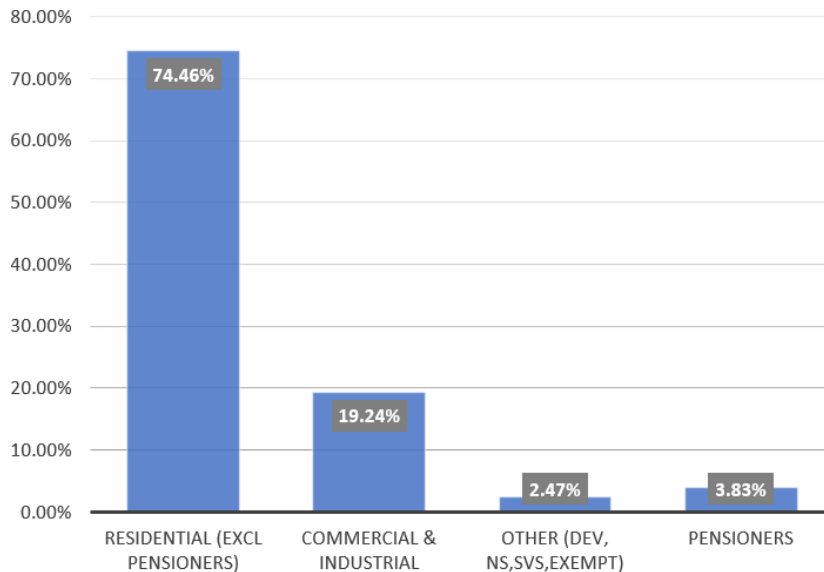
Of the \$10.9m of outstanding rates 19.24% relates to commercial/industrial assessments and 80.76% represents residential assessments.

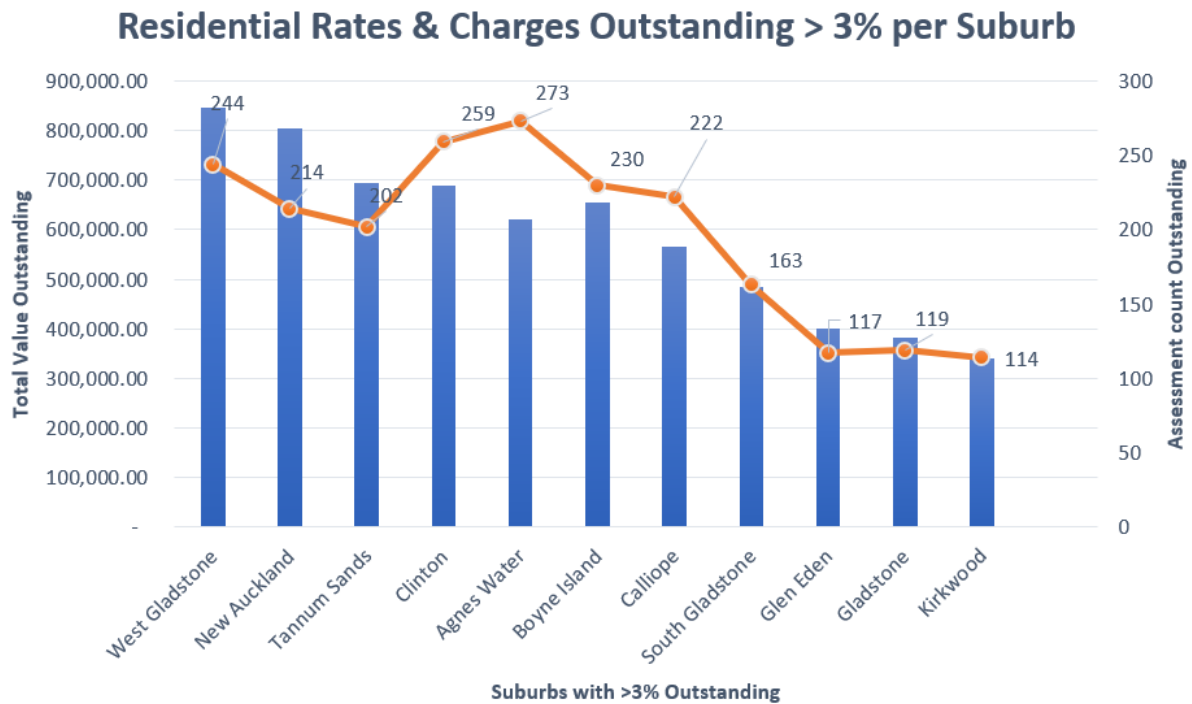
These figures include \$2.5m of rates that are currently being repaid under an authorised payment plan, for which there were 41 commercial/industrial assessments and 1,684 residential assessments. A total of 1,725 assessments, which is a decrease from 1,810 assessments in January 2022. This movement is a result of removal of arrangements on sold property, default arrangements and paid-up arrangements.

There were 4,819 ratepayers who had paid their rates in advance totalling \$6.8m.



Outstanding Rates & Charges at 01/03/2022





Sustainability Ratios

Financial ratios provide a useful snapshot of Council’s financial status and emerging trends. Individual ratios do not provide enough information to form a comprehensive opinion of Council's financial position and performance, but when the right mix of ratios are considered together, they become a valuable tool in analysing Council's overall financial performance.

Asset Sustainability Ratio

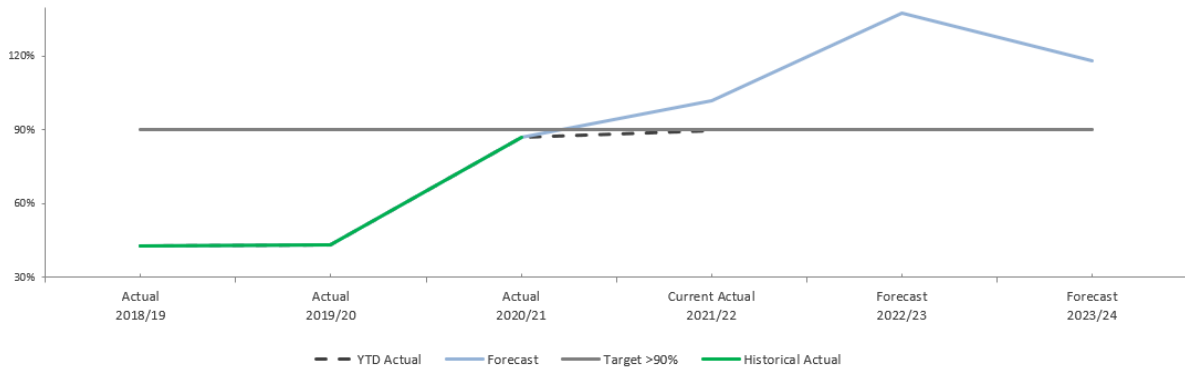
This ratio compares Council's expenditure on capital renewal assets with the rate at which our assets are depreciating. As Council invests in the renewal of its asset base on a rolling cycle, the expected results can vary from year to year. The results for a single year are dependent on the delivery of renewal projects in the capital program.

Infrastructure renewals have accounted for 71.80% of capital expenditure with the balance on new and upgrade projects. The 2021-22 capital forecast includes a significant allocation to renewal projects and Council is expecting to exceed the target ratio.

Asset Sustainability Ratio				
CURRENT YTD	PRIOR YTD	BUDGET	FORECAST	TARGET
89.83%	37.53%	101.77%	101.77%	>90%

Asset Sustainability Ratio

(indicates rate of replacement/renewal vs consumption of assets)



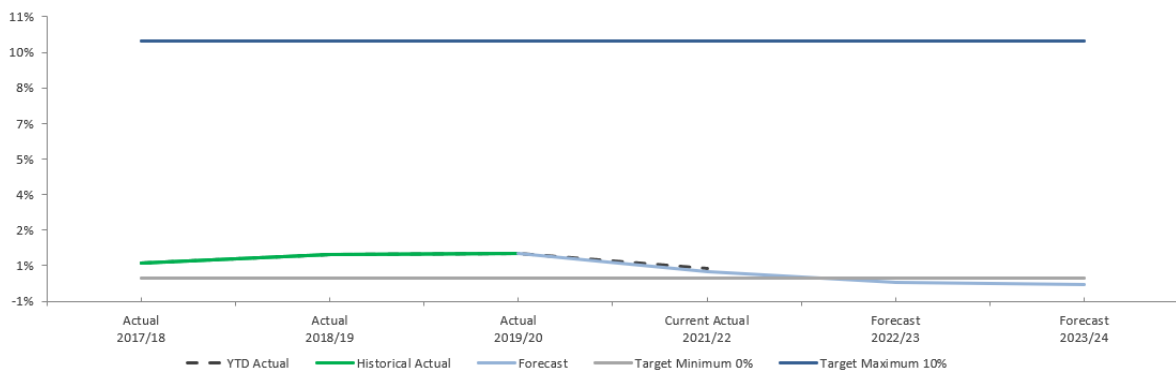
Interest Coverage Ratio

This ratio indicates the percentage of operating revenue required to cover net interest costs. The ratio is reflecting an improvement on the prior year, as a result of reduced interest expenses following the loan restructure in June 2021.

Interest Coverage Ratio				
CURRENT YTD	PRIOR YTD	BUDGET	FORECAST	TARGET
0.37%	0.89%	(0.61%)	0.23%	0 - 10%

Interest Coverage Ratio

(indicates extent of commitment of revenue to interest payments)

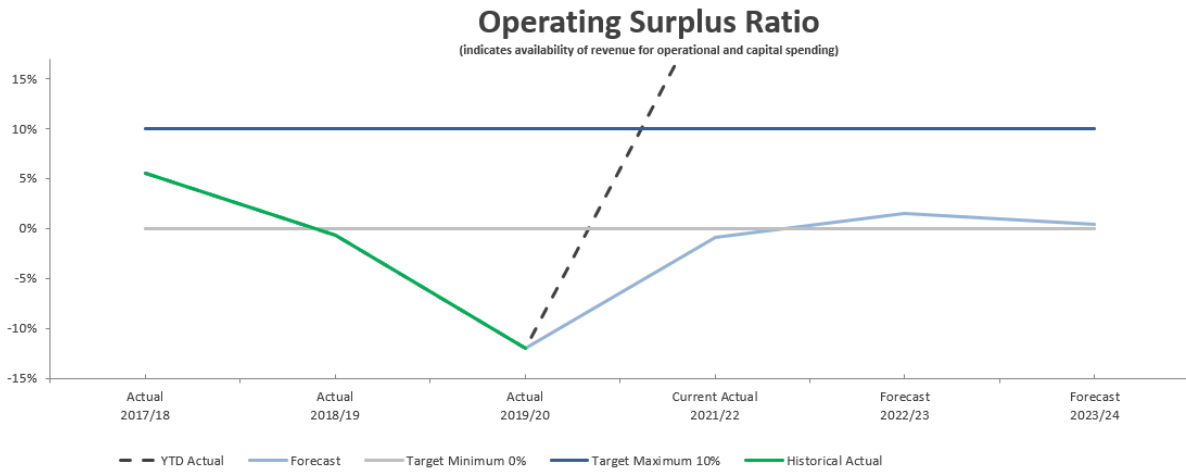


Operating Surplus Ratio

A positive result for this ratio indicates that operating revenue can be used to fund capital expenditure, on top of the operational costs of Council. The results are currently skewed due to the generation of annual rates and other charges. This will align closer to forecast as the year progresses.

Operating Surplus Ratio				
CURRENT YTD	PRIOR YTD	BUDGET	FORECAST	TARGET
24.05%	21.45%	(0.45%)	(0.89%)	0 - 10%

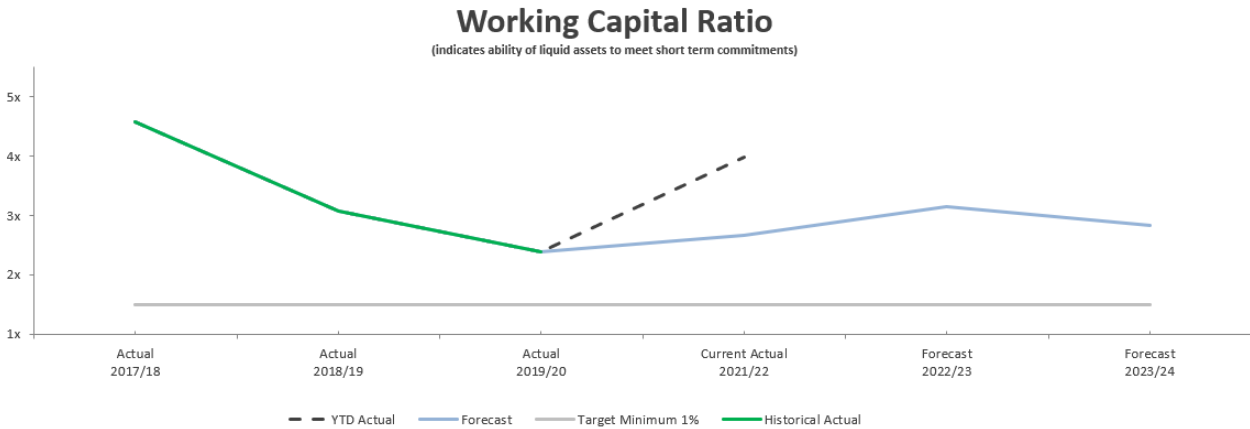
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Working Capital Ratio

The working capital ratio shows the ability of Councils current assets, to cover the commitments of its current liabilities. Following the rates generation, Council has a significant balance of cash, causing this ratio to reflect favorably.

Working Capital Ratio				
CURRENT YTD	PRIOR YTD	BUDGET	FORECAST	TARGET
3.48x	4.63x	3.12x	2.16x	Greater than 1:1



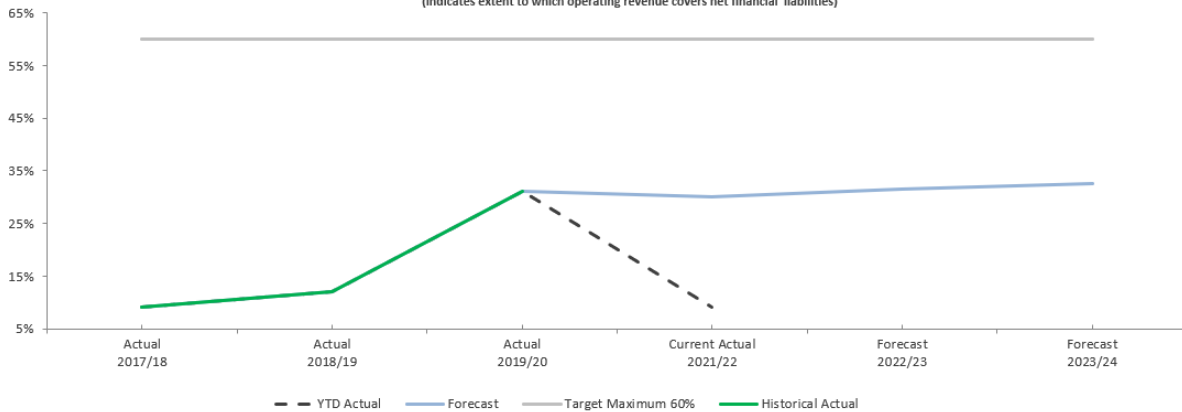
Net Financial Liabilities Ratio

The ratio shows the extent to which operating revenue covers net financial liabilities. Again, the results are skewed following the rates generation which has created both high income and a high cash balance.

Net Financial Liabilities Ratio				
CURRENT YTD	PRIOR YTD	BUDGET	FORECAST	TARGET
9.03%	(11.75%)	30.07%	30.16%	< 60%

Net Financial Liabilities Ratio

(indicates extent to which operating revenue covers net financial liabilities)



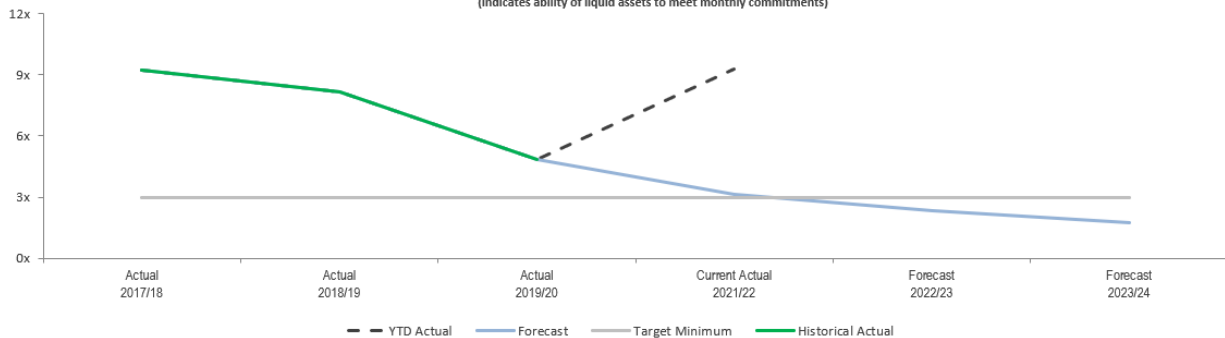
Cash Expenses Cover Ratio

This ratio indicates the number of months that Councils cash balance could cover its monthly cash expenses. The current result reflects a continuing strong cash position proportional to operating costs. This is due to the high cash balance following the rates due date.

Cash Expenses Cover Ratio				
CURRENT YTD	PRIOR YTD	BUDGET	FORECAST	TARGET
9.27x	10.26x	3.24x	3.13x	> 3x

Cash Expenses Cover

(indicates ability of liquid assets to meet monthly commitments)



Options, Risk and Opportunity Analysis:

Nil.

Communication and Consultation:

The report seeks specialist input from the following internal sources:

- Budget and forecast - Systems Modelling and Metrics Specialist and Cost Analyst
- Investing activity – Team Leader Financial Operations
- Procurement and supply – Manager Contracts and Procurement
- Recoverable works – Road Maintenance Performance Contract Team Leader
- Vacancies – Recruitment, Remuneration and Benefits Business Partner
- Capital expenditure - Manager Works Planning and Scheduling
- Outstanding rates and prepaid rates - Manager Revenue Services.

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Legal Strategy and Policy Implications:

Council is required to receive an update at least monthly relative to its financial position, *Section 204 Local Government Regulation 2012*.

Financial and Resource Implications:

Nil.

Summary:

Nil.

Anticipated Resolution Completion Date:

15 March 2022

Attachments:

1. Monthly Financial Statements for the period ending 28 February 2022
2. Operating Statements for month end February

Tabled Items:

Nil.

Report Prepared by: Systems and Reporting Accountant

G/3.9. WELCOMING CITIES - GLADSTONE REGIONAL COUNCIL REQUEST TO PRESENT AT WELCOMING INTERACTIVE 2022, CHARLOTTE, NORTH CAROLINA

Responsible Officer: Chief Executive Officer

Council Meeting Date: 15 March 2022

File Ref:

Purpose:

To update Council on an invitation from Welcoming Australia to have two representatives of Gladstone Regional Council present on its implementation of the Welcoming Cities Standard in rural communities at the Welcoming America Conference in May 2022.

Officer's Recommendation:

That Council:

1. Authorise _____ and _____ to present at Welcoming America's Welcoming Interactive Conference in Charlotte, North Carolina, USA on 18-20 May 2022, inclusive of conference registration, return flights and accommodation.

Background:

Gladstone Regional Council's Corporate Plan (2021-2026) identifies Connecting Communities as the first of five goals, with a desired outcome to understand communities and deliver programs and services designed to strengthen our region.

Key objectives aligned with the Connecting Communities goal are:-

- Understand the needs of our communities and customers in order to design and enhance the way we deliver our services.
- Implement a strategic approach to community development that is focused on inclusion, planning, capacity building and place making.
- Engage our communities to build connections and promote health, happiness and wellbeing.

In 2019, Council became a member of the Welcoming Cities program, noting the increasing cultural diversity within our region, and seeking guidance and resources to understand, support, retain and engage with residents from varying cultures.

Welcoming Cities is an initiative of Welcoming Australia and founding partner of Welcoming International.

It was recognised that whilst Council still has progress to be made with respect to cultural diversity and inclusion, there has been positive work undertaken aligning with Welcoming Cities Standards, including: -

- Saiki Sister City initiative;
- First Nations People Cultural Protocol for Events Policy
- Reconciliation Action Plan deliverables
- Participation in and support of multicultural events
- Corporate Plan goal and objectives for Connecting Communities

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Council's Community Development team are progressing through certification to become an Accredited Welcoming City aligned with Welcoming Cities Standard. This Standard focuses on six key areas: -

- Leadership
- Social and cultural inclusion
- Economic development
- Learning and skills development
- Civic participation
- Places and spaces

It is expected that this certification will be lodged with Welcoming Cities in May 2022.

Through Cr Muszkat, Council has received an invitation from Welcoming America to present as a regional Australian Council at their Welcoming Interactive Conference in Charlotte, North Carolina on 18-20 May 2022.

Welcoming Interactive is an annual conference hosted by Welcoming America, highlighting successful practices and inspiring stories about immigrant inclusion, programs, policies and partnerships on economic development, civic engagement, and government leadership. Attendees learn about local innovations from peer communities and gain new insights into fostering welcoming places for all.

Welcoming Australia has indicated Gladstone Regional Council would be best placed to present at this conference, which would include: -

- Present at the conference on May 19, "Rural Welcoming Strategies: International Lessons and Connections."
- Participate in Rural Welcoming Initiative 18 May, welcoming network members in rural areas and small cities with 50,000 residents or less.
- Active attendance at Welcoming Interactive conference sessions and other events to share experiences, learn and network.

Welcoming America have advised the following costs will be included as part of the invitation:-

- Welcoming Interactive registration for 18-20 May, in Charlotte, North Carolina, including workshop sessions, plenaries, receptions, and several meals.
- Return flights and travel from Gladstone to Charlotte, North Carolina.
- Accommodation for the duration of the conference.

Options, Risk and Opportunity Analysis:

Welcoming America have extended an invitation for Council to present at its upcoming Welcoming Interactive conference in May 2022, providing Council with a valuable opportunity to share its progressive journey with respect to cultural diversity and inclusivity.

The opportunity provided limits budget allocation with most costs included within Welcoming America's invitation.

Communication and Consultation:

Cr Muszkat was approached by Jane Jennison, Queensland Coordinator of Welcoming Cities, Welcoming Australia, nominating Council as best placed to deliver a presentation on Rural Welcoming Strategies at the Welcoming America, Welcoming Interactive conference in May 2022.

Legal Strategy and Policy Implications:

This travel will be subject to compliance with Council's Corporate Travel and Accommodation Corporate Standard and Code of Conduct.

Requests for International travel must be made by resolution of Council and reported in Council's Annual Report.

Financial and Resource Implications:

Impact on Council's 2021/22 budget will be minimal with the majority of costs provided for through the invitation extended by Welcoming America.

Summary:

Council has received an invitation from Welcoming America for two representatives to present as a regional Australian Council at their Welcoming Interactive Conference in Charlotte, North Carolina, 18-20 May 2022.

Anticipated Resolution Completion Date:

20 May 2022.

Tabled Items:

Nil.

Report Prepared by: General Manager Community Development & Events

G/4. DEPUTATIONS

G/5. COUNCILLORS REPORT

G/6. URGENT BUSINESS

G/7. NOTICE OF MOTION

G/8. CONFIDENTIAL ITEMS