



GLADSTONE
REGIONAL COUNCIL

**GENERAL MEETING NOTICE
AND AGENDA**

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

On Tuesday 7 February 2023

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 17 JANUARY 2023

Responsible Officer: Chief Executive Officer

Council Meeting Date: 7 February 2023

File Ref: CM7.2

Purpose:

Confirmation of the minutes of the General Meeting held on 17 January 2023.

Officer's Recommendation:

That the minutes of the General Meeting of Council held on 17 January 2023 be confirmed.

Attachments:

1. Minutes of the General Meeting of Council held on 17 January 2023.

Tabled Items:

Nil

Report Prepared by: Executive Secretary

G/3. OFFICERS' REPORTS

G/3.1. 2022 YOUTH COUNCIL ANNUAL REPORT AND 2023 YOUTH COUNCIL ENDORSEMENT

Responsible Officer: General Manager Community Development and Events

Council Meeting Date: 7 February 2023

File Ref: CC9.10

Purpose:

The purpose of this report is to give an overview of the work and achievements of the Gladstone Region Youth Council Advisory Committee in 2022 and to consider proposed appointments for endorsement to the Gladstone Region Youth Council Advisory Committee for 2023.

Officer's Recommendation:

That Council:

1. Receive the 2022 Gladstone Region Youth Council Advisory Committee Annual Report and the 2022 Youth Summit Key Reflections Report; and
2. Appoint the following 11 nominees to the Gladstone Region Youth Council Advisory Committee for a term of 1 year expiring on 31 December 2023:
 - Rommiel Malig
 - Emma Roulston
 - Chloe Sydes
 - Jessica Toms
 - Tayla Bullen
 - Jie Xi Zang
 - Rachel Smith
 - Jakob Humphries
 - Alahni Rozycki
 - Georgia Mossman
 - Daniel Trainer

Background:

Council appointed 11 members to the Gladstone Region Youth Council Advisory Committee on 1 February 2022. Youth Council members are given the opportunity to develop skills and knowledge in advocacy, leadership, governance, and teamwork while being mentored by Gladstone Regional Council staff.

As a formal advisory committee to Council, the group contributes by providing a youth perspective on Council-related matters. The Gladstone Region Youth Council promotes, encourages, and advocates for the involvement of youth in the planning, development and implementation of programs and events throughout the year, contributing to the wellbeing of local young people and the wider community.

1. 2022 Youth Council Annual Report

The 2022 Youth Council have consistently demonstrated their commitment to the community by actively being involved in meetings, workshops, and events to better their understanding of local government operations, to actively represent young people in the region and to contribute positively to the community.

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In line with Council's Asset Based Community Development approach, this year has seen an increased focus on what is strong in our youth community, identifying and mobilising youth assets, building young community leaders and focusing on what Youth Council can do to create the conditions for young people in the Gladstone region to thrive and prosper.

The 2022 Youth Council has achieved many milestones this year, implementing initiatives that will support Council to integrate the vision and aspirations of our young people into our policy, programs, and infrastructure. Below are some of the highlights from the 2022 Youth Council cohort.

Membership:

Membership of the Youth Council, with the exception of one early resignation in February, remained steady throughout the year with 10 active members:

1. Tayla Bullen
2. Aaron Yea
3. Rommiel Malig
4. Stefani Seumanu
5. Chloe Sydes
6. Alex Hill
7. Michael Vardy
8. Jessica Toms
9. Jie Xi Zang
10. Emma Roulston

In September 2022, the application process for the 2023 Youth Council commenced. The current Youth Council members played a significant role in promoting this activity, presenting at regional high school assemblies, and advertising the opportunity through school newsletters and social media videos.

Learning & Development:

- Governance Training - Youth Council Advisory Committee Terms of Reference, Council Meeting Procedure Policy and Code of Conduct.
- Public Speaking - Members of the Youth Council were required to make public speeches during several processes including the formal welcome and nomination for elected positions.
- Mentoring - The presence of Councillors and General Managers at Youth Council meetings allowed members to build relationships and seek out mentoring opportunities.
- Asset Based Community Development Training - Base Camp. Base Camp helped establish in young people the confidence to use community and individual assets to create the environment for communities to prosper by focusing on strengths and assets rather than problems and needs.
- Community Engagement training - Youth Council members were provided with training on community engagement techniques including how to facilitate a World Cafe in preparation to utilise this tool to harvest data at the Youth Summit. This training gave the Youth Council members essential skills for hosting community gatherings and gave them the confidence to deliver an authentic and valuable community event.
- Project Management - Youth Council members were assigned project management roles to develop and deliver the Youth Summit. Youth Council members had exposure across several event management functions including budget, site management, marketing, promotions, entertainment and time management.

Meetings:

- 10 meetings were held throughout 2022
- Councillors and General Managers attended the meetings to provide oversight into Council operations and the local government environment.

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Events:

Youth Council Members participated in 13 events throughout the year:

- Mayor's Youth Breakfast
- Clean Up Australia Day
- LNG Regional Community Consultative Committee (RCCC) Meetings
- Shell QGC Business Committee Meetings
- Saiki Shorebird Artwork Unveiling - Celebrating 25 Years of Sister City
- Get Comfortable Talking About It Campaign - Family & Domestic Violence
- Flourish Festival
- National Tree Day
- ANZAC Day Services
- Headspace
- Consultation Workshop for Queensland Youth Policy - Office for Youth
- Base Camp
- Youth Summit

Additional Committee Membership:

Members also represented Council on other advisory committees:

- Jie Xi Zang - Member Saiki Sister City Committee

Significant Achievements:

Mayor's Youth Breakfast:

In April, nearly 100 young people attended the Mayor's Youth Breakfast at the Gladstone Entertainment Convention Centre. Youth were acknowledged for sporting, cultural, employment or academic achievements, or for their involvement in volunteering, mentoring or fundraising. The Mayor's Youth Breakfast event celebrated and recognised the great achievements from young people across the region and plays an important role in council identifying future community leaders.

Base Camp:

This initiative was a first for the Youth Council program, with members participating in Asset-Based Community Development training, including the use of several asset mapping techniques. The Jeder Institute delivered an asset mapping workshop, harvesting their thoughts and suggestions for improving the liveability of the Gladstone region. This was well received by the attendees with high levels of participation and engagement.

Youth Summit:

In another first for the Youth Council, members designed a Youth Summit for young people to provide an opportunity to discuss key areas such as the environment, education, health, equity and discrimination, employment and social issues.

Youth Council members were nominated as project leads for the various event management function of the events, such as marketing and promotions, event programming, catering, site management, entertainment, keynote speakers and budget. The Youth Council members wholeheartedly embraced their roles as Project Managers and worked exceptionally well to deliver valuable outcomes for the Youth Summit.

Using the 'World Café' community engagement technique, the plan for the Youth Summit was to create a hospitable space, explore questions that matter, encourage each person's contribution, connect diverse people and ideas, listen together for patterns, insights and deeper questions and to make collective knowledge visible.

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The Youth Summit was held on 2 September 2022 at the Philip Street Communities and Families Precinct. It provided a forum for young people aged 15 to 25 years, from across the Gladstone Region, to come together and learn about each other's experiences, perspectives, and passions. The goal of the Youth Summit was to give young people a platform to advocate for issues and matters concerning them and the opportunity to engage with like-minded peers to be a voice for young people on Council related matters and initiatives.

An outcome from the summit is the production of a Key Reflections report highlighting the invaluable knowledge of our region's youth and their desire to make positive changes in our community. The findings from this report will form the basis of an action plan to be developed by the 2023 Gladstone Regional Youth Council. The Key Reflections Report is attached to this report.

2. 2023 Youth Council Member Endorsement

Under the Gladstone Region Youth Council Advisory Committee Terms of Reference, membership of the committee is reviewed annually, and appointments are made by Council for the coming calendar year. Within the terms of reference, item 4.2 states that members will be sought through an expression of interest process. Additionally, existing members may seek re-appointment for subsequent terms. The Terms of Reference is attached to this report.

Council received 20 nominations for membership in 2023, consisting of 14 new members and 6 current members seeking reappointment. A panel of the Community Development officers and current Youth Council members interviewed applicants to explore their interest in being a Youth Council Advisory Committee Member. The interview process revealed a diverse and passionate group of young people wishing to represent and contribute to their community.

Following the interview process, an assessment of the applicants was conducted by applying the principles of the Terms of Reference. From this selection process, it is recommended to endorse the appointment of 11 Youth Council Advisory Committee members for 2023 as below.

Youth Council members seeking reappointment are:

- Rommiel Malig
- Emma Roulston
- Chloe Sydes
- Jessica Toms
- Tayla Bullen
- Jie Xi Zang

Applicants selected for their first tenure are:

- Rachel Smith
- Jakob Humphries
- Alahni Rozycki
- Georgia Mossman
- Daniel Trainer

Options, Risk and Opportunity Analysis:

Additional opportunities for participation in 2023 by the Youth Council include, but are not limited to, workshops on Youth Council meetings and governance, mentoring and development opportunities, co-design and hosting the Mayor's Youth Breakfast as well as involvement and delivery of various youth programs throughout the year including Youth Week, Mental Health Week and the Great Northern Clean Up.

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The endorsement of the 2023 Youth Council including 6 returning youth council members and 5 new youth council members will allow young people to provide input into the public governance of their region, develop future leaders and to create the conditions that enable young people to advocate for issues that are important to them.

Communication and Consultation:

Gladstone Region Youth Council Advisory Committee for 2022
General Manager Community Development and Events
Community Development Specialist

Legal Strategy and Policy Implications:

The Gladstone Region Youth Council Advisory Committee 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.

The expression of interest for membership process was implemented as outlined in the Gladstone Region Youth Council Terms of Reference. Young people who reside in the Gladstone Region, aged 15-25, were given the opportunity to nominate and express their interest in being a part of the 2023 committee.

Financial and Resource Implications:

Administrative and secretarial costs for the Youth Council are absorbed as a part of the existing Community Partnerships operational budget.

Summary:

The success of the Gladstone Region Youth Council has been highlighted throughout 2022 and has resulted in a high interest in involvement from the Regions youth.

From the findings of the 2022 Youth Summit, it is envisaged that the 2023 Youth Council will create a Youth Summit Action Plan by drawing on the key reflections and themes derived from the Youth Summit – Key Reflections Report.

It is anticipated the selected representatives for 2023 Youth Council have the desirable qualities to continue the valuable work of the Youth Council and in doing so will help strengthen the important link between young people and Council, will help build positive and lasting partnerships, assist in identifying specific youth needs and to allow Council to actively support and strengthen the capacity of young people in the Gladstone region.

Anticipated Resolution Completion Date:

7 February 2023

Attachments:

1. 2022 Youth Summit Key Reflections Report
2. Terms of Reference - Gladstone Region Youth Council Advisory Committee

Tabled Items:

Nil

Report Prepared by: Community Development Officer

G/3.2. COMMUNITY INVESTMENT PROGRAM - IMPACT EVENT APPLICATION

Responsible Officer: General Manager Community Development and Events

Council Meeting Date: 7 February 2023

File Ref: GS 3.1

Purpose:

To consider the recommendation of the Community Investment Panel on an application received under the Impact Fund.

Officer's Recommendation:

That Council:

1. Adopt the Community Investment Panel recommendation of funding for the applications received under the categories of funding tabled below:

Application ID	Applicant	Project	Recommended Amount
IMPACT001	Rainbow on the Reef Ltd	Rainbow on the Reef Festival and Fair Day	\$21,250
Total Funding Requested			\$21,250

and

2. Authorise the Chief Executive Officer or delegate to finalise and execute funding agreements with the successful applicants detailing relevant entitlements and conditions.

Background:

The Impact Event Fund is a stream of the broader Community Celebration Fund. This overarching fund enables the development and delivery of initiatives and projects that facilitate community connection through events. Applications should demonstrate alignment to the following objectives:

- **Social and Community** drives social and community outcomes, including community pride and cohesion;
- **Destination** enhances the profile and appeal of the Gladstone Region;
- **Financial Sustainability** demonstrates financial sustainability;
- **Environmental Sustainability** demonstrates environmental sustainability;
- **Economic Impact** generates economic activity in the Gladstone Region;
- **Overnight Visitation** attracts external visitation specifically generating overnight visitor expenditure.

The Impact Event Fund offers support for events that demonstrate tourism and regional economy benefits by attracting 2,500 to 5,000 participants, with 10% out-of-region visitor attendance.

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The following application has been received for consideration:

Application ID	Applicant	Project	Requested Amount
IMPACT001	Rainbow on the Reef Ltd	Rainbow on the Reef Festival and Fair Day	\$25,000
Total Funding Requested			\$25,000

Panel Assessment Process

The eligible applications have been assessed by the Panel In accordance with the Community Investment Policy (P-2021-09) and Community Investment Corporate Standard (CS-2021-07).

Panel assessment is undertaken using an assessment matrix to score each application against Key Selection Criteria (KSC) to determine an order of merit. The overall score (ranking) is used to inform the recommendation. The table below defines the KSC, weighting and definition of score applied in the assessment matrix:

ELEVATOR FUND - KEY SELECTION CRITERIA (KSC)	Weighting
KSC 1: Demonstrable need	20
KSC 2: Fund Objective and Aims	60
KSC 3: Provides opportunity for collaboration	15
KSC 4: Capacity to deliver	5

RATING MATRIX
<p>GREEN = Score 75% and above Full Funding The application has <u>met or exceeded</u> all assessment criteria Applicants are offered 100% of funding requested</p>
<p>ORANGE = Score 65%-74% Partial Funding The application has <u>met most</u> assessment criteria Applicants are offered 85% of funding requested</p>
<p>YELLOW = Score 56%-64% Partial Funding The application <u>meets some</u> of all assessment criteria Applicants are offered 75% of funding requested</p>
<p>RED = Score 55% and below No Funding The application <u>does not meet</u> any assessment criteria No funding offered</p>

Options, Risk and Opportunity Analysis:

As per the Community Investment Policy, an assessment was undertaken by a panel to consider the applications. Individual panel member scores are captured within the Smarty Grants portal and collated in an assessment matrix.

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The Community Investment Panel recommendation is summarised within this table:

Applicant	Project	Project Location	Applicant Request	Panel Score	Recommendation
			Cash		Cash
Rainbow on the Reef Ltd	Rainbow on the Reef Festival and Fair Day	Gladstone Region	\$25,000	68%	\$21,250
Total Funding			\$25,000		\$21,250

Panel commentary that supports the Panel recommendation is included below:

RAINBOW ON THE REEF FESTIVAL & FAIR DAY	
Project Dates	09/06/2023 to 11/06/2023
Organisation Name	Rainbow on the Reef Ltd
Objective Alignment	Impact Events
Brief Project Description	<p>The PRIDE 2023 Festival is a quality three-day celebration to cultivate a culture of pride in identity and diversity that creates the conditions to empower the LGBTQIA+ community in the Gladstone Region.</p> <p>Working in conjunction with GAPDL and Media outlets, Rainbow on the Reef PRIDE 2023 Festival will be initially marketed as a holiday destination event, with accommodation and activity deals for intrastate, interstate visitors and locals.</p> <p>As a series of inclusive, accessible activities, the three-day event provides an opportunity for visitors to immerse themselves in the region and join locals at restaurants, the cinema, and the beautiful GPC Marina Parklands, which all showcase the livability of our beautiful region.</p> <p>Below are a few direct quotes from the post event survey that demonstrate community need:</p> <ul style="list-style-type: none"> • <i>'Thankyou to everyone involved. We love being able to support our children to being exactly who they are without apologising or feeling out of place'</i> • <i>'Broadened friendships and networking opportunities'</i> • <i>'Didn't know there was so many gays/allies in Gladstone area, as I felt like the only one when I attended school.'</i> • <i>'Felt like I wasn't alone, I have a community not just a few friends that accept me.'</i> • <i>'The community group to support parents of the LGBTQIA community, gave us information to assist us. Also we found a more appropriate doctor for our child to support who they are as a person.'</i> <p>The 2023 Festival will include:-</p> <ul style="list-style-type: none"> • Opening night film screening with Welcome to Country at Gladstone cinemas. The film will be chosen by the community through voting on Rainbow on the Reef social media pages. • Fair Day at GPC Parklands on Saturday 10 June 2023. Artists will be recruited via an EOI process promoted on Rainbow on the Reef's social

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	<p>media page. Following last year’s event, we had a number of local artists approach us to say they were from Gladstone but now lived in the city and they would love to perform for their Gladstone friends and family. This will help create further visibility for our community and a sense of pride and connectivity. A number of performers from our last festival have also informed us they would be interested in supporting the festival in 2023 to entertain and inspire connection and PRIDE.</p> <ul style="list-style-type: none"> • Reviewed and renewed vision of the finale event
Target Audience / Project Beneficiaries	<p>The target audience for the Rainbow in the Gardens PRIDE 2022 Festival are LGBTQIA+ community, family and allies, with a wide range of ages and abilities.</p> <p>With no major PRIDE events between Cairns and the Sunshine Coast, Rainbow on the Reef set out to seek community insight and feedback from the Gladstone region, regional Queensland and beyond.</p> <p>The 2022 Festival attracted over 2000 people, which was 450 less than initially estimated, but still a good number for the first festival of its kind.</p> <p>We anticipate we can encourage an additional 450 people to attend the festival this year, making the total target over 2500. We received feedback in our survey to encourage a larger and wider reaching marketing campaign which has led to a substantial increase in our marketing budget.</p>
Total Amount Requested	\$25,000
Total Project Cost	\$72,850
Previous Funding Received	\$15,000 in 2022
Panel Score	2.73 = 68%
Panel Commentary	<p>The Assessment Panel commentary is provided below:-</p> <ul style="list-style-type: none"> • Clearly demonstrated community outcomes in application. Direct quotes, statistics and data all support the application. • Connections and social pride is evident in response - the event clearly demonstrates community and social benefit. • Post 2022 event survey data is good. • A funding and sponsorship approach would be valuable here as well as an ongoing growth plan for financial sustainability and less reliance on Council funding. • Strong evidence to support how the event can enhance the profile and appeal of the Gladstone Region Community, making it a more welcoming and accepting community for LGBTQIA+ people and allies. • There is willingness of the committee to scale the event according to funding received, ensuring they will not operate at a loss. • The data does not appear consistent [to me] and is largely qualitative or estimated. More consistent quantitative data would strengthen future applications. • It was unclear to me in reading the application, what the additional request for funding from previous years would cover.

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	<ul style="list-style-type: none"> Event must have sponsorship to succeed. Advice to the applicant is to seek alternate funding locally, but also state and federal funding to ensure longevity of event and organisation.
Panel Recommendation	Based on the application and scoring matrix, the panel would recommend partial funding of \$21,250 = 85% of requested amount.

Communication and Consultation:

As detailed within the Community Investment Corporate Standard the assessment panel consisted of the following delegated Officers:

- Manager Arts and Entertainment
- Manager Brand
- Community Development Officer

Legal Strategy and Policy Implications:

The application has been assessed against Council’s Community Investment Program (P-2021-09), Community Investment Corporate Standard (CS-2021-07) and published Signature Event Fund funding guideline. On favorable adoption of the Panel’s recommendations detailed in this report, authorised officers will proceed to enter into a grant and or funding agreement (detailing entitlements and conditions) with the successful applicant.

Financial and Resource Implications:

In 2022/23, Council budgeted \$70,000 for applications received through the Impact Events fund.

Upon endorsement of the officer’s recommendation within this report the Elevator fund will remain within budget.

The table below summarises the overall budget position of the Community Investment Program:

STREAM	BUDGET	COMMITTED FUNDS as at 21/12/2022	REMAINING
Community Celebration Fund	\$295,000	\$132,048	\$162,952
In-Kind	\$130,000	\$4,436.36	\$125,564
Grassroots Fund	\$145,000	\$51,846.77	\$93,153
Elevator Fund	\$240,000	\$156,652.60	\$83,347
Community Halls Donations	\$36,000	\$20,800	\$15,200
Charity Waste Waiver	\$18,000	\$5,749	\$12,251
Bursary and Scholarships	\$31,000	\$31,000	\$0
Participatory Budget	\$27,000	nil	\$27,000
Community Donations	\$50,000	nil	\$50,000
Strategic Projects	\$100,000	\$73,216	\$26,784
	\$1,072,000.00	\$475,748.73	\$596,251

Summary:

Nil

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Anticipated Resolution Completion Date:

17 January 2023

Attachments:

1. CONFIDENTIAL – Impact Fund Matrix
2. CONFIDENTIAL – Scoring Report – Rainbow on the Reef Ltd

Tabled Items:

Nil

Report Prepared by: Community Investment Officer

G/3.3. SALE OF LAND

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 7 February 2023

File Ref: RV7.1

Purpose:

This report identifies properties that have outstanding rates in excess of three years and recovery action is available under the Local Government Regulation 2012.

Officer's Recommendation:

That Council, pursuant to section 140(2) of *Local Government Regulation 2012*, resolve to sell the 41 properties listed in Attachment 1 to the officer's report, for overdue rates and charges

Background:

Attachment 1 provides a list of properties with outstanding rates which have now exceeded the three-year period, and the one-year period for vacant or commercial properties as at 21 January 2023. As per the attached table, this is a loss in revenue to Council amounting to \$581,589.09

Section 140(2) of the *Local Government Regulation 2012* enables Council to resolve to sell land for recovery of overdue rates or charges where rates or charges have been overdue in excess of three years, or where default judgment has been obtained for vacant or commercial properties.

Once notice of its intention to sell land has been issued, if payment is not made within three months, Council may within 6 months of giving notices of intention to sell, start the procedures for selling the land by auction under section 142.

An Auction must be held within 35 days of issuing an Auction Notice. The reserve price will be set in accordance with section 143. If the reserve is not reached, either by auction or subsequent negotiation, Council may decide to continue to offer sale under section 144 but the selling procedure must end within 12 months of giving the notice of intention to sell.

Interest will continue to accrue until the outstanding balances are paid in full. Section 141 requires that overdue rates and charges must be paid in full for sale procedures to be stopped.

It is possible that Queensland Land Tax owed to the Office of State Revenue will apply to several of the listed properties. Specific information regarding Land Tax is obtained closer to the auction date if applicable.

Options, Risk and Opportunity Analysis:

41 Properties are identified in Attachment 1 as being eligible for sale of land action. This year's number of properties decreased by 30 properties in comparison to 2021/22 financial year. The properties are a mixture of land use types, including residential and vacant land (no commercial properties in this year's list). Only 6 properties identified in Attachment 1 are not encumbered by registered mortgages.

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The utility of sale of land action to Council does not lie in the actual sale of properties. Historically, only a very small percentage of properties on the sale listed are sold;

2021/22 - 5 properties out of the original 71 were taken for sale on auction

2020/21 - 5 properties out of the original 219 were taken for sale on auction

Council currently has 5 properties that have been excluded from the sale of land action due to the following reasons;

2 under approved payment plans that are being maintained

4 properties under ongoing legal action (*if legal action is unsuccessful in securing payment, these properties will be included in the next sale of land action*)

The true utility of sale of land action lies in its unique and powerful ability to focus the minds of owners (as well as mortgagees) on the implications of non-payment of rates, or alternatively, on the implications of not abiding by the terms of a payment arrangement which Council has granted in good faith.

Sale of land action is an effective means of encouraging ratepayers to comply with their legislative responsibilities, as indeed most ratepayers already do, in order to ensure that a fair and equitable financial contribution to the Gladstone Region is made by all.

Option 1 (Officer's recommendation):

That Council, pursuant to section 140(2) of *Local Government Regulation 2012*, resolve to sell the 41 properties listed in Attachment 1, for overdue rates and charges.

Option 2

That Council resolved not to proceed with selling the 41 properties listed in Attachment 1 for overdue rates and charges.

Communication and Consultation:

General Manager Finance Governance and Risk

General Counsel

Senior Rates Officer

Debt Recovery-Rates Officers

Legal Strategy and Policy Implications:

Chapter 4 Part 12 of the *Local Government Regulation 2012* deals with the collection of overdue rates and charges by court proceedings and the sale of land.

Council may sell land for overdue rates and charges where the rates and charges remain unpaid for a period of more than three years for residential properties and one year for commercial properties and vacant land Council has obtained Court Judgement.

Financial and Resource Implications:

Rates and charges arrears are due and payable to Council. Failure to collect these amounts will result in a reduction of funds available to be expended for the benefit of the Gladstone Region by Council in accordance with its adopted budget.

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All costs associated with the debt recovery process for the listed properties are recoverable either from the sale of land or can be added as a charge against the land.

Summary:

Nil

Anticipated Resolution Completion Date:

It is anticipated that sale of land proceedings with respect to this resolution will be completed by 30 June 2023.

Attachments:

1. Sale of Land Property List

Tabled Items:

Nil

Report Prepared by: Manager Revenue Services

G/3.4. AUDIT RISK AND IMPROVEMENT COMMITTEE MINUTES - 30 NOVEMBER 2022

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 7 February 2023

File Ref: CM26.2

Purpose:

To present a report about the matters presented at the Audit Risk and Improvement Committee meeting held 30 November 2022, pursuant to section 211 of the *Local Government Regulation 2012*.

Officer's Recommendation:

The Council receive the minutes of the Audit Risk and Improvement Committee Meeting that was held on 30 November 2022.

Background:

Council's audit committee, the Audit Risk and Improvement Committee (ARIC), met on 30 November 2022.

In accordance with section 211(1)(c) of the *Local Government Regulation 2012* the audit committee of Council must, as soon as practicable after a meeting of the committee, give a written report about the matters reviewed at the meeting and the committee's recommendations about the matters.

The minutes of the Audit Risk and Improvement Committee meeting held on 30 November 2022 are attached for Council's consideration.

Options, Risk and Opportunity Analysis:

Below are some of the highlights from the minutes:

Item 8.1 – External Audit

A discussion was held regarding the blogs published by the Queensland Audit Office. It was acknowledged that the committee members are provided with the information, however the committee enquired if the relevant officers are being provided with the information. It was noted that the agenda is published to the committee and Executive Leadership Team, who then distribute information to officers as required or relevant. The committee highlighted the 'A contract register is more than a list'; 'How you can manage the risk of your legacy systems'; 'Is your Information Security Management System helping you mitigate cyber risk'; and 'Why is it important to report material losses to QAO' as critical reading for officers.

Item 9.1 – Ethics Integrity and Audit Progress Report

An update was provided on the status of the internal audits and the assurance mapping meetings. It was noted that the assurance mapping meetings were anticipated to be completed by end of December 2022 for inclusion in the committee's annual planning day in February 2023. The committee enquired if the intention for the assurance map was to land a visual on a single page with confirmation provided that the intention is for a one page summary.

Item 9.2 – Internal Audit Report – Event Cash Handling

The committee commended the report and highlighted the focus and importance of the physical security. A discussion was held regarding the benefits of receiving cash, such as gold coin donations, at events and noted that the report considers the current economic environment. It was noted that as detailed in the report, security and cashless events should be a consideration for future events.

Item 9.5 – Internal Audit Report – Workplace Health and Safety Self-Insurance

An overview of the report and the path forward was provided, and it was highlighted that Council is moving from the A/NZS 4801:2001, which has expired, to ISO45001:2018 and that the audit was undertaken against the requirements of the National Self-Insurer OHS Management System Audit Tool Version 3 4 August 2014. It was noted that one of the first actions is to undertake a gap analysis and develop a road map for the transition to ISO45001:2018 with the anticipated delivery in April 2023. The committee encouraged officers to include the actions resulting from the road map into Beakon.

The committee acknowledged that the audit was very positive with several good practices in the audit that other companies would want to know and that proportionally the number of improvements needed was lower than other companies.

Item 10.3 – Audit Closing Report and Final Management Letter

It was noted that Council has received the final management letter from the auditors and that there was one new issue raised which has been resolved. It was further noted that the process has been refined to ensure that the issue raised isn't repeated.

A discussion was held regarding the ability to perform soft closes and it was noted that due to resources it has been difficult to complete a full soft close however it is anticipated that a soft close will be undertaken in January 2023. It was further noted that a process has been implemented to undertake closes at regular intervals.

The committee acknowledged that the results were outstanding amongst Council's peers and congratulated everyone involved for the excellent result.

Item 11.1 – Quarterly Risk Management Report

It was noted that the risk profile was fairly stable with low movement for this quarter. It was further noted that the risks identified are worked through on an exception basis with the Governance and Risk team providing the framework and guidance to officers. A discussion was held regarding validating the controls that are provided to ensure that they are in place and operating as expected. It was noted as an opportunity for an internal audit to explore how that might be tested.

Communication and Consultation:

The minutes of the Committee are reviewed by the ARIC members, the Principal Internal Auditor, General Manager Finance Governance and Risk and the Chief Executive Officer.

Legal Strategy and Policy Implications:

The *Local Government Act 2009* requires that the audit Committee of Council - the Audit Risk and Improvement Committee – oversee audit, annual financial reporting and other relevant governance functions to provide Council with an additional level of assurance that systems and controls are in place to minimise risk exposure.

The Audit Risk and Improvement Committee also operates in accordance with Councils' Audit Risk and Improvement Committee Policy (P-2020-15).

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Financial and Resource Implications:

Nil

Summary:

Nil

Anticipated Resolution Completion Date:

N/A - information only report

Attachments:

1. Minutes of the Audit Risk and Improvement Committee Meeting held 30 November 2022

Tabled Items:

Nil

Report Prepared by: Principal Internal Auditor

G/3.5. REVIEW OF PROPERTY AND LEASING POLICIES

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 7 February 2023

File Ref: CM28.2

Purpose:

To consider changes proposed following review of the Corporate Property Policy and Leasing of Land for Sport and Recreation Purposes Policy.

Officer's Recommendation:

That Council:

1. Repeal existing P-2016-23 Corporate Property Policy;
2. Repeal existing P-2017-35 Leasing of Land for Sport and Recreation Purposes Policy; and
3. Adopt P-2023-02 Land Transaction Policy provided as Attachment 1.

Background:

The Corporate Property Policy and Leasing of Land for Sport and Recreation Purposes Policy are currently under review.

Options, Risk and Opportunity Analysis:

Option 1 – Repeal existing policies and replace with a single document

Officers have identified an opportunity to consolidate the existing two (2) policies into a single document governing all land transactions to improve accessibility and understanding.

On this occasion a tracked changes version is not available due to the proposed consolidation of the two (2) existing policies into a single document. A summary of proposed changes (Attachment 4) has been provided in lieu.

Under the existing Leasing of Land for Sport and Recreation Purposes Policy, the maximum lease term is 10 years. There is currently no maximum lease term for leases that are not for the purposes of sport and recreation.

Officers propose the maximum lease term of 10 years be applied to all lease types and, by exception, consider lease terms of up to 30 years having regard to, amongst other things:

- the proposed lessee's long term business plan/strategy;
- the capital investment on the land; and
- the requirements of the *Planning Act 2016* (leases with a term exceeding 10 years including renewal options require development approval).

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Option 2 – Repeal existing policies and replace with a single document with amendments

Elected Members may seek further amendments to the draft proposed under Option 1. An alternative recommendation could be:

That Council:

1. Repeal existing P-2016-23 Corporate Property Policy;
2. Repeal existing P-2017-35 Leasing of Land for Sport and Recreation Purposes Policy;
3. Adopt P-2023-02 Land Transaction Policy provided as Attachment 1 subject to the following amendments:
 - a. _____.

Option 3 – Retain existing policies

Alternatively, Elected Members may seek to retain the two (2) policies, with or without amendment.

Communication and Consultation:

Subject matter experts from Strategic Property have contributed to the development of the draft policy. Additionally, minor feedback was received from leaders during the consultation process undertaken.

Legal Strategy and Policy Implications:

Council has legislative obligations under multiple acts and regulations varying dependent upon the type of land transaction and the individual circumstances. Examples include:

- *Local Government Act 2009* and *Local Government Regulation 2012* – disposal of land including the granting of a lease over land or a building;
- *Land Act 1994* and *Land Regulation 2020* – processes to be undertaken when dealing with State Land;
- *Acquisition of Land Act 1967* – compulsory acquisition of land or easement rights;
- *Planning Act 2016* – leases with a term exceeding 10 years (including renewal options) require a development approval for reconfiguring a lot.

Financial and Resource Implications:

The proposed draft does not commit Council to additional financial or other resources. It also seeks to complement not compete with the private market. Council may consider the appropriateness of taking a more assertive approach to increase revenue opportunities.

It is noted that Council's leasing activities are not currently operating at cost recovery. The rent payable for a lease held with Council currently varies from peppercorn to commercial rates depending on the type of lessee and the purpose of the lease.

Council currently budgets for fees associated with the registration of a lease (i.e. registration fees, survey fees). The draft proposes to provide the ability to recover reasonable expenses incurred by Council in the registration of a lease in circumstances where a lessee has initiated the lease.

Summary:

Nil

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Anticipated Resolution Completion Date:

Within two (2) weeks of resolution.

Attachments:

1. Proposed P-2023-02 Land Transaction Policy;
2. Existing P-2016-23 Corporate Property Policy;
3. Existing P-2017-35 Leasing of Land for Sport and Recreation Purposes Policy;
4. Summary of Proposed Changes – Proposed Land Transaction Policy.

Tabled Items:

Nil

Report Prepared by: Governance Business Partner

G/3.6. 2023 SMART CITY SUMMIT AND EXPO - TAIWAN

Responsible Officer: Chief Executive Officer

Council Meeting Date: 7 February 2023

File Ref: CM7.2

Purpose:

To update Council on an invitation from Taipei Computer Association (TCA) and Taipei City Government to the Mayor to lead a Gladstone VIP delegation to present and participate at the 2023 Smart City Summit and Expo (SCSE) being held in Taipei Taiwan 28 to 31 March 2023 and hosted by National Development Council.

Officer's Recommendation:

That Council:

1. Authorise Mayor Matt Burnett and Economic Development Specialist to lead a delegation to present and participate at the 2023 Smart City Summit and Expo in Taiwan at the Taipei Nangang Exhibition Center from 28 to 31 March 2023.

Background:

2023 Smart City Summit and Expo is Asia's largest hybrid smart city summit and expo featuring the most comprehensive Smart City solutions through which SCSE has been offering cross-industry platform for governments and businesses for over a decade. Incorporated in SCSE this year is the 2050 Net Zero Summit and Expo hosted by the National Development Council of the Taiwan Government. The Taiwan Government has a strong determination to achieve Net-Zero emission by 2050 and through SCSE aim to promote innovative technology, lead the green transition of industry, and drive a new wave of economic growth. The "Net-Zero City" will be one of the pillars of governmental initiatives going forward and cities play a significant role in achieving the net-zero emissions target by 2050.

The summits and expo will allow Gladstone Region to explore and advocate at the marketplace in Asia-Pacific and beyond, allow strategic networking opportunities with potential clients and partners and promote the current economic projects and opportunities in the Gladstone Region.

Attendance and participation in the SCSE align closely with the objectives and actions of Councils informing strategies including the Gladstone Region Economic Development Strategy, Gladstone Region Economic Transition Roadmap 2022-32 and the climate change/net-zero initiatives of the Waste Management and Resource Recovery Strategy.

Gladstone Region was encouraged to participate in the SCSE after the success of the Australia-Taiwan Hydrogen Delegation to Gladstone in November 2023. Deputy Director General Lee of Taiwan Government Bureau of Energy, Ministry of Economic Affairs wrote to say the trip was undeniably an enormous success in facilitating the close partnership between Australia and Taiwan in the field of renewable energy. The delegation was impressed with the regional presentations, logistics support and arrangements which played a vital part in its success. Their time in Gladstone put into perspective the scale of the renewables opportunity and industry and the growth that lies ahead for Queensland. Deputy Director Lee felt confident future trade and investment with Taiwan can be an important part of the Gladstone Region. The delegates were impressed with the work being done by CQU (Central Queensland University) in Gladstone and have

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several lines of follow-up enquiry. Deputy Director Lee personally encouraged Mayor Burnett to visit Taiwan as part of the 2023 Smart City Summit and Expo in Taipei and Kaohsiung.

Options, Risk and Opportunity Analysis:

The Gladstone Region delegation has been approved as a VIP Government delegation to the SCSE which provides the delegation with subsidised airfares, accommodation, transfers and VIP access to events and the opportunity to present at the Global Mayors Summit section of the event. Council has pitched that the presentation to the Summit is focused on the Transition Roadmap. The Mayor has invited Central Queensland University, Gladstone Engineering Alliance and Gladstone Chamber of Commerce and Industry to participate in the delegation. Each organisation is currently seeking relevant approvals to attend and meet their own costs. The delegation can have a maximum of 5 members, including the Mayor as the delegation lead, to qualify for the subsidies.

The plenary sessions and the Mayors Summit are focused on decarbonisation of the global economy and the transition to a greener industrial base and net-zero cities. The expectation is there will be over a 100K participants in person and the same on-line with over 63 forum sessions and 323 networking sessions. The VIP Delegation access provides the opportunity to participate in matchmaking and networking sessions with over 188 international city leaders, site visits and official functions.

Communication and Consultation:

Council has been in discussions with Local Government Association of Queensland (LGAQ), Trade and Investment Queensland and Austrade about maximising the benefit from any attendance and participation at SCSE. Council has also been working with the Economic Division of the Taipei Economic and Cultural Office in Australia to finalise the registration and target the most relevant sections of the program. Council understands that other Queensland Councils attending include Bundaberg, Redlands, Moreton and Logan.

Legal Strategy and Policy Implications:

This delegation 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 2022/23 budget will be minimal with the majority of costs provided for through the invitation extended by SCSE. SCSE

Airfares are Gladstone –Taipei departing 26 March and returning 31 March 2023. The International flight has a duration of 8 hours 50 minutes. Total travel time is 16 hours.

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Proposed Costs:

Airfares

- Mayor \$1,223 - This includes a subsidy by SCSE of US\$2000 (A\$2860)
- ED Specialist \$4,083 - No subsidy for airfare
- Non-Council Delegates \$0 - No cost to Council. Delegates travel at their own cost

Transfers \$0 - Provided by SCSE

Accommodation \$0 - Provided by SCSE 27-31 March 2023

Meals \$0 - Majority included in the Summit and Expo Program

Incidentals \$500

Total estimated costs are \$5,806 to send the Mayor and Economic Development Specialist to lead this Gladstone Delegation. The current travel budget for both Councillors and Economic Development Specialist can accommodate this expenditure if it is supported by Council.

Identified subsidised expenses are reimbursable by the organisers after the delegation has completed its obligations at the Summit and Expo.

Summary:

Council has been invited and endorsed to lead a VIP Government delegation to the 2023 Smart City Summit and Expo (SCSE) being held in Taipei Taiwan 28 to 31 March 2023 and hosted by the National Development Council. This is a strategic opportunity to reinforce connections recently made with Taiwanese stakeholders in the renewable energy and decarbonisation sectors. As well as advocating for the Gladstone Region as a transitioning net-zero trade and investment location.

Anticipated Resolution Completion Date:

7 February 2023

Attachments:

Nil

Tabled Items:

Nil

Report Prepared by: Economic Development Specialist

G/4. DEPUTATIONS

G/5. COUNCILLORS REPORT

G/6. URGENT BUSINESS

G/7. NOTICE OF MOTION

G/8. CONFIDENTIAL ITEMS