



**GLADSTONE**  
REGIONAL COUNCIL

**GENERAL MEETING NOTICE  
AND AGENDA**

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

**On Tuesday 2 May 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 18 APRIL 2023**

**Responsible Officer:** Chief Executive Officer

**Prepared By:** Executive Secretary

**Council Meeting Date:** 2 May 2023

**File Ref:** CM7.2

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#### **Purpose:**

Confirmation of the minutes of the General Meeting held on 18 April 2023.

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

That the minutes of the General Meeting of Council held on 18 April 2023 be confirmed.

#### **Attachments:**

1. Minutes of the General Meeting of Council held on 18 April 2023.

## G/3. DEPUTATIONS

### G/3.1. SEVENTEEN-SEVENTY SEWER ACTION GROUP

**Responsible Officer:** Chief Executive Officer

**Prepared By:** Executive Secretary

**Council Meeting Date:** 2 May 2023

**File Ref:** CM7.6

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#### **Purpose:**

Seventeen-Seventy Sewer Action Group will present to Council regarding the Seventeen-Seventy Low Pressure Sewerage System.

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

That the deputation from Seventeen-Seventy Sewer Action Group be received.

#### **Background:**

Deputation details are as follows:

<b>Time of Presentation</b>	9:10am
<b>Duration of Presentation plus question time</b>	15 mins
<b>Speakers to present</b>	Derek Hedgcock Bill Comiskey
<b>Is the matter currently or has previously been subject to legal proceedings?</b>	Yes – resolved
<b>Matter for information only</b>	No – requesting that Council assumes it's lawful responsibilities as Seventeen Seventy's Low Pressure Sewerage System service provide.

Gladstone Regional Council operates a low pressure sewerage system in Seventeen Seventy. The Seventeen-Seventy Sewer Action Group have requested a deputation with Council to raise concerns with the operation of the low pressure sewerage system.

#### **Attachments:**

Nil available at the time of publishing. A PowerPoint presentation will be delivered during the deputation.

## **G/4. OFFICERS' REPORTS**

### **G/4.1. 2023 WORLD HYDROGEN SUMMIT - ROTTERDAM**

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

**Prepared By:** Economic Development Specialist

**Council Meeting Date:** 2 May 2023

**File Ref:** CM7.2

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#### **Purpose:**

To update Council on an invitation from the Queensland Government – Department of Energy and Public Works (EPW) - Strategic Engagement and Coordination | Hydrogen to join the Austrade delegation as a delegate to the World Hydrogen 2023 Summit and Exhibition 9-11 May 2023 – Rotterdam, Netherlands.

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

That Council accept the offer of a complimentary Delegate Pass from EPW and authorise the Economic Development Specialist to join and participate in the Austrade delegation at the World Hydrogen 2023 Summit and Exhibition 9-11 May 2023 – Rotterdam, Netherlands.

#### **Summary:**

The Queensland Government – Department of Energy and Public Works (EPW) – Strategic Engagement and Coordination | Hydrogen has offered Council a complimentary delegate pass to join the Austrade delegation to the World Hydrogen 2023 Summit and Exhibition 9-11 May 2023 – Rotterdam, Netherlands. The passes are valued at around \$4,000 Australian dollars and provide full delegate access to the summit, expo and associated events and forums.

The World Hydrogen 2023 Summit and Exhibition is one of the world's largest events dedicated to global hydrogen development. This is an opportunity for Council and the Central Queensland Hydrogen Technology Cluster (CQH2) to reinforce and support Gladstone's position as Queensland's Hydrogen Hub.

#### **Link to Corporate Plan:**

Resilient Economy - We play our part in supporting the success of our region.

#### **Background:**

The Gladstone Region has been identified as a national Hydrogen Hub by the Australian Government. The Region and Council are currently facilitating an unprecedented number of proponents developing renewable energy and in particular hydrogen related projects in the region.

Council has been an integral stakeholder in establishing and participating in the CQH2 Alliance and the CQH2 Technology Cluster to ensure proposed projects are fostered and developed in an environmentally, socially, and economically appropriate way for the Region. Council works closely with stakeholders from both the Alliance and Cluster to ensure the Gladstone Region achieves our National Hydrogen Hub aspirations.

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### CQH2 Cluster - Central Queensland Hydrogen Technology Cluster:

- Facilitated by GEA, members include:
  - Gladstone Regional Council
  - Central Queensland University
  - Gladstone Engineering Alliance
  - Gladstone Ports Corporation
  - Regional Development Australia
  - Startup Gladstone
- Mission to support the delivery of the Queensland Renewable Energy Target and ready the CQ region to secure its position in the global export market.
- Key activity includes
  - Maintains an overview of the Ecosystem activities in CQ
  - Introductions, connections and fosters collaboration
  - Forums for industry collaboration and community engagement
  - Collaboration with other H2 Clusters across Australia
  - Supports activities on securing the region's knowledge and skills

### CQH2 Alliance:

- Facilitated by Department of State Development, Infrastructure, Local Government and Planning.
- The alliance brings together proponents active in developing projects in Gladstone.
- Membership is larger than CQH2 Cluster with a collective of Government, Industry, Education and Supply Chain organisations.
- Vision for Central Queensland to be a major producer and exporter of renewable hydrogen energy and green chemicals to the world, and a major domestic renewable energy supplier for manufacturing and mobility.
- Provide platform to consider consortiums for project execution, monitor and coordinate opportunities to seek major project funding.
- Alignment of advocacy to influence policy and development of common infrastructure

The Queensland Government is a foundation member and Secretariat of the CQH2 Alliance and an executive member of the CQH2 Cluster.

The Qld Government as well as Austrade are a Bronze Sponsor of the Summit and Expo. The sponsor package includes a number of delegate passes to the summit and access to the Austrade Stand at the Expo.

### **Risk Management Summary:**

The Gladstone Region is simultaneously vulnerable to changes in the global energy system, and poised to realise a number of opportunities that capitalise on its competitive advantages in the race to net zero emissions. The challenges facing both the region and Council stem from the need to manage the shift away from fossil fuels and the impacts associated with new energy industries. Simultaneously, however, Gladstone's existing industrial base and growing availability of low-cost renewable energy means the region is also well placed to expand and diversify its economic base and embrace opportunities such as 'green' manufacturing and hydrogen production.

Change on the scale facing the Gladstone Region and the likely impacts on its economy, workers and the community, makes transition planning and coordination critical for long-term resilience.

### **Options and Opportunity Analysis:**

The Qld Government through EPW identified an opportunity to offer delegate passes to regional Hydrogen Technology Clusters as an opportunity to build regional capacity and capability. The passes are valued at around \$4,000 Australian dollars and provide full delegate access to the summit, expo and associated events and forums.

The World Hydrogen 2023 Summit and Exhibition is one of the world's largest events dedicated to global hydrogen development. The event is supported by over 170 high level speakers, 1600 global delegates, 14 strategic technical sessions, 350 exhibits, 8,000 visitors to the exhibition and technical site tours spread over 3 days.

Given Gladstone's strategic place in the developing Hydrogen sector for Queensland and Australia, EPW have encouraged Gladstone to be represented at the Summit and Expo. The Austrade and Trade and Investment Queensland (TIQ) collateral to be used at the Expo features Gladstone heavily and would benefit in its delivery and impact if supported by regional representation.

Austrade and the Qld Government are leading an Australian delegation of 36 companies and representative organisations. The only Cluster currently representing Queensland is H2Q, representing Brisbane and South East Queensland (SEQ). H2Q positioning has dominated the Queensland Cluster space and has been influencing policy and strategy with a definitive SEQ context. This is an opportunity for Council and CQH2 to reinforce and support Gladstone's position as Queensland's true Hydrogen Hub.

Attendance and participation in the World Hydrogen 2023 Summit and Exhibition 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.

#### Option 1 (Preferred)

Accept the offer of a complimentary Delegate Pass from EPW and represent the Gladstone Region and CQH2 Cluster at the World Hydrogen 2023 Summit and Exhibition.

#### Option 2

An alternative option is to decline the offer of the delegate pass from the Qld Government, not attend the summit and expo and provide information and support to the attending delegates.

### **Stakeholder Engagement:**

CQH2 Technology Cluster currently has no representation at this event, and the Executive and Members support Council's Economic Development Specialist representing the cluster and region at the summit and Expo.

There are several CQH2 Alliance Members attending, including Sumitomo, who are encouraging Gladstone Region representation and highly recommend Council's attendance.

Council has reached out to TIQ and Austrade to be included in the ancillary events and meetings. We are in discussion with David Stewart, our Agent-General for Queensland in Europe developing introductions and opportunities at and around the summit and expo.



**Legal and Regulatory 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:**

Proposed Costs:

- Delegate Registration – Nil (Sponsored by Qld Government)
- Airfares – \$4,580 (Economy)
- Transfers – \$300
- Accommodation – \$1,850 (5 nights)
- Meals \$200 – Majority included in the Summit and Expo Program
- Incidentals – \$300
- Total estimated costs are \$7,230

The current travel budget for the Economic Development Specialist can accommodate this expenditure if it is supported by Council.

**Anticipated Resolution Completion Date:**

11 May 2023.

**Attachments:**

1. World Hydrogen 2023 Summit and Exhibition Program

## G/4.2. EOI 98-23 E-SCOOTER TRIAL

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

**Prepared By:** Manager Contracts and Procurement

**Council Meeting Date:** 2 May 2023

**File Ref:** PE1.1

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### **Purpose:**

This report seeks resolution from Council to proceed to a closed tender phase under s228(2)(b) of the *Local Government Regulation 2012* that allows for the invitation of written tenders following an expression of interest. This resolution is sought in relation to the provision of an E-Scooter Scheme Trial.

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

That Council proceed to a closed tender process with the Expression of Interest respondent Bird Rides Australia Pty Ltd for the establishment of an E-Scooter Trial in Agnes Water and Seventeen Seventy.

### **Summary:**

Due to increasing popularity of E-Scooters, many local governments throughout Australia have started trials to assess the compatibility of providing E-Scooters as an alternate, carbon neutral and active lifestyle transport option for both locals and visitors.

An Expression of Interest ("EOI") was released to the open market in January 2023 with one submission received. Three options have been presented in this report for Council's consideration.

### **Link to Corporate Plan:**

Connecting Communities - We work with you and for you, supporting the success of our communities.

### **Background:**

The introduction of an E-scooter scheme is in alignment with Council's Visitor Economy Strategy and supports Council's desire to improve accessibility for residents and visitors in tourist areas such as Agnes Water, Tannum Sands and the Gladstone Marina. The introduction of e-scooters may assist in resolving car-parking issues in popular areas and provide an alternative means of transport for cruise ship and RV tourists.

On 1 November 2022, Council resolved (GM/22/4862):

*"That in accordance with Section 228(3) of the Local Government Regulation 2012, it would be in the public interest to invite expressions of interest from operators of E-Scooter schemes, before inviting written tenders, on the basis that Council wishes to identify options available to it, without making a commitment, for the purpose of thorough option analysis and planning"*

The EOI was released to the open market in January 2023 and closed in February 2023, with one offer received from Bird Rides Australia Pty Ltd.

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The offer was evaluated against criteria set out in the EOI Invitation documents and was assessed as meeting the requirements requested by Council in relation to a fit for purpose E-Scooter scheme trial and on-going management including proposed:

- 1) concept map layouts;
- 2) E-Scooter types (make/model/specification);
- 3) Fleet Size;
- 4) Geo-fencing controls and limitations;
- 5) Charging requirements and facilities required (including proposed location/s);
- 6) Data sharing/reporting options to be provided to GRC with reference to popular routes and destinations by E-Scooter users;
- 7) User interface;
- 8) Storage, maintenance and collection methods; and
- 9) Compliances with Legislation and insurance requirements.

### Risk Management Summary:

Council does not currently facilitate any E-Scooter activity so does not currently have any risk exposure with relation to the operation of E-Scooters.

### Options and Opportunity Analysis:



Our custom vehicles are designed to be the safest, most durable micromobility options on the road today. Developed by Bird's industry-leading engineers, our shared fleet is informed by rigorous testing and learnings from the tens of millions of rides taken on the Bird platform.

The Bird app encourages responsible riding and can even incentivize good behavior. For example, it can give out rewards to riders who park in designated areas.

To help each city meet its unique goals, we work to deliver an app experience that includes localized education, designated no-ride zones, and more.

\*Source – [www.bird.co](http://www.bird.co)

### Option 1 – Officer's Recommendation

This option is to proceed to a closed tender process with the Expression of Interest respondent for the establishment of an E-Scooter Trial in Agnes Water and Seventeen Seventy.

The Agnes Water and Seventeen Seventy location is selected on the basis that:

- It received the most positive community sentiment;
- It has the highest proportion of Tourism activity in the Region
- It has an established footpath network; and
- Alternative means of transport and parking issues could be resolved in the area with the introduction of e-scooters.

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The closed tender process would require the respondent to provide a draft Operational Management Plan, Implementation Program and other detailed information specific to the proposed trial in Agnes Water and Seventeen Seventy, to allow for the progression of applications to be processed by the respondent with Council.

The EOI respondent (Bird Rides Australia Pty Ltd) has indicated that:

- services are designed to be free of cost to Council. [They] take steps to minimise Council's operational burden arising from the program... We also provide support for Councils' broader work on micromobility through our policy research team, data science team and communications/design team.
- The respondent indicated that they enter into a fleet manager arrangement with a local person or company who services the fleet.
- Neighboring Councils who have undertaken similar schemes have indicated that collection of misused e-scooters has had an impact on their resources/workload although the EOI respondent has referenced several mitigation measures for this risk.

### Option 2

This option is to proceed to a closed tender process with the Expression of Interest respondent for the establishment of an E-Scooter Trial in Agnes Water and Seventeen Seventy and Tannum Sands.

The closed tender process would require the respondent to provide a draft Operational Management Plan, Implementation Program and other detailed information specific to the proposed trial in Agnes Water and Seventeen Seventy, to allow for the progression of applications to be processed by the respondent with Council.

### Option 3

This option is to dissolve the Expression of Interest process and notify the respondent that Council does not wish to proceed to a trial E-Scooter scheme.

### **Stakeholder Engagement:**

The following stakeholder engagement has been undertaken:

- A social media sentiment report has also been gathered and can be found as an attachment to this report.
- Gladstone Area Promotion and Development Limited (GAPDL) as our Regional Tourism Organisation and full support was received.
- Discovery Coast Tourism and Commerce (DCTC) as the tourism representatives from Agnes Water and 1770 have supported the trial.

Community consultation could be considered, either before commencing the trial or at specified intervals during the trial. Bundaberg Regional Council recently undertook an e-scooter trial, sought community feedback after 12 months and have recently granted an additional permit until mid-2023.

**Legal and Regulatory Implications:**

Section 228(3) of the *Local Government Regulation 2012* states that the local government may invite expressions of interest only if it:

- a) decides, by resolution, that it would be in the public interest to invite expressions of interest before inviting written tenders; and*
- b) records its reasons for making the resolution in the minutes of the meeting at which the resolution was made.*

Additionally, Section 228(6) states that if the local government invites expressions of interest, the local government may:

- a) prepare a short list from the persons who respond to the invitation for expressions of interest; and*
- b) invite written tenders from those persons.*

**Financial and Resource Implications:**

There will be no cost incurred by Council for conducting the tender, except for resource time in the preparation, management, evaluation and closure of the tender.

**Anticipated Resolution Completion Date:**

The intended release of the Tender will be in May 2023.

**Attachments:**

- 1. E- Scooter sentiment
- 2. CONFIDENTIAL – Bird Submission

### **G/4.3. AUDIT RISK AND IMPROVEMENT COMMITTEE MINUTES - 15 MARCH 2023**

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

**Prepared By:** Principal Internal Auditor

**Council Meeting Date:** 2 May 2023

**File Ref:** CM26.2

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#### **Purpose:**

To present a report about the matters presented at the Audit Risk and Improvement Committee meeting held 15 March 2023, 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 15 March 2023.

#### **Summary:**

Council's audit committee, the Audit Risk and Improvement Committee (ARIC), met on 15 March 2023. 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 15 March 2023 are attached for Council's consideration.

#### **Link to Corporate Plan:**

Accountable Council - We are providing good stewardship built on a foundation of trust.

#### **Risk Management Summary:**

The responsibilities of the Audit Risk and Improvement Committee related to risk management includes:

- Review the effectiveness of the risk management framework and assist with the development of a risk aware culture through the facilitation of risk management.
- Monitor that Council's risk management activities are not limited to insurance coverage but includes active risk minimisation.
- Ascertain whether fraud and corruption risks have been included in the assessment of the risk profile of Council. Consider risk and probity matters associated with significant procurement activities.
- Consider reports on changes in the corporate risk profile including consideration of emerging risk areas.

## **Options and Opportunity Analysis:**

Below are some of the highlights from the minutes:

### ***Item 7.1 – INFORMATION COMMUNICATION TECHNOLOGY REPORT***

A discussion was held regarding the Cyber Phishing Campaign and it was mentioned that the results were very good when compared with the average of other organisations of similar size. The committee enquired regarding the percentage rate of failure against the three categories and were advised of 9% for easy; 15-20% for medium; and just over 20% for hard. It was noted that this campaign was to achieve a baseline rate with targeted exercises to be undertaken.

A discussion was held regarding the replacement of aging infrastructure and it was noted that the replacement program is tracking well with no concerns at this stage. It was further noted that the work program has been tailored to progress through the replacement of aging infrastructure to catch up prior to implementing a standard replacement schedule. It was anticipated to be caught up by end of next financial year.

### ***Item 7.4 – Quarterly Risk Management Report***

A discussion was held regarding project risk and project teams recording the project risks in relation to success of the project rather than risk for Council. It was noted that there is a piece of work currently underway to review the project risk register and working with the project teams to reframe the project risks. It was further noted that the corporate standard is also being reviewed to provide assistance to the teams to enable consistency. The committee mentioned that preference would be to have one risk scale for the business and that the risk needs to consider what is the risk to the project and then what is that project risk to the business. It was noted that the corporate standard reflects one risk matrix and work is required on improving the businesses understanding and consideration of risk.

### ***Item 8.1 – Ethics Integrity and Audit Progress Report***

The committee enquired regarding tracking the recommendations from the Fibre Cable Damage incident report with advice provided they will be included in the review of the Business Continuity Plan (BCP) including the BCP Framework and individual plans. The committee enquired if an information communication and technology BCP exercise was undertaken. It was noted that an emergency exercise was undertaken through the Local Government Disaster Management Group (LDMG) however an internal exercise was not undertaken. It was further noted that the BCP is currently under review.

The committee requested that the high risk rated tasks shown in the report include which audit report the task related to. The committee enquired regarding the ability to view the full internal audit action register with advice provided it can be included as an appendix or supplementary meeting document at each meeting.

### ***Item 8.2 – Internal Audit Reports***

A discussion was held regarding the Road Condition Assessment process audit report. The committee expressed concern that the audit report demonstrated that there was a lot of work to do whereas the Works Delivery Update indicates that work is on track. It was noted that the audit report was completed prior to the progress of work through the Works Delivery with the audit report finalisation delayed due to COVID impacts. It was further noted that the audit report validated some of the concerns which lead to the development of the works delivery project. It was highlighted that despite some of the inadequacies, council are keeping people safe and are still delivering for the community. A discussion was held regarding the ownership of data held via third party software systems and the importance of ensuring the availability and security of data was highlighted.

**Item 8.3 – ETHICS INTEGRITY AND AUDIT DRAFT INTERNAL AUDIT PLAN 2023/24**

Presenting the draft Internal Audit Plan for 2023/2024 and confirming the proposed internal audits as discussed during the Committee Planning Day.

**Item 9 – External Audit**

An overview of the Queensland Audit Office Briefing Paper was provided by PricewaterhouseCoopers (PwC) and Queensland Audit Office (QAO) representatives. It was noted that the draft QAO workplan has been distributed to council's and stakeholders for feedback. The blog 'Advice on reporting data breaches' was highlighted. A discussion was held regarding the 2023 External Audit Plan and the anticipated timeline for the committee to view the draft statements. It was noted that the draft statements are anticipated to be presented to the committee at the September 2023 meeting.

**Stakeholder Engagement:**

The minutes of the Audit Risk and Improvement Committee are reviewed by the committee members and relevant internal stakeholders.

**Legal and Regulatory 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 Council's Audit Risk and Improvement Committee Policy (P-2020-15).

**Financial and Resource Implications:**

N/A

**Anticipated Resolution Completion Date:**

N/A

**Attachments:**

1. Minutes of the Audit Risk and Improvement Committee Meeting held 15 March 2023



**G/5. COUNCILLORS REPORT**

**G/6. URGENT BUSINESS**

**G/7. NOTICE OF MOTION**

**G/8. CONFIDENTIAL ITEMS**