



GLADSTONE
REGIONAL COUNCIL

**GENERAL MEETING NOTICE
AND AGENDA**

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

On Tuesday 4 July 2023

Commencing at 9.00am

Kylie Lee
CHIEF EXECUTIVE OFFICER, Acting

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G/1. MAYORAL STATEMENT OF CURRENT ISSUES

G/2. CONFIRMATION OF MINUTES

G/2.1. CONFIRMATION OF SPECIAL BUDGET MEETING MINUTES FOR 20 JUNE 2023

Responsible Officer: Chief Executive Officer

Prepared By: Executive Secretary

Council Meeting Date: 4 July 2023

File Ref: CM7.2

Purpose:

Confirmation of the minutes of the Special Budget Meeting held on 20 June 2023.

Officer's Recommendation:

That the minutes of the Special Budget Meeting of Council held on 20 June 2023 be confirmed.

Attachments:

1. Minutes of the Special Budget Meeting of Council held 20 June 2023.

G/2.2. CONFIRMATION OF GENERAL MEETING MINUTES FOR 20 JUNE 2023

Responsible Officer: Chief Executive Officer

Prepared By: Executive Secretary

Council Meeting Date: 4 July 2023

File Ref: CM7.2

Purpose:

Confirmation of the minutes of the General Meeting held on 20 June 2023.

Officer's Recommendation:

That the minutes of the General Meeting of Council held on 20 June 2023 be confirmed.

Attachments:

1. Minutes of the General Meeting of Council held 20 June 2023.

G/3. DEPUTATIONS

G/4. OFFICERS' REPORTS

G/4.1. 2023/24 STRATEGIC PRIORITIES

Responsible Officer: General Manager Strategy and Transformation

Prepared By: Corporate Planning Specialist

Council Meeting Date: 4 July 2023

File Ref: ED6.1

Purpose:

To seek Council's endorsement of the proposed Strategic Priorities publication for 2023/24.

Officer's Recommendation:

That Council endorses the 2023/24 Strategic Priorities for publication and advocacy as:

- Renewable Energy and the Transitioning Economy
- Health
- Housing
- Skills Development and Retention
- Regional Water Supply and Wastewater Infrastructure
- Establishing the Royal Navy Fleet Base North - Port of Gladstone
- Gladstone Heavy Vehicle and Oversize Overmass Load Transport Corridor
- Inland Rail Extension to the Port of Gladstone
- Boyne Tannum Aquatic Recreation Centre (BTARC)
- Harvey Road Sports and Events Precinct
- Harbour Arbour

Summary:

This report seeks endorsement for the proposed Strategic Priorities for 2023/24. Focused on regional advocacy, this publication complements Council's Investment Prospectus, aligns to several business strategies and supports the delivery of our Corporate Plan.

The publication was developed with robust stakeholder engagement and collaboration. Officers continue to work cross functionally in progressing and outworking Council's advocacy.

Link to Corporate Plan:

- Accountable Council - We are providing good stewardship built on a foundation of trust.
- Connecting Communities - We work with you and for you, supporting the success of our communities.
- Resilient Economy - We play our part in supporting the success of our region.

GENERAL MEETING AGENDA 4 JULY 2023

Background:

The current 2022/2023 Strategic Priorities publication was adopted on 19 July 2022. Since this publication was first developed in 2019, it has evolved from being a list of priority projects, to a publication focused on regional advocacy.

Annual adoption of Council's Strategic Priorities with the annual Operational Plan and Budget forms part of Council's planning cycle.

Risk Management Summary:

The proposed 2023/24 Strategic Priorities support Council in responding to identified Corporate Risks, namely Climate Change and Financial Sustainability. They also support broader liveability improvements that have the potential to reduce risks related to critical community issues such as homelessness, job security, economic sustainability and adequate access to health services.

Options and Opportunity Analysis:

In February 2023, Council undertook its annual review of Strategic Priorities, considering both internal and external factors to refine our priorities to allow focused and meaningful advocacy in 2023/24.

Strategic Priorities selected for inclusion in the proposed 2023/24 document complement and or enable the investment priorities highlighted in the Gladstone Region Investment Prospectus and align with strategies such as the Gladstone Region Economic Transition Roadmap 2022-32 and Council's Corporate Plan 2021-2026.

The attached Strategic Priorities publication proposed for endorsement provides a clear and concise set of priorities and policy initiatives to advocate for regional prosperity. Council may elect to amend priorities during the year as the economic and community landscape changes.

Pending adoption of the 2023/24 Strategic Priorities, the publication will be available on Council's website and supported by Brand and Communications with a suite of communication actions.

Targeted stakeholders will be emailed a digital version of the publication, including the State and Federal Government's sitting and shadow ministers and State Government department leads.

Stakeholder Engagement:

Internal stakeholder engagement involved numerous teams across the business including Strategy and Improvement, Economic Development, Strategic Projects, Community Partnerships and Brand and Communications. This cross-functional engagement ensures that the Strategic Priorities are reflective of a breadth of priorities, important to our community. Engagement is regularly ongoing as cross functional teams' outwork and progress Council's advocacy.

Councillor feedback throughout the year is closely considered and used to shape the Strategic Priorities focus, along with external stakeholder influence through community engagement opportunities including the Gladstone Region Economic Transition Roadmap and Council's online engagement platform.

Legal and Regulatory Implications:

N/A

GENERAL MEETING AGENDA 4 JULY 2023

Financial and Resource Implications:

The publication is planned work with resources required to collate, design and print being accommodated within approved resource plans and budgets.

Anticipated Resolution Completion Date:

18 July 2023

Attachment:

1. 2023/24 Strategic Priorities

G/4.2. NAMING OF COUNCIL ASSET INFRASTRUCTURE - ELLA J COURT

Responsible Officer: General Manager Customer Experience

Prepared By: Manager Customer Solutions

Council Meeting Date: 4 July 2023

File Ref: CR13.1

Purpose:

The purpose of this report is to allow Council to consider a request to add Ella J Court to the Approved Place Name Register and utilise on an unnamed road in approved Reconfiguration of Lot (ROL) Application DA/146/2015. Location of the new street to be off Friswell Road, Burua, access Street with a cul-de-sac.

Officer's Recommendation:

That Council approves:

1. The application to add Ella J Court to the Approved Place Name Register; and
2. The use of the name Ella J Court for an unnamed road in approved Reconfiguration of Lot Application DA/146/2015.

Summary:

The applicant has submitted an application to name a road within new development DA/146/2015 off Friswell Road Burua after the applicant's daughter being Ella J Court. The application has been assessed against Council's Naming of Infrastructure Corporate Standard and Policy and it has met the required criteria. The relevant departments within Council have been consulted in relation to the application and have provided no objection to the proposal.

Link to Corporate Plan:

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

Background:

Council received an application and letter of request from Urban Development to utilise the proposed new street to intersect with Friswell Road, Burua. The applicant would like the new Access Street name, for the Rural subdivision, to be called ELLA J COURT.

Risk Management Summary:

This application has undergone the application process as outlined in the Naming of Infrastructure Assets Policy (P-2020-17) and Corporate Standard (CS-2020-20), thus is compliant as detailed in Table 1 below. Based on the assessment criteria, this application meets Council's low Risk appetite, outlined in the Risk Management Framework.

Options and Opportunity Analysis:

Option 1 – Approve the Application and use

The application has been assessed against the requirements of Council’s Naming of Infrastructure Assets Policy (P-2020-17) and Corporate Standard (CS-2020-20) and is compliant with the requirements.

Table One: Assessment Criteria

Assessment Criteria	Comply	Comment
Adding Name to Register		
Uniqueness of Name	Compliant	Name is not currently used within the region.
Source of Name	Compliant	Although name does not have historic significance the name is that of the Developers daughter who is a current member of the local community
Spelling/Form of Name	Compliant	Spelling is suitable and form meets the Corporate Standard
Utilise Name		
Purpose or need to name the Asset	Compliant	New asset within development therefore will require a name
Status of Name	Compliant	Not currently used
Name is appropriate to the area	Compliant	Name is appropriate and not offensive

Figure One: Proposed Development Friswell Road, Burua.



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Option 2 – Refuse

As the application meets the assessment criteria, refusal of the application would not be in accordance with the Council's Naming of Infrastructure Assets Policy (P-2020-17) and Corporate Standard (CS-2020-20).

Option 3 – Adopt the Recommendation with amendments

Should Council decide on a different approach, I.e. adding to the Approved Place Name Register only, the changes listed in the relevant section of the resolution via the words '*part one only*....

Stakeholder Engagement:

Relevant Business Units have been consulted with no objections to the proposal.

Legal and Regulatory Implications:

The application has been assessed against the requirements of Council's Naming of Infrastructure Assets Policy (P-2020-17) and Corporate Standard (CS-2020-20) as outlined in the table above, aligned to Councils Risk Management Framework.

Financial and Resource Implications:

Costs will be incurred for administrative requirements, signage installation and maintenance.

Anticipated Resolution Completion Date:

Part 1 of the resolution will be completed within 2 weeks of the resolution date.

Part 2 of the resolution will be completed in accordance with the approved Reconfiguration of Lot Application DA/146/2015.

Attachments:

1. CONFIDENTIAL - Application - Naming of Council Asset Infrastructure – Ella J Court

G/4.3. NAMING OF COUNCIL ASSET INFRASTRUCTURE - SHAPLAND ROAD

Responsible Officer: General Manager Customer Experience

Prepared By: Manager Customer Solutions

Council Meeting Date: 4 July 2023

File Ref: CR13.1

Purpose:

The purpose of this report is to allow Council to consider a request to add “Shapland Road” to the Approved Place Names Register and utilise on road reserve.

Officer's Recommendation:

That Council refuses the application to utilise Shapland Road on an unmade/unformed road reserve and property in Berajondo.

Summary:

Application has been lodged to request to add and utilise the name ‘Shapland Road’ to the Approved Place Names Register in recognition of the current Shapland family that reside at 4499 Lowmead Road, Berajondo. The area requested is both a road reserve that is unmade and unformed as well as a track that runs through two locked land private properties that provide access to the applicant's property. The application has been assessed against the Council Naming of Infrastructure Assets Policy and Corporate Standard along with consultation with relevant Council Departments and in its current state it is recommended to refuse the application.

Link to Corporate Plan:

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

Background:

Council received an application to add Shapland Road to the Approved Place Names Register and utilize the name on what the applicant believed to be an Unnamed Council Road in Berajondo.

The Shapland Family have resided at 4499 Lowmead Road for more than 40 years and state they have had long term association with the Rosedale School Parents and Citizens (P&C) and the Queensland Council of Parents and Citizens Association (QCPCA). Colin Shapland, on behalf of the Shapland family has requested that the road that comes off Sullivan Road be named Shapland Road in addition to an area that runs through Lot 155 and Lot 156 of FD950 (map provided below). The two allotments are locked land allowing access to his property at 4499 Lowmead Road, Berajondo and the remainder is unmade and unformed road reserve that comes off Sullivan Road, Berajondo.

Risk Management Summary:

This application has undergone the application process as outlined in the Naming of Infrastructure Assets Policy (P-2020-17) and Corporate Standard (CS-2020-20), thus is non-compliant as detailed in Table 1 below. Based on the assessment criteria, and being non-compliant there is a risk to Council’s Reputation and Service Delivery impacts if the application were approved.

Options and Opportunity Analysis:

Option 1 – Refuse the application

The application has been assessed against the requirements of Council’s Naming of Infrastructure Assets Policy (P-2020-17) and Corporate Standard (CS-2020-20) and is not compliant with all aspects.

Assessment Criteria	Comply	Comment
Adding Name to Register		
Uniqueness of Name	Compliant	“Shapland” is not on or similar to a name already on the Approved Place Names Register
Source of Name	Not Compliant	The proposed name is not in Memoriam of an individual/family, nor is it an Indigenous name. Applicant is the occupant of the property at the end of this road. Applicant has lived at this property for 40+ years and had long term association with the Rosedale P&C and QCPCA
Spelling/Form of Name	Compliant	The Spelling /Form of the proposed name is compliant with the Naming of Infrastructure Assets Corporate Standard
Utilise Name		
Purpose or need to name the Asset	Not Compliant	The area is an unmade/unformed road, the remainder of the area is through private property and no road reserve exists. (see map below, area marked in red)
Status of Name	Not Applicable	
Name is appropriate to the area	Compliant	The proposed name is appropriate to the location as the applicant resides at the end of the mentioned road.

Figure One: Copy of Map Supplied by Applicant with proposed location



Option 2 – Approve the application and use

As the application does not meet the Assessment Criteria, approval of the application would not be in accordance with the Council’s Naming of Infrastructure Assets Policy (P-2020-17) and Corporate Standard (CS-2020-20).

Option 3 – Adopt the Recommendation with amendments

Should Council decide on a different approach, ie adding to the Approved Place Name Register, the changes listed in the relevant section of the resolution via the words *‘Council approve for Shapland Road to be added to the Approved Place Name Register and Refuse the name Shapland Road to be used on the unmade and unformed road reserve that comes off Sullivan Road*

Stakeholder Engagement:

Development Services have been consulted and do not have any objections to the application.

GIS have also been consulted and have provided the below objection:

- The application states the Road reserve in the legal gazetted access to their property however this is incorrect, the property is land locked and requires access through 2 properties owned by others to gain access to theirs (2 properties marked with red stars below)
- The road reserve where the applicant will be using is marked in red below which the majority of is Sullivan Road which is marked with a street name sign on the corner of Lowmead Road and Sullivan Road.



Legal and Regulatory Implications:

The application has been assessed against the requirements of Council’s Naming of Infrastructure Assets Policy (P-2020-17) and Corporate Standard (CS-2020-20) as outlined in the table above.

Financial and Resource Implications:

Cost to install and maintain signage, as well as administrative requirements.

Anticipated Resolution Completion Date:

The resolution will be completed within 2 weeks of the resolution date.

Attachments:

1. CONFIDENTIAL – Applications – Naming of Council Asset Infrastructure – Shapland Road

G/4.4. NAMING OF COUNCIL ASSET INFRASTRUCTURE - LITORIA LANE

Responsible Officer: General Manager Customer Experience

Prepared By: Manager Customer Solutions

Council Meeting Date: 4 July 2023

File Ref: CR13.1

Purpose:

The purpose of this report is to allow Council to consider a request to add “Litoria Lane” to the Approved Place Names Register and utilise for road naming on an unnamed road in approved Reconfiguration of Lot (ROL) Application DA/238/2016. Location of the new street is to be off Bradford Road, Telina.

Officer's Recommendation:

That Council approves:

1. The application to add Litoria Lane to the Approved Place Name Register; and
2. The use of the name Litoria Lane for an unnamed road in approved Reconfiguration of Lot Application DA/238/2016.

Summary:

The applicant has submitted an application to name a road within a new development DA/238/2016 that is located off of Bradford Road, Telina. The application is to add and utilise the name Litoria Lane on the unnamed road. The application was assessed against Councils Naming of Infrastructure Corporate Standard and Policy and met the required criteria. All relevant departments were consulted in relation to the application and have provided no objection to the proposal.

Link to Corporate Plan:

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

Background:

Council received an application from Santoshi Development Consultants to add “Litoria Lane” to the Approved Place Names Register and utilise the name within a new development off of Bradford Road Telina. Litoria is the scientific name for frog and due to the prominence of green tree frogs in the area they feel this is a suitable name for the location of the new development.

Risk Management Summary:

This application has undergone the application process as outlined in the Naming of Infrastructure Assets Policy (P-2020-17) and Corporate Standard (CS-2020-20), thus is compliant as detailed in Table 1 below. Based on the assessment criteria, this application meets Council’s low Risk appetite, outlined in the Risk Management Framework.

Options and Opportunity Analysis:

Option 1 – Approve the Application and use

The application has been assessed against the requirements of Council’s Naming of Infrastructure Assets Policy (P-2020-17) and Corporate Standard (CS-2020-20) and is compliant with the requirements.

Table one: Assessment Criteria

	Comply	Comment
Adding Name to Register		
Uniqueness of Name	Compliant	Litoria Lane is not on or similar to a name already on the Approved Place Names Register.
Source of Name	Compliant	Proposed name is not in reference to any Family name/individual. Source is relating to the local prominence of Green Tree Frogs with the region with their scientific name being Litoria
Spelling/Form of Name	Compliant	One word and correct form/spelling
Utilise Name		
Purpose or need to name the Asset	Compliant	New road DA/238/2016
Status of Name	Compliant	Not currently used
Name is appropriate to the area	Compliant	Name is deemed appropriate

Figure one: Proposed Development Bradford Rd, Telina



Option 2 – Refuse

As the application meets the assessment criteria, refusal of the application would not be in accordance with the Council’s Naming of Infrastructure Assets Policy (P-2020-17) and Corporate Standard (CS-2020-20).

Option 3 – Adopt the Recommendation with amendments

Should Council decide on a different approach, ie adding to the Approved Place Name Register only, the changes listed in the relevant section of the resolution via the words ‘part one only....

Stakeholder Engagement:

Relevant Business Units have been consulted with no objections to the proposal.

Legal and Regulatory Implications:

The application has been assessed against the requirements of Council's Naming of Infrastructure Assets Policy (P-2020-17) and Corporate Standard (CS-2020-20) as outlined in the table above, aligned to Councils Risk Management Framework.

Financial and Resource Implications:

Costs will be incurred for administrative requirements, signage installation and maintenance.

Anticipated Resolution Completion Date:

Part 1 of the resolution will be completed within 2 weeks of the resolution date.
Part 2 of the resolution will be completed in accordance with the approved Reconfiguration of Lot Application DA/238/2016.

Attachments:

1. CONFIDENTIAL – Applications – Naming of Council Asset Infrastructure – Litoria Lane

G/4.5. NAMING OF COUNCIL ASSET INFRASTRUCTURE - BOOYOOH AVE, DARAREM ST, DARWAR ST AND YAYA AVE

Responsible Officer: General Manager Customer Experience

Prepared By: Manager Customer Solutions

Council Meeting Date: 4 July 2023

File Ref: CR13.1

Purpose:

The purpose of this report is to allow Council to consider a request to utilise names from Councils Approved Place Name Register on unnamed roads within new development DA/11/2018, OPW/18/2022. Names for consideration from the Council Approved Place Name Register are Booyooh Avenue, Dararem Street, Darwar Street, Yaya Avenue. The development is located on Lot 5 and Lot 1 Red Rover Road, Callemondah.

Officer's Recommendation:

That Council:

1. Approves the application to utilise the names Booyooh Avenue, Dararem Street and Darwar Street available on Council's Approved Place Name Register at the locations requested by the applicant within DA/11/2018, OPW/18/2022
2. Refuses the proposal to rename existing Meegan Road to Yaya Avenue

Summary:

After the original application being refused at Council General Meeting on 21 February 2023, the applicant has submitted a new application to utilise existing names of Booyooh Avenue, Dararem Street, Darwar Street and Yaya Avenue from the Approved Place Names Register with the new development off Red Rover Road, Callemondah. The application has been assessed against the Councils Naming of Infrastructure Assets Policy and Corporate Standard including renaming of an existing named road, Meegan Road.

Link to Corporate Plan:

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

Background:

Council has received a resubmitted application from Economic Development Queensland where the original application was to request to add and utilise new street names as part of development application. The application was refused with the applicant encouraged to utilise names currently available on Councils Approved Place Name Register. A new application has been submitted to utilise names Booyooh Avenue, Dararem Street, Darwar Street and Yaya Avenue from the Approved Place Name Register in the development located off Red Rover Road, Callemondah.

Risk Management Summary:

This application has undergone the application assessment process as outlined in the Naming of Infrastructure Assets Policy (P-2020-17) and Corporate Standard (CS-2020-20), thus is compliant as detailed in Table 1 below. Based on the assessment criteria, this application meets Council’s low Risk appetite, outlined in the Risk Management Framework.

Options and Opportunity Analysis:

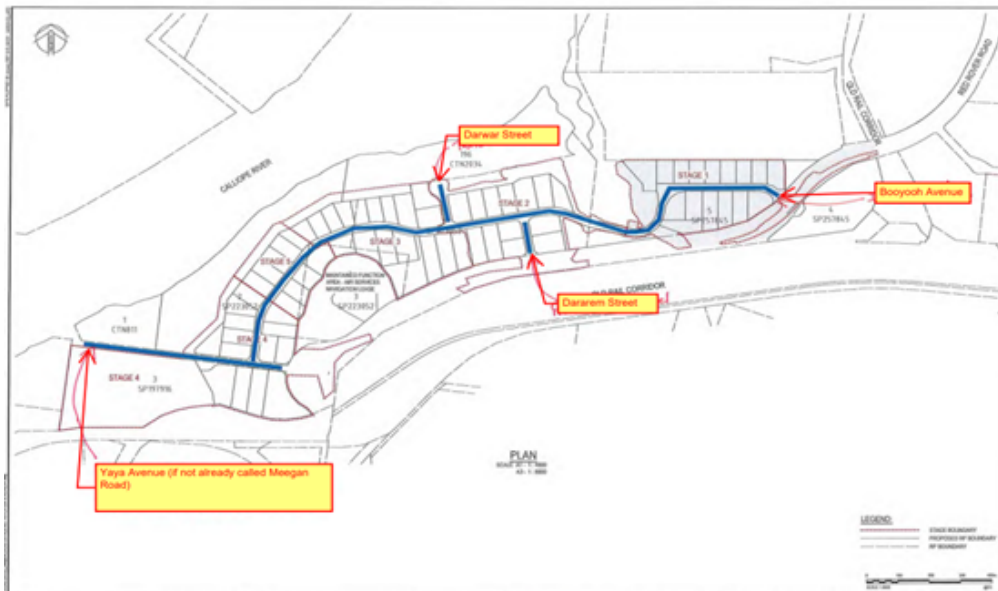
Option 1 – Approve the Application in accordance with the recommendation

The application has been assessed against the requirements of Council’s Naming of Infrastructure Assets Policy (P-2020-17) and Corporate Standard (CS-2020-20) and is compliant with the requirements. However, one road is already named within the development being Meegan Road. The applicant has acknowledged this road and requested it be named Yaya Avenue if not already named.

Table One: Assessment Criteria

Utilise Name		
Purpose or need to name the Asset	Compliant in part	Roads are unnamed within new development with the exception of one road proposed to be named Yaya Avenue, this road is already named Meegan Road.
Status of Name	Compliant	Currently available on Councils Approved Place Name Register
Name is appropriate to the area	Compliant	Map of location provided

Figure One: Map of new development



Option 2 – Refuse

As the application meets the assessment criteria for 3 of the 4 proposed roads, refusal of the application in its entirety would not be in accordance with the Council’s Naming of Infrastructure Assets Policy (P-2020-17) and Corporate Standard (CS-2020-20).

Option 3 – Adopt the Recommendation with amendments

Should Council decide on a different approach, e.g. to approve the application in its entirety to include the rename of the existing Meegan Road. The changes would need to be listed in the resolution.

Stakeholder Engagement:

Relevant Business Units have been consulted, GIS provided no objection to the names Booyooh Avenue, Dararem Street, Darwar Street to be utilised. Yaya Avenue cannot be used in the proposed location as the road is already named Meegan Road.

Legal and Regulatory Implications:

The application has been assessed against the requirements of Council's Naming of Infrastructure Assets Policy (P-2020-17) and Corporate Standard (CS-2020-20) as outlined in the table above.

Financial and Resource Implications:

Cost to install and maintain signage, as well as administrative requirements.

Anticipated Resolution Completion Date:

The resolution will be completed in accordance with DA/11/2018, OPW/18/2022.

Attachments:

1. CONFIDENTIAL – Application – Naming of Council Asset Infrastructure – Economic Development Queensland

G/4.6. MEMORIAL PLAQUE ON COUNCIL ASSET - THE HANDLEY SISTERS

Responsible Officer: General Manager Customer Experience

Prepared By: Manager Customer Solutions

Council Meeting Date: 4 July 2023

File Ref: CR13.1

Purpose:

The purpose of this report is to allow Council to consider a request to install a Memorial Plaque in loving memory of the Handley Sisters on the Tarcoola Drive, Boyne Island covered viewing shelter on the timber boardwalk.

Officer's Recommendation:

Council approves the application to install a Memorial Plaque in loving memory of the Handley Sisters on the covered viewing shelter on the timber boardwalk on Tarcoola Drive, Boyne Island.

Summary:

Application received to install a Memorial Plaque in memory of a group of sisters from a longstanding family within the community. The Handley family have a history dating back to 1919 within the Boyne Island community and a family relative has requested to memorialise this group by placement of a plaque. The chosen location is on a shade shelter located on Tarcoola Drive, Boyne Island, the location is significant as it is located near the land the family donated where the St Lukes Church is situated on Malpas Street, Boyne Island. The application has been assessed against criteria set within the administrative process

Link to Corporate Plan:

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

Background:

Application to install a Memorial Plaque in loving memory of the 4 Handley Sisters on the covered viewing shelter on the timber boardwalk on Tarcoola Drive, Boyne Island.

The applicant's mother is Jean, the other being Phylis, Sybil and Mabs who came to Boyne Island in 1919 with their parents Jean and Harry Handley.

The family were farmers and also conducted a local mail run, parents Harry and Jean Handley donated the land where St Lukes Church stands on Malpas Street, Boyne Island.

The applicant Kaye has included in her application the following statement:

"To those who are considering my application I ask that you take a moment to reflect on the significant place the little St Lukes Church holds in the history of Boyne Island. It has been a part of the Island for 100 years and began with the donation of land by Harry and Jean Handley. The plaque I wish to display is in memory of their four daughters."

Risk Management Summary:

This application has undergone the application process as outlined in the Naming of Infrastructure Assets Policy (P-2020-17) and Corporate Standard (CS-2020-20), thus is compliant as detailed in Table 1 below. Based on the assessment criteria, this application meets Council’s low Risk appetite, outlined in the Risk Management Framework.

Options and Opportunity Analysis:

Option 1 – Approve application and install plaque

This application has been assessed against the below administrative criteria and is compliant with all aspects.

Table One – Assessment Criteria

Assessment Criteria	Comply	Comment
Personal memorial shall only commemorate a person who is no longer living.	Compliant	4 sisters are deceased
Evidence person has long history within the region or significant contributions or strong connection to the local government area	Compliant	Family are long standing community members since 1919, where the family donated land where the current Anglican Church. The original St Lukes church is still located on the site as well.
Letter from family if applicant is not a family member	Not Required	Applicant is the daughter of one of the 4 sisters
Proposed plaque wording and layout	<div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: fit-content;"> <p><i>In loving memory of The Handley Sisters Phylis Dahl Sybil Dale Jean Lester Mabs Wyatt</i></p> </div>	Plaque dimensions –Aluminum, 200mm wide and 100mm high, silver with black text.
Proposed location of plaque	Timber Gazebo on Tarcoola Drive, Boyne Island Alternate location: Bench seat located further along Tarcoola Drive, Boyne Island	Map below, no existing plaques are placed at this location

Figure One: Aerial view of proposed location



Option 2 – Refuse application

As this application meets the administrative assessment criteria this option is not in accordance with the administrative process.

Option 3 – Approve with amendments

Should Council decide to approve but amend the wording or location (including the alternate located detailed above) of the memorial plaque changes would be detailed in the relevant section of the resolution.

Stakeholder Engagement:

During development of the administrative process, Parks Program Delivery team was consulted. Approval granted only for memorial plaques to be installed to park furniture such as a bench seat or shelter at a Council Park.

Legal and Regulatory Implications:

Installation and maintenance of the plaque will be in line with Councils standard process for maintenance of assets and by their nature it is considered plaques do not present additional risk to public.

Financial and Resource Implications:

Administration costs, cost of plaque and installation of plaque are borne by the applicant. Should the plaque be stolen or vandalised 1 replacement plaque will be supplied by Council. Subsequent replacements of plaques will be via application and payment of associated replacement fees.

Anticipated Resolution Completion Date:

6 months from the resolution date.

Attachments:

1. CONFIDENTIAL – Application – Memorial Plaque on Council Asset – The Handley Sisters

G/4.7. 2023-24 GENERAL SOLE AND SPECIALISED SUPPLIERS

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Manager Contracts and Procurement

Council Meeting Date: 4 July 2023

File Ref: PE1.1

Purpose:

This report seeks resolution from Council to make use of the provisions in section 235 of the Local Government Regulation 2012, that allows for exceptions to the requirement for written quotes or tenders.

Officer's Recommendation:

That:

1. In accordance with Section 235(a) of the *Local Government Regulation 2012*, Council is satisfied that the below suppliers are the only suppliers reasonably available to deliver the relevant product/service for the 2023/24 financial year:

1Spatial	Only reseller in Australia of FME mapping software used by GIS team
Australian Laboratory Services Pty Ltd (formerly ALS Limited)	Only drinking water analysis provider in Gladstone with the nearest competing laboratories in Brisbane and Townsville
Capricorn Lodge	Only accommodation provider on Curtis Island
Ecoscope Environmental Pty Ltd	Only NATA accredited laboratory with proximity to Gladstone with the nearest competing laboratories in Brisbane and Townsville
K J Ingham	Only supplier within the Gladstone region that is licensed for potable water transport
Mottech Parkland Australia	Only Australian importer and distributor of Irrinet irrigation systems
Pacific Biologics	Only importer and distributor of ProLink Mosquito control products
Ruswin Locksmiths and Security (previously Key Cut Services)	Only authorised dealer of electronic keys within Gladstone with the nearest competitor in Brisbane

2. In accordance with Section 235(b) of the *Local Government Regulation 2012*, Council is satisfied that because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders from suppliers for the relevant services for the 2023/24 financial year:

ABB Australia Pty Limited	Original Equipment Manufacturer ('OEM') of ABB flow meters
Aurion Corporation Pty Ltd	Proprietor of Aurion software used for payroll management
Austeng Crematoria and Cemetery	OEM for Crematorium parts and service at Boyne Island Memorial Parklands
Bespoke Engineering & Fabrication T/A EZ Machinery	OEM for EZ Hydraulic Mulcher Attachments and Spare Parts
Bill Robertson Toyota	Local OEM for Toyota Light Commercial Vehicles

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Bundy Bullet Pty Ltd	Provider of Bundaberg to Gladstone freight services
Cat & Back	Provider of Central Queensland freight services
Central Queensland Media Pty Ltd t/a CQ Today	Publisher of CQ Today
Chemwatch	Proprietor of Chemwatch software used for the storage and management of Material Safety Data Sheets (MSDS) and Safety Data Sheets (SDS)
Civica Pty Ltd	Proprietor of Reflect and Recover software used by Roads Program Delivery for asset management and RMPC contract coordination
Davcor Group Pty Ltd t/a Electronic Keying Australia	OEM for electronic keys and vaults used to access Council buildings
Electrical Refrigeration Enterprises	Local authorised agent for ZIP water systems
Endress & Hauser Australia Pty Ltd	OEM for Transducers and Radar Micro pilot measurement instrumentation
Ergon Energy	Electrical Infrastructure provider in Central Queensland
ESRI Australia Pty Ltd	Proprietor of ArcGIS software
F3EE Pty Ltd	Australian based Channel Partner of Bentley Systems for Open Flow (Water Gems and Sewer Gems) software
Farm and Garden Products Pty Ltd	Closest (Rockhampton) authorised agent for: <ul style="list-style-type: none"> • Kioti Tractors • Bobcat Excavators • Twose Remote Track Mower • Kanga Mini Loader • Polaris Ranger UTVs
Followmont Transport Pty Ltd	Provider of Queensland and New South Wales freight services
GCM Enviro Pty Ltd	OEM of landfill compactor parts
Gladstone Engineering Alliance (GEA)	Specialised body established to strengthen business and industry relationships within the Gladstone Region
Gladrock Transport	Provider of Central Queensland freight services
Harbour Software	Proprietor of Doc Assembler and Docs on Tap software provider
Hastings Deering (Australia) Pty Ltd	OEM parts for Caterpillar machinery parts
Ibis Information Systems Pty Ltd	Proprietor of Ibis Information Systems Software used for Rates modelling
IDEXX Laboratories Pty Ltd	OEM for IDEXX Colilert System
Infor Global Solutions (ANZ) Pty Ltd	Proprietor of Pathway software
Institute of Public Works Engineering Australasia (IPWEA)	Specialised peak association for professionals who deliver public works and engineering services
J.H. Wagner & Sons	OEM for marker stones used at the Boyne Tannum Memorial Gardens
Jardine Lloyd Thompson Pty Ltd	Specialists in providing insurance products and services to local government e.g. Directors and Officers Liability and Environment Impairment Liability.
Kvitko Holdings T/A Gladstone News	Publisher of Gladstone News
LG Solutions	Proprietor of LG Solution software used for fees and charges
Mettler Toledo-Limited	OEM of weighbridge service and parts for Gladstone Transfer Station and Benaraby Land Fill

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Netstar Australia Pty Ltd	Provider of GPS Data Plan for GRC Vehicles
Nextra Valley News	Magazine and newspaper supply for Council libraries
News Limited	Publisher of Courier Mail newspaper
NuGrow Rockhampton Pty Ltd	Provider of water and sludge material disposal services
Origin Energy	Supplier of gas and gas infrastructure at GECC
QIT Plus Pty Ltd	Proprietor of Guardian software used for disaster management
Queensland Regional Broadcasters (Grant Broadcasters)	Provider of advertising services for 4CC and Kix Country radio.
Reef City Motors	Local OEM for Ford Light Commercial Vehicles
Safegroup Automation	OEM for SCADA Controllers
SANZAP Pty Ltd t/a Solus Consulting	Proprietor of Solus library application
Schneider Electric (Australia)	Proprietor of Schneider Electric ClearSCADA Software
SEEK Limited	Provider of online recruitment advertising linked to Aurion software system used for recruitment
Sewer Equipment Company (Aust)	OEM for camera equipment used in the CCTV van
SLR Consulting Australia	Proprietor of EnviroSys platform
Southern Cross Austereo	Provider of advertising services for Hit FM 93.5 and Triple M Radio
Spirac Solid Handling Solutions	OEM for Spirac conveyor parts
Takura Bark & Compost	OEM for Takura Engineered Softfall
Technology One Pty Ltd	Proprietor of Technology One software
Telstra	Telecommunications Infrastructure provider in Central Queensland
Terrequip Pty Ltd	OEM for JCB Equipment
The Coastal Rag	Publisher of community newspaper for Discovery Coast
TNT Australia Pty Ltd (to become FedEx Express)	Australia wide freight services
Varidesk, LLC	OEM for standing desk solutions
Western Truck Group Pty Ltd	OEM parts for Volvo machinery
Wideland Group	OEM parts for Iveco and Isuzu Trucks

Background:

Due to the nature of some goods and services, there may be only one supplier who is reasonably available or who provides a specialised service. Given that a number of these types of purchases are recurring on an annual basis, it has become more typical for Councils to apply the legislation and prepare an annual report seeking resolution.

Section 225 of *Local Government Regulation (LGR) 2012* provides Council cannot enter into a medium sized contractual arrangement unless it first invites 3 potential suppliers to quote. Section 224(2) defines 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). Section 224(4) provides that 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.

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There are several exceptions including:

- Section 231 Council can establish an approved contractor list by Expression Of Interest (EOI) process (this is for services only, not goods or works, and it is suggested in the King & Co commentary on LG Online that need more than 1 supplier on a list);
- Section 232 Council can establish Prequalified Supplier Register via tender process (if 1 of the points in 232(3) applies which includes that the preparation and evaluation of invitations every time would be costly);
- Section 234 where the supplier is on LGAQ contract arrangement;
- Section 235(a) where Council in general meeting resolve that Council is satisfied there is only 1 supplier who is reasonably available;
- Section 235(b) where Council in general meeting resolve that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for Council to invite quotes of tenders;
- Section 235(c) where a genuine emergency exists; and
- Section 235(f) the contract is made with or under an arrangement with a government agency.

Additionally, to the specific requirements of the LGR sections, Council officers are required to comply with the local government principles in section 4 of *Local Government Act 2009* and the sound contracting principles in section 104(3) of the LGR, plus the provisions of the policy statement in Procurement Policy.

In addition to the LGR requirements – Council's procurement corporate standard adds a further requirement to issue 2 or more written invitations to quote where the contract value is \$5,000 to \$15,000 where exceptions do not apply.

Options, Risk and Opportunity Analysis:

Council's Contracts and Procurement team have identified an organisational need for the exception to be applied to the suppliers contained in this report due to anticipated annual purchases exceeding \$5,000 ex GST per annum thus requiring the application of the following exceptions:

- Section 235(a) where Council in general meeting resolve that Council is satisfied there is only 1 supplier who is reasonably available; and
- Section 235(b) where Council in general meeting resolve that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for Council to invite quotes of tenders.

Communication and Consultation:

Internal stakeholders have been involved in the preparation of this list.

Legal Strategy and Policy Implications:

It is a requirement of the LGR section 225 to invite written quotations or tenders where the supply of goods or services with a cost greater than \$15,000.

Additionally, Council's Procurement Corporate Standard requires a minimum of two (2) quotes for all purchases of goods and services greater than \$5,000 and three (3) quotes for all purchases greater than \$15,000.

Section 235 of the LGR provides the following exceptions to the requirement relevant to this request including:

- a) the local government resolves it is satisfied that there is only (1) supplier who is reasonably available.
- b) the local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders.

Financial and Resource Implications:

Procurement activities making use of this resolution will be subject to Council's Register of Financial Delegations.

Anticipated Resolution Completion Date:

Exceptions granted within this report will be added to Council's Long-Term Contracts Register in July 2023.

Attachments:

Nil

G/4.8. EXTERNAL AUDIT - INTERIM MANAGEMENT LETTER

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Financial Controller

Council Meeting Date: 4 July 2023

File Ref: FM4.4

Purpose:

To present a copy of the Interim Management Letter and Report to ensure transparency and accountability of Council regarding audit findings.

Officer's Recommendation:

That Council note the Interim Management Letter and Report in accordance with Section 213 of the Local Government Regulation 2012.

Summary:

- No significant deficiencies
- Four new deficiencies
- Two unresolved deficiencies from prior year
- Timeframes for resolution provided in report

Link to Corporate Plan:

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

Background:

Under Section 213 of the Local Government Regulation 2012, the Mayor of a local government must present a copy of the auditor-general's observation report at the next ordinary meeting of the local government. The interim and final reports prepared by the Queensland Audit Office are these observation reports.

The interim report is provided to detail the results of the interim work performed. The report assesses the design and implementation of internal controls and whether they operate effectively. The report also details any financial reporting issues and other matters that should be considered.

The interim report for 2022-2023 reported no new significant deficiencies in Council's internal controls. There are however four new current year deficiencies and two prior year unresolved financial reporting issues, which management have committed to resolving within the noted timeframes.

New Current Year Deficiencies		
Observation	QAO Recommendation	Management Response
General journal approval process in TechOne.	Recommend that TechOne functionality is investigated to determine the practicality of automating the general journal approval process using	Financial Accounting Team perform audit of journals posted to ensure journals >\$20k were reviewed and approved. Systems Accounting Team will identify the appropriate license in TechOne to create a custom workflow and

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	the current business rules	determine if this control should be implemented. Action Date: 30 June 2024
Cyber security controls can be strengthened by use of multi-factor authentication	Recommend liaising with Council's IT providers to understand what system controls are in place and what controls are available from the providers that could be implemented to mitigate cyber security risks.	GRC will review password policies and MFA for IT applications as part of ICT risk management activities. Action Date: 30 June 2024
User driven TechOne delegation of authority	Recommend reviewing delegations of authority in TechOne to determine if position profiles are a more effective method of managing financial delegations in the system rather than user profiles.	Early scoping of this work has been undertaken, however has not progressed due to the prioritisation of other systems work. It is anticipated that position-based profiles will be implemented as a staged approach as Council migrates from TechOne Ci to TechOne Ci Anywhere (CiA). Action Date: 30 June 2025
TechOne batch scheduler change approvals	Recommend that the batch scheduler is reviewed on a periodic basis for changes made and for any new batches being established and/or changes to existing batch processes.	TechOne only allows system admins to adjust the recurring schedule and not the criteria specified by the user when the job was established. The user/team that has created the recurring job is responsible for entering the correct criteria when creating a recurring job. The batch scheduler is currently reviewed on an ad-hoc basis by the Systems Accounting Team and when a user leaves in the FGR/ICT space. Systems Accounting Team will document the process that is currently undertaken within the team and implement a process where the batch scheduler is reviewed on a quarterly basis. Action Date: 31 December 2023
Prior year unresolved issues		
Observation	Status Update	
Capital work in progress process improvements	The Asset Governance and Works Planning & Scheduling teams have been liaising and coordinating in recent weeks to ensure the Senior GIS Officer and Senior Technical Officer are included as part of regular meetings with project managers so that all parties are aware of requirements in a timely manner. We have seen an improvement in projects being completed recently and communication/information has been received. Audit will reassess as part of final audit process to determine if further improvements have been identified. Revised action date: 30 June 2024	
Improvement of the three way-match process required	Management is currently working with TechOne to develop a new system process to enable invoices to be entered into the system upon receipt. Phase 1 development and testing is ongoing. Due to issues with obtaining skilled TechOne consultants, implementation and go live phase is expected to be by 31 December 2024. This is therefore a proposed extension of 18 months on what was previously expected. Revised action date: 31 December 2024	

Risk Management Summary:

Council's Risk Management Framework has been applied to understand the level or risk or exposure that each deficiency exposes the organisation to. This has been used to frame our management response.

Options and Opportunity Analysis:

N/A

Stakeholder Engagement:

The auditor-general's interim report has been communicated to the Mayor and has also been presented to the Audit Risk and Improvement Committee at its June 2023 meeting.

All impacted leaders have been consulted on the required actions to close the gap on the identified deficiencies and ensure the required resources are allocated to complete the actions within the agreed timeframes.

Legal and Regulatory Implications:

Section 213 of the Local Government Regulation 2012 requires the Mayor of a local government to present a copy of the auditor-general's observation report at the next ordinary meeting of the local government. This report meets this legislative obligation.

Financial and Resource Implications:

N/A

Anticipated Resolution Completion Date:

N/A

Attachments:

1. Gladstone Regional Council Interim Management Letter and Report

G/4.9. JAPAN DELEGATION

Responsible Officer: General Manager Strategy and Transformation

Prepared By: Economic Development Specialist

Council Meeting Date: 4 July 2023

File Ref: CM7.2

Purpose:

To update Council on an invitation to the Mayor Matt Burnett from the Premier of Queensland to join a delegation to Japan to meet with critical stakeholders and project proponents looking to invest and establish new economy industries in Queensland and in particular the Gladstone Region. The delegation to Japan will be from 8 – 10 July 2023.

Officer's Recommendation:

That Council authorise Mayor Matt Burnett to participate in the Queensland Premier's Delegation to Japan 8-10 July 2023.

Summary:

The Queensland Premier is leading a select delegation to Japan to meet with critical stakeholders and project proponents to discuss investment opportunities in the renewable energy sector in Queensland and the Gladstone Region. The delegation program includes high level discussions with ENEOS, Mitsubishi Gas Chemicals, Mitsubishi Corporation and CQH2 Hub Project Japanese consortium members Iwatani, Kansai, and Marubeni.

Participation in the Premiers Delegation is a strategic opportunity for Council to reinforce and support Gladstone's position as Queensland's Hydrogen Hub and advocate for further investment and development in the Region.

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 including the targets of the Premier's delegation. Council has been an integral stakeholder in establishing and participating in the CQH2 Hub Project led by Stanwell Corporation. Council works closely with stakeholders from the CQH2 Hub project to ensure the Gladstone Region achieves its National Hydrogen Hub aspirations.

Risk Management Summary:

Not participating in the delegation may cause considerable reputational risk to Gladstone Regional Council. Not participating may undermine the credentials the Gladstone Region has built in taking on the decarbonisation quest through the development of the Transition Roadmap.

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 impacts on its economy, workers, and the community, makes transition planning, stakeholder management and coordination critical for long-term resilience.

Options and Opportunity Analysis:

The intended purpose of the Premiers delegation is to:-

- reinforce Queensland Government support for ENEOS investment in renewable energy projects in Queensland. ENEOS has one of the largest Japanese solar plant investments in Australia and is a key project proponent in the establishment of the Gladstone Region Renewable Energy Ecosystem.
- Understand key energy and decarbonisation projects planned by ENEOS in the state. ENEOS has large investments pending in Qld, including strong opportunities for regional job creation.
- Reiterate the Queensland Government's support for the Mitsubishi Gas Chemical (MGC) green methanol project in Gladstone.
- Receive an update on one of the leading projects for commercial scale green methanol including next steps and future expansion plans.
- Assure MGC that the Queensland Government will work together to secure the appropriate site in Gladstone where they can access the required inputs including carbon dioxide, hydrogen, and water.
- Host a high-level stakeholder reception with senior Japanese Government Officials and senior executives from Japanese companies in the energy (focus on SAF and hydrogen), education, agribusiness, and tourism sectors to inform and promote investment opportunities in Queensland.
- Roundtable lunch with senior executives from Iwatani, Kansai, and Marubeni through the Stanwell hydrogen CQ-H2 project. These Japanese consortium members are major supporters of, and investors in, Queensland clean energy projects, including projects in Gladstone.
- To reinforce Queensland Government support for the Central Queensland Hydrogen Project (CQ-H2) and the Japanese consortium members' involvement.
- To receive an update from senior executives from Iwatani Corporation, Kansai Electric Power Company, and Marubeni on the CQ-H2 project.

This is an unprecedented opportunity to engage significant global participants in the renewable energy sector and Japan's decarbonisation ambitions as well as the Gladstone Regions future industrial proponents. This is an opportunity to reinforce the Gladstone Region commitment to decarbonising and is poised to realise a number of opportunities that capitalise on its competitive advantages in the race to net zero emissions. Attracting investors and project proponents identified in the delegation is essential to maintaining Gladstone industrial heritage into a new decarbonised future.

Option 1 (Preferred) Accept the offer to participate in the Premiers Delegation to Japan.

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Option 2 An alternative option is to decline the offer from the Qld Government, not participate in the Delegation and provide information and support to the attending delegates.

Stakeholder Engagement:

Council representatives have been highly engaged for a considerable period with all the proponents targeted in the delegation program. Trade and Investment Queensland (TIQ) is facilitating the program and Council has been working closely with this department on investor and proponent attraction in the renewable energy space.

The Queensland Government, Queensland Premier and TIQ are encouraging Council participation.

Legal and Regulatory Implications:

This delegation will be subject to compliance with Council's Corporate Travel and Accommodation Corporate Standard and Code of Conduct. Approval for international travel must be made by resolution of Council and reported in Council's Annual Report.

Financial and Resource Implications:

Proposed Costs:

- Airfares – \$9,000 (inclusive of insurance)
- Transfers – \$300
- Accommodation – \$4,000 (4 nights)
- Meals \$300 – Majority included in the delegation Program
- Incidentals – \$300

Total estimated costs are \$13,900.

The current Councillor travel budget can accommodate this expenditure if it is supported by Council.

Anticipated Resolution Completion Date:

10 July 2023

Attachments:

Nil

G/5. COUNCILLORS REPORT

G/6. URGENT BUSINESS

G/7. NOTICE OF MOTION

G/8. CONFIDENTIAL ITEMS