



GLADSTONE
REGIONAL COUNCIL

**GENERAL MEETING NOTICE
AND AGENDA**

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

On Tuesday 23 April 2024

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 5 MARCH 2024

Responsible Officer: Chief Executive Officer

Prepared By: Executive Secretary

Council Meeting Date: 23 April 2024

File Ref: CM7.2

Purpose:

Confirmation of the minutes of the General Meeting held on 5 March 2024.

Officer's Recommendation:

That the minutes of the General Meeting of Council held on 5 March 2024 be confirmed.

Attachments:

1. Minutes of the General Meeting of Council held on 5 March 2024.

G/2.2. CONFIRMATION OF THE POST ELECTION MEETING MINUTES FOR 2 APRIL 2024

Responsible Officer: Chief Executive Officer

Prepared By: Executive Secretary

Council Meeting Date: 23 April 2024

File Ref: CM7.2

Purpose:

Confirmation of the minutes of the Post Election Meeting held on 2 April 2024.

Officer's Recommendation:

That the minutes of the Post Election Meeting of Council held on 2 April 2024 be confirmed.

Attachments:

1. Minutes of the Post Election Meeting of Council held on 2 April 2024.

G/3. DEPUTATIONS

G/4. OFFICERS' REPORTS

G/4.1. AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION NATIONAL GENERAL ASSEMBLY - MOTIONS AND ATTENDANCE

Responsible Officer: General Manager People and Strategy

Prepared By: Manager Strategy and Improvement (Acting)

Council Meeting Date: 23 April 2024

File Ref: GR3.1

Purpose:

The purpose of this report is to provide Council with the opportunity to consider motions to the Australian Local Government Association's annual National General Assembly and to nominate Councillors to attend the event.

Officer's Recommendation:

That Council:

1. Submit the following conference motions to the Australian Local Government Association (ALGA) for consideration:
 - (a) This National General Assembly calls on the Australian Government to reinstate or replace the National Rental Affordability Scheme (NRAS) funding.
 - (b) This National General Assembly calls on the Australian Government to ensure that emergency management and resilience initiatives are fit for purpose and meeting community needs by:
 - (i) Mandating input on all funding applications from the relevant Local Disaster Management Group, with a reasonable review timeframe allowed, to ensure genuine community benefit and avoid duplication and;
 - (ii) Providing long-term funding for resilience roles and projects.
 - (c) This National General Assembly calls on the Australian Government to address skills shortages and regional retention challenges by:
 - (i) Reviewing incentive allocations to make working and living regionally more attractive and;
 - (ii) Adequately incentivising critical workers to live in regional areas and;
 - (iii) Supporting Local Government efforts through funding, to improve regional liveability factors.
2. Authorise Cr _____, Cr _____ and Cr _____ to attend the National General Assembly, 2 – 4 July in Canberra, noting Mayor Burnett is scheduled to attend as a representative of the Australian Local Government Association:

Summary:

The Australian Local Government Association's (ALGA) National General Assembly (NGA), will be held in Canberra in July and provides the opportunity for Council to influence the national policy agenda, strengthen the local government sector and network with other Councillors. This report presents three motions Council's consideration:

- (a) Reinstating or replacing National Rental Affordability Scheme (NRAS) funding;
- (b) Ensuring funded emergency management initiatives are fit for purpose and meeting community needs; and
- (c) Making working and living in regional areas more attractive.

If approved by Council, the motions will be debated at the NGA. Motions adopted at the NGA influence ALGA's strategic priorities and annual action plans. A Councillor of Gladstone Regional Council must be present at the NGA to present and speak to the motion.

Link to Corporate Plan:

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

Background:

The Australian Local Government Association's (ALGA) National General Assembly (NGA) will be held in Canberra 2 – 4 July 2024. The NGA provides the opportunity for Council to influence the national policy agenda and promote new ways of strengthening the local government sector, as well as providing a valuable networking forum with other participating Council's.

The theme of the 2024 NGA is *Building Community Trust*. This theme aims to explore the critical importance of trust in governments, between governments, its institutions, and its citizens. This trust is a fundamental building block of our nation's democracy.

In preparation for the NGA, ALGA seeks Councils to submit motions in advance, to be debated at the assembly. Acceptance of motions close Tuesday 30 April 2024 and must first be endorsed by Council.

Motions adopted at the NGA influence ALGA's strategic priorities and annual action plans which determine their focus of advocacy, activities and resources. ALGA is seeking motions that align with their identified priority areas, and the annual theme and which identify opportunities for new federal programs and policies that will support councils to build stronger communities.

If Council elects to submit a motion for debate at the conference, a Councillor must also be present to present and speak on the motion(s). As Mayor Burnett also attends the NGA in his capacity as Vice President of ALGA, it is preferable to have *at least* one other Councillor attend and speak to Gladstone's submitted motions.

This report identifies proposed motions for discussion and endorsement before submitting to ALGA for consideration.

Background information and a summary of the key arguments for each proposed motion is attached to this report.

Risk Management Summary:

Council has a minimal appetite for reputational risk and a moderate appetite for service delivery risk. The NGA provides Council with an opportunity to influence the national policy agenda and promote new ways of strengthening the local government sector. Should Council not submit a motion, or authorise attendance at the conference, there is a risk that the opportunity to advocate for important issues affecting our community is missed.

Options and Opportunity Analysis:

The following motions are proposed for Council's consideration:

- (a) This National General Assembly calls on the Australian Government to reinstate or replace the National Rental Affordability Scheme (NRAS) funding.
- (b) This National General Assembly calls on the Australian Government to ensure that emergency management and resilience initiatives are fit for purpose and meeting community needs by:
 - (i) Mandating input on all funding applications from the relevant Local Disaster Management Group, with a reasonable review timeframe allowed, to ensure genuine community benefit and avoid duplication and;
 - (ii) Providing long-term funding for resilience roles and projects.
- (c) This National General Assembly calls on the Australian Government to address skills shortages and regional retention challenges by:
 - (i) Reviewing incentive allocations to make working and living regionally more attractive and;
 - (ii) Adequately incentivising critical workers to live in regional areas and;
 - (iii) Supporting Local Government efforts through funding, to improve regional liveability factors.

Council could choose to submit all proposed motions, add, retract or amend. Once resolved by Council, the motions cannot be amended without a further resolution from Council. Motions are due for submission to ALGA by Tuesday 30 June 2024 and require Council endorsement. New or amended motions not endorsed at this General Meeting will miss the deadline to be submitted.

The proposed motions align with Council's strategic priorities and ALGA's identified priority areas, as outlined in the attachment.

Council could elect any number of Councillors to attend the NGA. A minimum of one Councillor is required to attend to speak to submitted motions.

Stakeholder Engagement:

Internal Subject Matter Experts (SME's) have informed the content and background of the proposed motions.

In addition, a broader internal stakeholder group of SMEs were consulted prior to refining the list of proposed motions, including;

- Economic Development
- Environment & Conservation
- Disaster Management
- Community Partnerships
- Finance
- ICT
- Waste Operations
- Governance

Legal and Regulatory Implications:

Council is required to formally approve any motions prior to submission to ALGA on Tuesday 30 April 2024. This is an administrative function of Council and there is no legislative obligation to submit a motion for consideration.

Financial and Resource Implications:

There are no costs associated with submitting motions for debate other than internal staff resources, and the requirement for a Councillor to attend the NGA to speak to the motions.

As a representative of ALGA, Mayor Burnett’s registration fee will be covered, and his travel and accommodation will be funded from the Elected Members budget.

Registration, travel and accommodation costs are applicable for all other conference attendees. The costs below are estimated, per person. Funds for all Councillors to attend this conference, in addition to Mayor Burnett are allocated in the Elected Members budget.

Registration (per person)	Travel and Accommodation (per person)	Total Estimate (per person)
\$945	Flights - \$1300 Accommodation - \$1000	\$3245

Anticipated Resolution Completion Date:

30 April 2024

Attachments:

1. Summary and background of proposed ALGA motions

G/4.2. APPLICATION FOR PERMANENT ROAD CLOSURE - MUNDOOLIN ROCKS ROAD, FORESHORES

Responsible Officer: General Manager Assets and Environment

Prepared By: Manager Environment and Conservation

Council Meeting Date: 23 April 2024

File Ref: RD7.3

Purpose:

The purpose of this report is to allow Council to consider whether to support an application for permanent road closure of an unformed road known as Mundoolin Rocks Road, Foreshores.

Officer's Recommendation:

That Council support the application for permanent closure of Mundoolin Rocks Road, Foreshores situated between Lot 6 on SP129343 and Lot 7 on SP100501.

Summary:

The Owner of Lot 6 on SP129343 wishes to submit an application for the permanent closure of Mundoolin Rocks Road to the Department of Resources and is seeking Council's support for the application. Officers have considered the proposal and it is recommended that Council support the permanent road closure.

Link to Corporate Plan:

Accountable Council - We are providing good stewardship built on a foundation of trust.
Delivering Value - We work efficiently to deliver value for your rates.

Background:

The registered owner ("the Applicant") of 580 Clarks Road, Foreshores otherwise described as Lot 6 SP129343 ("Lot 6") has requested Council's support for an application ("the Application") for the permanent closure of gazetted road adjacent to Lot 6. A copy of the Application and a map of Mundoolin Rocks Road is attached for reference.

Applications for road closures are assessed and decided by the Department of Resources ("the Department") in accordance with the *Land Act 1994*. The question considered is whether or not the road is required as a public road. Council's role in this process is as a road manager and planning authority only. Section 68 of the Local Government Act 2009 requires the Department to provide Council with notice of a proposed road closure and affords Council the ability to object to the closure. The Department must have regard to any objections raised by Council.

Council does not maintain a road within the Mundoolin Rocks gazetted road area. An access track has been constructed from Clarkes Road through the Applicant's land (Lot 6) and then into the gazetted road area approximately halfway along Mundoolin Rocks Road. The access track is utilised to access a number of structures within Lot 6. The Applicant has held a current Permit to Occupy (non-exclusive tenure issued by the Department of Resources) over the gazetted road area since November 2004. Council has no data on the utilisation of Mundoolin Rocks Road.

Risk Management Summary:

Council has a minimal risk appetite for Reputational risks and a moderate risk appetite for Financial and Service Delivery risks. The Officer’s Recommendation is considered to pose minimal risk to Council given that Mundoolin Rocks Road does not include any of Council’s infrastructure and Council has no plans to construct a road in the future. There may be a reputational risk associated with supporting the application if Council’s views are not aligned with the public however this is only considered to be a minor risk.

Options and Opportunity Analysis:

Two options have been considered by officers:

1. Council support the Application;
2. Council does not support the Application.

Option 1 – Officer’s Recommendation - Council supports the permanent road closure application

If Council resolves to support the Application, officers will advise the Applicant and the Department of Council’s support. It will be a matter for the Applicant as to whether they formally submit the Application to the Department.

If the Application is approved by the Department, the 12.6ha of Mundoolin Rocks Road will be permanently closed and amalgamated with the Applicant’s Lot 6. The effect of the permanent road closure will be that Council has no further responsibility for Mundoolin Rocks Road and there will no longer be public access through Lot 6. The applicant will be required to pay a purchase price for the land as well as any ancillary costs to the Department.

The key opportunities and risks associated with this Option 1 are summarised in the table below.

Opportunities	Risk
<ul style="list-style-type: none"> • It enhances the Applicant’s ability to prevent the public accessing his private land. • A road closure would create revenue for the Department. • Council no longer has any liability for the gazetted road area. 	<ul style="list-style-type: none"> • The public and may not be supportive of the road closure and Council and there could be negative sentiment from the public. • There would be no opportunity for Council to construct a road in the future without acquiring land.

Option 2 – Council does not support the Application

If Council does not support the permanent road closure Council will be required to provide a reason for their objection and this will be communicated to the Department. Notwithstanding Council’s objection, the Applicant will be entitled to submit the Application to the Department for assessment. Section 99(7) of the *Land Act 1994* provides that the Department can refuse an application where the Department is satisfied that the road is, or may be, used regularly by the public as a road.

Opportunities	Risk
<ul style="list-style-type: none"> • There are no risks of negative sentiment from the Public. • The road will be available for future development. • The public will have continued access via the gazetted road. 	<ul style="list-style-type: none"> • Applicant is unsatisfied with the decision.

Stakeholder Engagement:

Stakeholder consultation where required is generally undertaken by the Department and Council has not undertaken any community consultation with respect to the Application. The Department's assessment of applications for road closure typically includes consideration of the impact to the public and adjoining landowners. If any objections are received as part of the Department's process, they will be considered by the Department providing that they are valid with respect to the road closure and genuinely about the need for the land as a road to continue.

Council has received correspondence indicating that the neighbouring landowner adjacent to Mundoolin Rocks Road (Lot 7) is not supportive of the Application.

Internal stakeholders were consulted and confirmed that there is no Council owned infrastructure located in the proposed closure area and there is no infrastructure currently planned for this corridor. Additionally, the proposed road closure would not prevent access to Hummock Hill Island, with other access points to the waterway accessible. Further, closing this road area would have a low impact on existing and future road network infrastructure.

Legal and Regulatory Implications:

Council has reserved the delegation to decide whether council supports a permanent road closure and a resolution is required to allow officers to provide the requisite advice to the Applicant and the Department. Council does not currently have a policy position on road closures and each application is considered on a case by case basis.

Council's *Land Transaction Policy* provides that Council will manage its land assets smartly, effectively, and efficiently by:

- being consistent and transparent in land transactions;
- being a responsible land manager guided by Council's strategic and operational needs;
- enhancing and protecting the environment and native title;
- improving social amenity and establishing community facilities having regard to Council's investment decision framework;
- identifying opportunities for secondary use of land;
- encouraging resilient and strengthened community organisations;
- pursuing whole of life costings including optimising returns on investments; and
- where appropriate, complement, not compete, with the private market.

The land beneath a road is owned by the State and managed by Council in accordance with the *Local Government Act 2009*. As road manager Council is liable for the gazetted road area.

Applications for a road closure are assessed by the Department of Resources in accordance with the provisions of the *Land Act 1994*.

Financial and Resource Implications:

There are no notable financial implications associated with the road closure.

Anticipated Resolution Completion Date:

A response will be provided to the Applicant and Department of Resources by 30 April 2024

Attachments:

1. CONFIDENTIAL - Application Mundoolin Rocks Road, Foreshores Part B LA18 Road Closure
2. Map of Mundoolin Rocks Road

G/4.3. SALE OF LOT 212 ON CPU7251

Responsible Officer: General Manager Assets and Environment

Prepared By: General Manager Assets and Environment

Council Meeting Date: 23 April 2024

File Ref: CM7.2

Purpose:

To obtain Council's approval to dispose of Lot 212 on CPU7251 in accordance with s236(1)(a) of the *Local Government Regulation 2012*.

Officer's Recommendation:

That s236(1)(a) applies to the sale of land situated at 16 McDonald Street, Boyne Valley otherwise described as Lot 212 on CPU7251 to Samantha Mutich for the sum of \$27,000.00 inclusive of GST.

Summary:

Council owns freehold land situated at 16 McDonald Street, Boyne Valley ("the Land"). The Land was previously offered by auction, passed in and subsequently listed with Calliope Real Estate for sale.

Council has received an offer to purchase the Land and Council has entered a contract for the sale of the Land. To complete the sale Council must resolve that the exemption in s236(1)(a) of the *Local Government Regulation 2012* applies.

Link to Corporate Plan:

Delivering Value - We work efficiently to deliver value for your rates.
Resilient Economy - We play our part in supporting the success of our region.

Background:

Council owns a parcel of freehold land situated at 16 McDonald Street, Bown Valley ("the Land"). The Land was previously offered by auction but did not sell. The Land was subsequently listed with Calliope Real Estate.

Council has entered into a contract for the sale of the Land to Samantha Mutich for the sum of \$27,000 including GST subject to Council resolving by 30 April 2024 that s236(1) of the *Local Government Regulation 2012* applies to the Contract.

S236(1) of the *Local Government Regulation 2012* provides an exemption to the requirement to sell freehold land via a tender or auction process provided:

- (a) that the land was previously offered at auction and didn't sell; and
- (b) the sale price is more than the highest bid received at auction.

A valuation of the Land was obtained from independent valuer Acumentis Pty Ltd in March 2023 valuing the land at \$25,000 to \$35,000.

Council did receive a previous offer to purchase the land however this offer was withdrawn and did not progress to contract.

Risk Management Summary:

Council has a moderate risk appetite for Financial and Legal and Regulatory Risks. The decision by Council to approve the sale or not to approve the sale will not have any significant impact on Council's risk profile.

Options and Opportunity Analysis:

Option 1 – The Officer's Recommendation

Council agrees to accept the offer of \$27,000 including GST and complete the contract for the sale of the Land to Samantha Mutich. This would provide additional funds to Council as a lump sum payment and also provide additional revenue to Council through the payment of rates.

In order for Council to enter into the Contract and complete the sale, Council must resolve that the exemption in s236(1)(a) applies to the sale of the Land.

Option 2 – Reject the Officer

If Council does not resolve that s236(1)(a) applies to the sale of the Land, Council will be required to terminate the contract in which case the deposit will be refunded to the buyer. Council can then seek a higher offer or attempt to auction the land again.

Stakeholder Engagement:

There has been no stakeholder engagement associated with the sale of the Land.

Legal and Regulatory Implications:

Freehold land is considered a valuable non-current asset. The *Local Government Regulation 2012* ("LGR") provides that Council must dispose of valuable non-current assets by Tender or Auction however exemptions are provided in s236 of the LGR.

Section 236(1)(a) of the LGR provides that a local government may dispose of a valuable non-current asset other than by tender or auction if:

- (a) The land was previously offered for sale by tender or auction but was not sold; and
- (b) Is sold for more than the highest tender or auction bid that was received.

Section 236(3) of the LGR further provides that a local government may only dispose of land or an interest in land under an exemption in s236 if the consideration for the disposal would be equal to, or more than, the market value of the land or the interest in land, including the market value of any improvements on the land.

The proposed sale meets the requirements of s236 of the LGR as:

1. The Land was previously offered for sale by auction in March 2024;
2. The sale price is higher than the highest bid at auction; and
3. Considering the recent sales of the adjoining parcels of land, and the Valuation received in March 2023, the sale price is equal to market value.

Financial and Resource Implications:

Council will realise revenue from the sale of the Land as well as rate income in future years.

Anticipated Resolution Completion Date:

Council must notify the buyer of Council's decision by 30 April 2024.

Attachments:

Nil.

G/4.4. COMMUNITY INVESTMENT PROGRAM - ELEVATOR FUND APPLICATIONS

Responsible Officer: General Manager Community and Lifestyle

Prepared By: Community Investment Officer

Council Meeting Date: 23 April 2024

File Ref: GS3.1

Purpose:

To consider the recommendation of the Community Investment Panel on applications received under the Elevator fund.

Officer's Recommendation:

That Council:

1. Adopt the Community Investment Panel’s recommendation of funding for the applications received under the categories of funding as detailed in the table below:

Application ID	Applicant	Project	Requested Amount	Recommended Amount
ELVTR001-R2-23/24	Not For Profit HQ, trading as NFP House	Continuation of building the capacity of the Gladstone Region Not for Profit sector	\$30,000	\$30,000
ELVTR003-R2-23/24	Gladstone Chamber of Commerce & Industry	Buy Local 2024/25 Campaign	\$25,000	\$18,750
ELVTR008-R2-23/24	The Outback Mind Foundation	Program of early intervention domestic violence, emotional literacy and wellbeing connection for men	\$29,925	\$22,444
ELVTR009-R2-23/24	Gladstone and District Hockey Association	Strengthening governance within the Association for community capacity building	\$29,700	\$29,700
ELVTR010-R2-23/24	Apprentices and Trainees Queensland	Offering the Broncos Job Pathways session program to youth	\$27,000	\$22,950
Total Funding Recommended			\$141,625	\$123,844

and

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

Summary:

Council has received five applications for funding from its Community Investment Program across its Elevator funding stream (Round 2, 2023/24). The applications have been assessed by a Panel of Council Officers in line with Council’s Community Investment Policy with a recommendation presented for Council’s consideration.

Link to Corporate Plan:

Connecting Communities - We work with you and for you, supporting the success of our communities.
 Delivering Value - We work efficiently to deliver value for your rates.
 Resilient Economy - We play our part in supporting the success of our region.

Background:

The **ELEVATOR FUND** is intended for higher cost proposals of from \$10,000 to \$30,000, which involve a more detailed application and acquittal process. Applicants need to demonstrate a high level of competency, capacity, and planning capability to deliver the stated outcomes for Elevator proposals.

Applicant’s proposals must align with one or more of the five Elevator Fund Objectives – Capacity, Place, Connect, Wellbeing and/or Planning.

These funding objectives align to Councils Community Development Strategy, which aim to strengthen and enhance the health and wellbeing of the region.

The following Elevator Fund applications have been received for consideration:

Application ID	Applicant	Project	Requested Amount
ELVTR001-R2-23/24	Not For Profit HQ, trading as NFP House	Building the capacity of the Gladstone Region Not for Profit sector through assessments and Annual Report Card	\$30,000
ELVTR003-R2-23/24	Gladstone Chamber of Commerce & Industry	Buy Local 2024/25 Campaign	\$25,000
ELVTR008-R2-23/24	The Outback Mind Foundation	Program of early intervention domestic violence, emotional literacy and wellbeing connection for men	\$29,925
ELVTR009-R2-23/24	Gladstone and District Hockey Association	Strengthening governance within the Association for community capacity building	\$29,700
ELVTR010-R2-23/24	Apprentices and Trainees Queensland	Offering the Broncos Job Pathways session program to youth	\$27,000
Total Funding Requested			\$141,625

Risk Management Summary:

In accordance with the Community Investment Policy (P-2023-10) the eligible applications have been assessed by a Panel and each application is reviewed against a Key Selection Criteria (KSC) to determine an order of merit. Following individual panel assessments, a moderation process is followed.

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:

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

Options and Opportunity Analysis:

Individual panel member scores are captured within the Smarty Grants portal and collated in an assessment matrix.

The Community Investment Panel recommendation is summarised within this table:

Applicant	Project	Project Location	Applicant Request	Panel Score	Recommendation
			Cash		Cash
Not For Profit HQ, trading as NFP House	Continuation of building the capacity of the Gladstone Region Not for Profit sector	Gladstone	\$30,000	3.53 (88.33%)	\$30,000
Gladstone Chamber of Commerce & Industry	Buy Local 2024/25 Campaign	Gladstone	\$25,000	2.45 (61.25%)	\$18,750
The Outback Mind Foundation	Program of early intervention domestic violence, emotional literacy and wellbeing connection for men	Gladstone	\$29,925	2.55 (63.75%)	\$22,444
Gladstone and District Hockey Association	Strengthening governance within the Association for community capacity building	Gladstone	\$29,700	3.28 (82.08%)	\$29,700
Apprentices and Trainees Queensland	Offering the Broncos Job Pathways session program to youth	Gladstone	\$27,000	2.58 (64.58%)	\$22,950
Total Funding Recommended					\$123,884

A brief overview and moderated commentary of each application is provided below:

APPLICATION: ELVTR001-R2-23/24	
Organisation	Not For Profit HQ Limited trading as NFP House
Project Title	Building the Capacity of the Gladstone Region Not for Profit Sector
Project Dates	01/05/24 – 20/12/24
Description	In this project, NFP House will work one-on-one with Management Committee members from 10 community organisations to undertake an organisational assessment to help them understand their current operations by offering mentoring and advice and identifying areas for improvement. A 2024 Report Card will be compiled summarising all assessment results.
Target Audience	500 plus not for profit organisations and community groups in the Gladstone Region.
Total Project Cost	\$37,300
Total Amount Requested	\$30,000
Funding Used For	10 x organisational assessments and report card development
Previous Funding Received	23/24 Grassroots – Next Gen Volunteering \$9,238 22/23 Elevator – Report Card Development \$30,000 21/22 Grassroots – Grant Writing Service \$8,990 21/22 Elevator – Cybersecurity Training \$40,20 21/22 Together Gladstone – Grant Writing \$25,000
Will Applicant Accept Partial Funding	No
Panel Commentary	A strong application offering a much-needed service (assessment) within the NFP community. The application relies on the organisation's own data, which could have been strengthened through use of additional external data sources. The panel discussed that the report card component could be considered bias and not a true representation of the NFP sector, given it is based off those organisations undertaking assessments, who are likely to be struggling, not all NFPs in the region. The panel clarified that the assessments being offered were for organisations who had not previously undertaken an assessment.
Panel Recommendation	Application successful. Pending successful acquittal received for ELVTR004-R1-22/23.

APPLICATION: ELVTR003-R2-23/24	
Organisation	Gladstone Chamber of Commerce and Industry
Project Title	Buy Local 2024/25 Campaign
Project Dates	01/07/24 – 01/07/25
Description	The Buy Local campaign aims to empower Gladstone Region businesses by promoting their products and services, while concurrently encouraging residents to patronise small to medium businesses within the community.
Target Audience	Gladstone Region community.
Total Project Cost	\$33,000
Total Amount Requested	\$25,000
Funding Used For	Advertising and promotional materials
Previous Funding Received	22/23 Ignite Event – Business Expo \$6,745 22/23 Elevator – Buy Local \$18,000 20/21 – COVID \$38,000 19/20 – Buy Local \$5,000

GLADSTONE REGIONAL COUNCIL GENERAL MEETING AGENDA - 23 APRIL 2024

Will Applicant Accept Partial Funding	Yes - \$15,000
Panel Commentary	Whilst the project has merit, the overall application could have been strengthened with more detail and data, especially in relation to the success of previous campaigns. Information on collaboration would have also strengthened the application. The applicant is encouraged to take advantage of future grant writing workshops.
Panel Recommendation	Application successful for partial funding. Pending successful acquittal received for ELVTR001-R1-22/23

APPLICATION: ELVTR008-R2-23/24

Organisation	The Outback Mind Foundation
Project Title	Domestic Violence Early Intervention, Emotional Literacy and Wellbeing Connection for Men
Project Dates	01/05/2024 – 31/12/2024
Description	The showing of a short locally based DV focussed documentary in workplaces and sporting groups, giving men the opportunity to identify early warning signs in their mental wellbeing.
Target Audience	Primarily men (of all ages) and women as a secondary audience.
Total Project Cost	\$49,925
Total Amount Requested	\$29,925
Funding Used For	Marketing and fees payable to facilitator of 25 sessions
Previous Funding Received	22/23 Elevator Fund – Men’s Emotional Literacy \$30,000
Will Applicant Accept Partial Funding	Yes - \$20,000
Panel Commentary	Early intervention in domestic violence is both relevant and necessary. The application could be strengthened by outlining how The Outback Mind Foundation collaborates with others, providing supporting data on domestic violence in the region, or previous statistics on successful outcomes that have been achieved by the organisation.
Panel Recommendation	Application successful for partial funding. Pending successful acquittal received for ELVTR004-R1-23/24 and RADF16-22/23.

APPLICATION: ELVTR009-R2-23/24

Organisation	Gladstone & District Hockey Association
Project Title	Strengthening Governance in Hockey for Community Capacity Building
Project Dates	01/05/2024 – 06/09/2024
Description	The project consists of governance training, review and update of organisational documentation and development of a management system and detailed strategic planning.
Target Audience	The target audience for this initiative encompasses the hockey association, its member clubs, and their respective committee volunteers.
Total Project Cost	\$29,700
Total Amount Requested	\$29,700
Funding Used For	Fees payable to training provider
Previous Funding Received	No
Will Applicant Accept Partial Funding	Yes - \$15,000

GLADSTONE REGIONAL COUNCIL GENERAL MEETING AGENDA - 23 APRIL 2024

Panel Commentary	An excellent submission - the applicant has proven their willingness to build the capacity of their organisation through initially undertaking an assessment, and subsequently working to engage a consultant to assist with training and strategic planning to improve the club's management systems.
Panel Recommendation	Application successful.

APPLICATION: ELVTR010-R2-23/24	
Organisation	Apprentices And Trainees Queensland
Project Title	Broncos Job Pathways Session Program
Project Dates	15/04/2024 – 16/12/2024
Description	Job Pathways Sessions are in collaboration with Casey McGuire from the Broncos Development Program. They deliver presentations to local high schools to provide insights into applying for apprenticeships and traineeships.
Target Audience	The target audience are individuals in secondary school looking for information and advice on employment pathways.
Total Project Cost	\$79,424
Total Amount Requested	\$27,000
Funding Used For	Project Coordinator Fees
Previous Funding Received	No
Will Applicant Accept Partial Funding	Yes - \$15,000
Panel Commentary	The applicant demonstrates understanding of their industry and the skilled labour shortage. Identifying the need to educate and encourage students at a high school level is a brilliant example of early intervention and quality succession planning for the Gladstone Region. The application could have been strengthened by providing data on previous programs run by the organisation.
Panel Recommendation	Application successful for partial funding.

Stakeholder Engagement:

As detailed within the Community Investment Corporate Standard, the delegated assessment panel were consulted.

Legal and Regulatory Implications:

The applications have been assessed against Council's Community Investment Program Policy (P-2023-10).

On favourable 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:

Within the 2023/2024 budget, Council allocated \$200,000 for the Elevator fund (split across two rounds).

As at 31 March 2024, the remaining budget in the Elevator fund is \$118,000.

GLADSTONE REGIONAL COUNCIL GENERAL MEETING AGENDA - 23 APRIL 2024

Applications outlined within this report total \$141,625. The recommended funding is \$123,884. At this point in the financial year, council can confidently absorb the additional \$5,884 through an underspend in the Charity Waste Waiver and Waste Donation funds.

Upon endorsement of the officer's recommendation the Elevator Fund for 2023/24 will be expended.

Anticipated Resolution Completion Date:

7 May 2024

Attachments:

1. CONFIDENTIAL – Elevator Fund - Score Matrix
2. CONFIDENTIAL – Elevator Fund - Scoring Report – Not for Profit House
3. CONFIDENTIAL – Elevator Fund - Scoring Report – Chamber of Commerce and Industry
4. CONFIDENTIAL – Elevator Fund - Scoring Report – Outback Mind Foundation
5. CONFIDENTIAL – Elevator Fund - Scoring Report – Gladstone Hockey Association
6. CONFIDENTIAL – Elevator Fund - Scoring Report – Apprentices and Trainees QLD

G/4.5. FINANCIAL PERFORMANCE REPORT MARCH 2024

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Management Accounting Specialist

Council Meeting Date: 23 April 2024

File Ref: FM15.1

Purpose:

This report seeks Council adoption of the Monthly Financial Statements for the year 2023-24 to date, for the period ended 31 March 2024.

Officer's Recommendation:

That Council adopt the Monthly Financial Statements attached to the officer's report for the 2023-24 year to date, for the period ended 31 March 2024 as required under Section 204 Local Government Regulation 2012.

Summary:

N/A

Link to Corporate Plan:

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

Background:

The 2023-24 budget was adopted on 20 June 2023. Council officers have undertaken a forecasting process, resulting in a forecasted operating surplus of \$7.1m compared to the budgeted operating surplus of \$5.9m.

To allow for greater transparency and scrutiny of Councils operating position throughout the year, annual rating revenue and service charges have been applied across the year rather than in the period of the rates generation.

The percentage of year passed (pro-rata rate) as at 31 March 2024 is 75.07%

Major movements and variances to forecast, as well as points of interest are as follows:

Statement of Income and Expenditure

Income

Recurrent Revenue

Total recurrent revenue	2023-24	Actual as %
Actual	\$163.9m	
Budget	\$272.2m	60.21%
Forecast	\$243.9m	67.20%

Of note:

Net rates and utility charges	2023-24	Actual as %
Actual	\$128.5m	
Budget	\$181.4m	70.81%
Forecast	\$182.3m	70.48%

Council's primary source of recurrent revenue is the generation of annual rates, along with access charges for water, sewerage and waste. This generation was completed in July, with notices issued to ratepayers in August. These charges have been split across the course of the year, to align with the delivery of these services.

Discounts of \$14.5m have been granted in 2023-24 for payments received by the due date.

Water consumption revenue is raised upon completion of the water meter reading cycles during the year (July-December 2023 and January-June 2024).

Total interest revenue	2023-24	Actual as %
Actual	\$6.5m	
Budget	\$4.8m	133.74%
Forecast	\$4.8m	134.05%

Interest revenue at a rate of 5.04% has been received from Queensland Treasury Corporation (QTC) for the month of March and current term deposit rates are yielding up to a 5.21% return to Council.

QTC interest is currently yielding favourably, however has been conservatively reviewed in the Q1 forecast allowing for a tapering off in the second half of the year with a reduction to cash balances as Council meets its expenditure and debt obligations. This will be revisited in the Q3 forecast.

Sales revenue	2023-24	Actual as %
Actual	\$6.8m	
Budget	\$3.3m	206.91%
Forecast	\$5.6m	121.68%

The Q1 forecast was adjusted to reflect the Dawson Highway Drynan Drive Intersection recoverable works project rollover for both revenue and expenses, however the final claim amount was still pending at that time. Further updates will be undertaken in the Q3 forecast.

In addition, Road Maintenance Performance Contract (RMPC) recoverable works revenue has been updated in the Q1 forecast. Budget numbers were based on historical unit rates pending an updated two-year contract thus conservative estimates were applied at the time of doing the budget. Any revenue anticipated to be attained has been largely offset by the associated operating expenditure relating to recoverable work activities.

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Dividends	2023-24	Actual as %
Actual	\$1.1m	
Budget	\$0.5m	214.69%
Forecast	\$0.6m	189.66%

The Gladstone Airport Corporation (GAC) dividend for FY2023 has been received, with the return being larger than forecasted. This will be adjusted in the Q3 forecast.

Income tax equivalents	2023-24	Actual as %
Actual	\$0.1m	
Budget	\$14.1m	0.83%
Forecast	\$14.1m	0.83%

The budget for 2023-24 includes \$13.8m from the Gladstone Area Water Board (GAWB), based on a significantly improved position reported by GAWB. This income is generally confirmed and paid in the final quarter of the year. Confirmation has not yet been received.

The remaining forecast relates to income tax equivalents from the Gladstone Airport Corporation (GAC), which are received and recognised after the end of each quarter.

General purpose grant	2023-24	Actual as %
Actual	\$0.3m	
Budget	\$9.0m	3.41%
Forecast	\$10.0m	3.07%

Council received confirmation of the Financial Assistance Grant allocations for the 2023-24 year. An advance payment of \$9.5m was received in June 23, representing 100% of the Financial Assistance Grant allocations for the 2023-24 year.

The grant allocation has been updated in the Q1 forecast as per anticipated 2024-25 Cash Financial Assistance Grant Allocations from QLD state development with the amount expected in June 2024. When further information is provided regarding the timing of these payments, the amount may be adjusted in the Q3 forecast.

Grants, subsidies, contributions and donations (excluding the general-purpose grant)	2023-24	Actual as %
Actual	\$3.5m	
Budget	\$36.7m	9.45%
Forecast	\$4.0m	87.16%

During budget preparation, Reconstruction of Essential Public Assets (REPA) funding approvals were still pending, with amounts being allocated to the operating budget. It has since been established that an estimated 98% of REPA work carried out by GRC or external contractor, Loftus, is capital in nature. Capital

GLADSTONE REGIONAL COUNCIL GENERAL MEETING AGENDA - 23 APRIL 2024

revenue and expenditure are captured in the Q1 capital forecast, with operating revenue and contractor costs removed as a profit and loss line item.

Grants revenue has also been updated in the Q1 forecast to capture the Disaster Recovery Funding Agreements (DRFA) funding application for counter disaster operations, which has been activated for the Lowmead/Baffle creek bushfire. Expenses have been revised to offset revenue.

Capital Revenue

Capital revenue	2023-24	Actual as %
Actual	\$14.9m	
Budget	\$19.6m	75.84%
Forecast	\$45.6m	32.63%

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

Capital grants revenue has been updated in the Q1 forecast based on forecasted expenses for the projects. This includes REPA funding which has been revised and included in the Q1 capital forecast, as per the note above.

A comprehensive breakdown of REPA projects is detailed under capital expenditure.

Capital grants revenue budgeted, forecast and recognised for significant projects is detailed below.

Project	Budget	Forecast	Actual
State Government Grants & Subsidies			
TBG - Bonsai House Utility Services	\$1.8m	\$1.0m	\$0.1m
Tom Jeffrey Memorial Park Bridge Renewal	\$1.0m	\$0.6m	\$0.6m
Bindaree Road, Miriam Vale - Investigate replacement options	\$0.0m	\$0.0m	\$1.5m
Agnes Street New Carpark	\$0.3m	\$0.4m	\$0.2m
Gladstone Sewer Manhole Replacement	\$0.4m	\$0.4m	\$0.2m
AWWTP Back Up Generator Supply	\$1.0m	\$1.0m	\$0.0m
REPA Projects	-	\$29.6m	\$7.2m
Other State Government Funding	\$4.8m	\$4.3m	\$0.9m

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Project	Budget	Forecast	Actual
Federal Government Grants & Subsidies			
Miriam Vale Community Centre Upgrade	\$1.7m	\$1.7m	\$0.5m
Apex Park Retaining Wall Renewal	\$0.4m	\$0.3m	\$0.0m
Red Rover Road Bridge Renewal	\$0.5m	\$0.4m	\$0.1m
Round Hill Road Pavement Renewal	\$1.5m	-	\$0.0m
Glenlyon/Tank/ Derby Streets Traffic Calming Scheme	\$0.7m	\$0.4m	\$0.0m
Lowmead Road Safety and Sealing Upgrade	\$4.1m	\$3.3m	\$0.6m
Asphalt overlays	\$0.1m	\$0.8m	\$1.1m
Other Federal Government Funding	\$0.2m	\$0.3m	\$0.5m

Expenditure

Recurrent expenditure

Total recurrent expenditure	2023-24	Actual as %
Actual	\$174.1m	
Budget	\$266.3m	65.36%
Forecast	\$236.9m	73.49%

Of note:

Employee benefits	2023-24	Actual as %
Actual	\$54.9m	
Budget	\$72.2m	76.04%
Forecast	\$72.1m	76.14%

Employee benefits are the largest component of Councils recurrent expenditure. A vacancy rate of 8.5% has been factored into the 2023-24 budget. The average vacancy rate year to date is 7.8%.

Consultants	2023-24	Actual as %
Actual	\$3.0m	
Budget	\$6.7m	44.34%
Forecast	\$6.7m	44.67%

The consultants forecast includes \$1.8m relating to the Works Delivery Improvement Plan. It is anticipated that most of this expenditure will be incurred in the second half of the year.

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Other significant consultant forecasts include:

- Strategic Information and Technology - \$0.6m – current spend \$0.3m
- Asset Planning - \$1.2m – current spend \$0.9m

Contractors	2023-24	Actual as %
Actual	\$22.6m	
Budget	\$57.6m	39.24%
Forecast	\$26.9m	83.84%

The Q1 forecast for contractors has been revised with majority of REPA costs moved to Capital Expenditure.

Activities with significant contractor forecasts include:

- Water & Sewerage - \$7.7m - current spend \$6.6m
- Waste - \$6.6m - current spend \$4.8m
- Parks & Cemeteries - \$2.9m - current spend \$2.2m
- Roads - \$2.1m - current spend \$1.8m
- Recoverable Works - \$2.3m - current spend \$4.8m. Offset by sales revenue. At the time of completing the Q1 forecast the finalisation of recoverable works on Drynan Drive Intersection were still ongoing. This will be updated in the Q3 forecast.

Other Materials and Services	2023-24	Actual as %
Actual	\$6.5m	
Budget	\$10.4m	62.33%
Forecast	\$11.0m	59.17%

Other Materials and services lag year to date. Primarily due to:

- Audit fees from the Queensland Audit Office minimal for the year to date.
- Lag in service payments for the Gladstone Aquatic Centre due to contract extension negotiations.
- Additional \$1m set aside during budget for additional mowing and slashing – intended to be utilised as labour, not materials. Reallocations will be made during the Q3 forecast to reflect this.

Property Expenses	2023-24	Actual as %
Actual	\$2.4m	
Budget	\$4.2m	56.93%
Forecast	\$4.4m	54.29%

Property expenses for Corporate Buildings and Facilities lags marginally year to date. Primarily due to

- Corporate Cleaning – forecast \$1.9m - current spend of \$0.9m
- Property repairs and maintenance – forecast \$1.5m – current spend \$0.9m

Software Expenses	2023-24	Actual as %
Actual	\$2.5m	
Budget	\$3.8m	65.03%
Forecast	\$3.9m	64.57%

Software expenses lag marginally year to date. This is partially attributable to the timing of licence payments, as well as CPI increases that are yet to apply. Projections will be revisited during the Q3 forecast.

Statement of Financial Position

	Current Value	Budget	Variance (Actual to Budget)	Forecast	Variance (Actual to Forecast)
Year-to-date Assets	\$2.9b	\$2.8b	2.84%	\$2.8b	0.95%
Year-to-date Liabilities	\$234.5m	\$179.7m	30.50%	\$184.1m	27.37%
Year-to-date Liabilities (excl. unearned rates revenue)	\$190.7m	\$179.7m	6.10%	\$184.1m	3.55%

Liabilities have been presented both including and excluding unearned rates revenue. The two will converge and be the same by June 2024, as all rates revenue is recognised on the profit and loss.

The forecast for assets and liabilities reflects the expected positions at 30 June 2024.

Significant balance sheet movement is still expected to occur throughout the year:

- Cash to decrease as expenses are incurred and loan repayments are made.
- Receivables to decrease as rates are paid.
- Property, plant and equipment balances to move based on in year capital additions and disposals.
- Unearned rates revenue to decrease as recognised on the profit and loss each month.
- Borrowings to decrease as loan repayments are made.

Capital Expenditure

Regular forecasting is undertaken by the project delivery team. The current estimate of capital expenditure for the 2023-24 year is \$104.4m, including \$29.6m REPA projects.

An updated Q1 forecast is provided throughout the tables and graphs below.

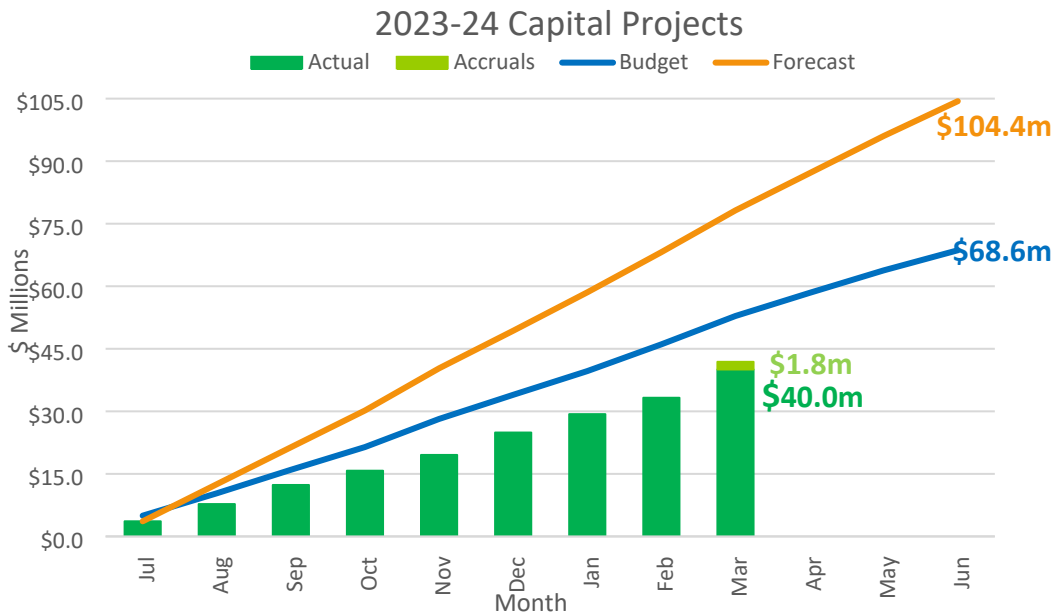
	Actual	Budget	Actual as % of Budget	Forecast	Actual as % of Forecast
Year to date capital expenditure	\$41.9m	\$68.6m	61.13%	\$104.4m	40.18%

GLADSTONE REGIONAL COUNCIL GENERAL MEETING AGENDA - 23 APRIL 2024

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

Group	YTD Actual	Budget	Actual as % of Budget	Forecast	Actual as % of Forecast
Roads	\$10.2m	\$22.9m	45%	\$28.1m	37%
Roads-REPA	\$11.4m	\$0.0m	0%	\$29.6m	38%
Sewerage	\$4.6m	\$12.4m	37%	\$12.9m	35%
Delivery Support and Performance	\$4.2m	\$6.0m	69%	\$6.1m	68%
Property Assets	\$5.2m	\$6.1m	84%	\$6.3m	82%
Asset Governance	\$0.0m	\$2.1m	0%	\$2.0m	0%
Waste	\$0.1m	\$1.0m	11%	\$1.0m	12%
Parks	\$1.4m	\$3.5m	40%	\$3.4m	41%
Community & Lifestyle	\$0.1m	\$0.9m	13%	\$0.9m	13%
Water	\$2.5m	\$5.7m	44%	\$5.6m	45%
Strategic Projects	\$0.8m	\$6.0m	14%	\$6.2m	13%
Other	\$1.5m	\$1.9m	77%	\$2.3m	63%
Total	\$41.9m	\$68.6m	61.13%	\$104.4m	40.18%

Accrual estimates of \$1.8m have been included in the actuals, to account for major claims relating to March work.



REPA

REPA projects in progress are detailed below (includes both capital and operating):

Submission	Approved Funding amount	YTD Expenditure	YTD Claims Received	YTD work yet to be claimed	Percent complete
South	\$14.3m	\$7.6m	\$6.4m	\$1.2m	53.03%
Central	\$1.6m	\$1.2m	\$0.8m	\$0.4m	79.56%
Western	\$12.7m	\$2.0m	\$1.5m	\$0.5m	15.71%
Sealed Roads	\$1.6m	\$0.4m	\$0.4m	\$0.1m	27.10%
Granite Creek	\$1.7m	\$0.1m	\$0.1m	-	7.21%
REPA Admin	-	\$0.0m	-	-	
TOTAL	\$31.9m	\$11.4m	\$9.2m	\$2.1m	

Granite Creek \$4.9m has been postponed to the 24-25 capital budget. This is reflected in the Q1 capital forecast, and a funding amendment request has been submitted to DRFA.

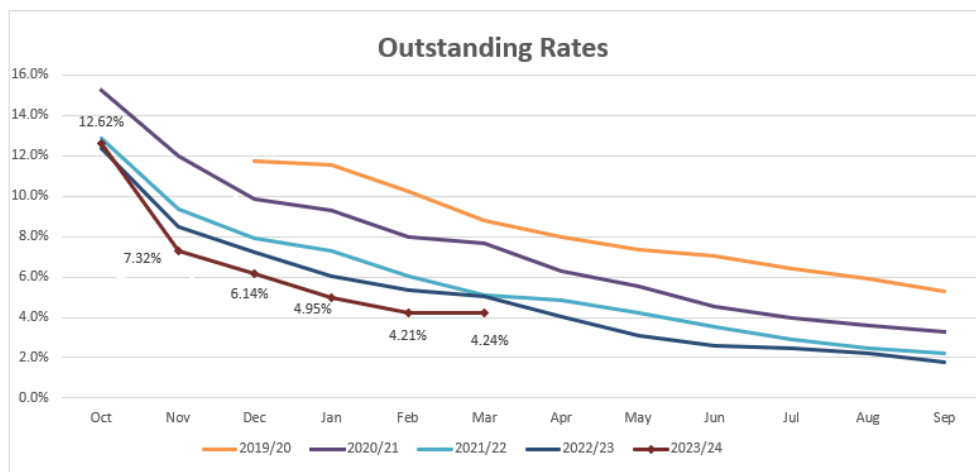
Outstanding Rates

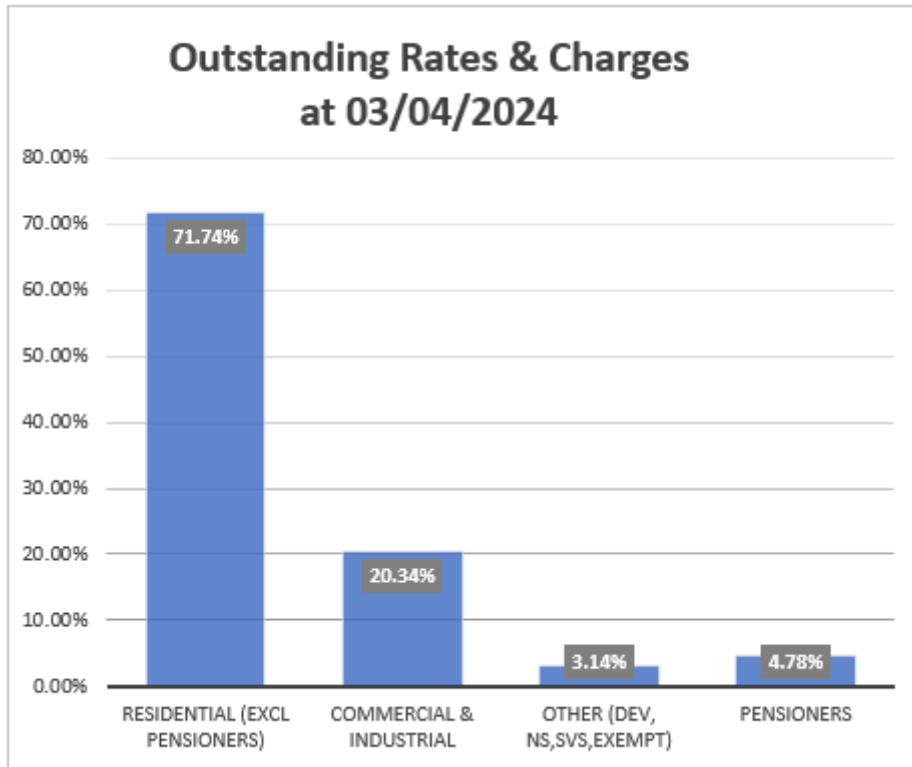
Outstanding rates, as a percentage of gross rates levied 2022-23, and collectible, is at 4.24% at the end of March 2024, compared to 5.01% for the same period last year 2022-23.

Of the \$8.93m of outstanding rates 20.34% relates to commercial/ industrial assessments and 79.66% represents residential assessments.

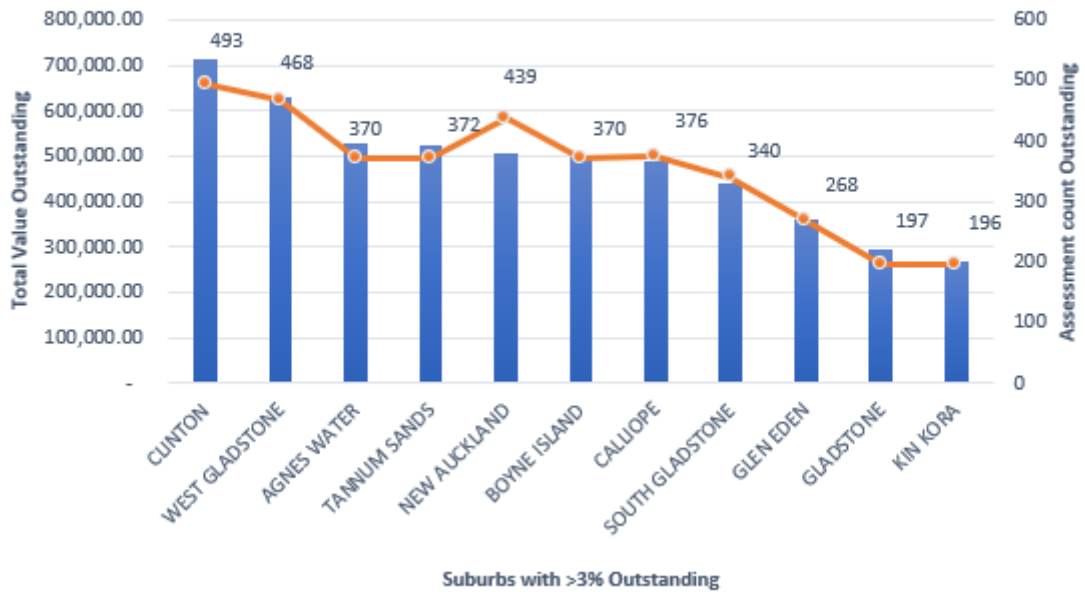
These figures include \$2.87m of rates that are currently being repaid under an authorised payment plan, for which there were 75 commercial/industrial assessments and 1603 residential assessments. A total of 1678 assessments, which is a decrease from 1994 assessments in February 2024 (this movement is a result of removal arrangements sold pro, default arrangements and paid up arrangements).

There were 5809 ratepayers who had paid their rates in advance, totalling \$8.8m.





Residential Rates & Charges Outstanding > 3% per Suburb



Sustainability Ratios

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

In recognition of the diversity of local governments throughout Queensland a new Financial Management (Sustainability) Guideline 2023 has been released. This guideline will take effect from the 2023-24 annual statutory financial reporting period.

Key updates from the 2013 monitoring and reporting framework are:

- Grouping of similar Councils for sustainability monitoring and reporting to better reflect the varied drivers and circumstances of the sector.
- Expanding of the number of financial sustainability measures from three to nine
- Revision of targets for each measure based on councils allocated grouping.
- A small number of contextual measures with no targets have been included.
- To normalise the impacts of one-off events, all ratios, apart from two, are reported on a rolling 5-year average basis as well as single year result.

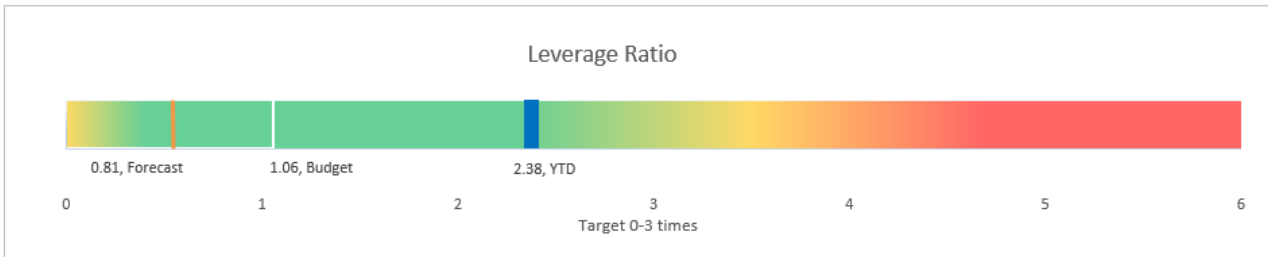
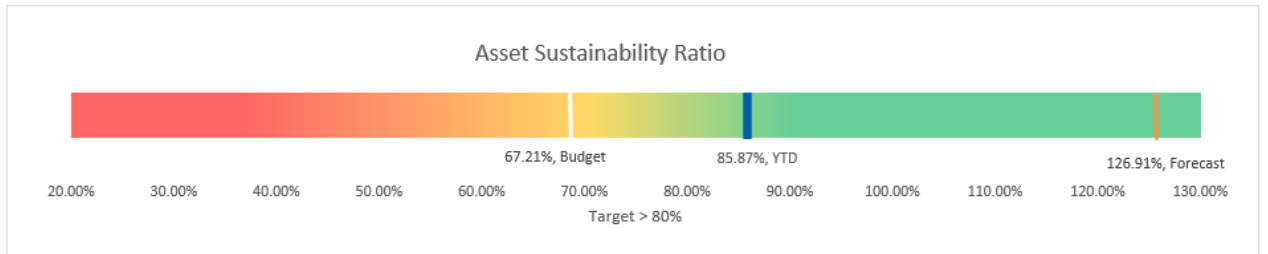
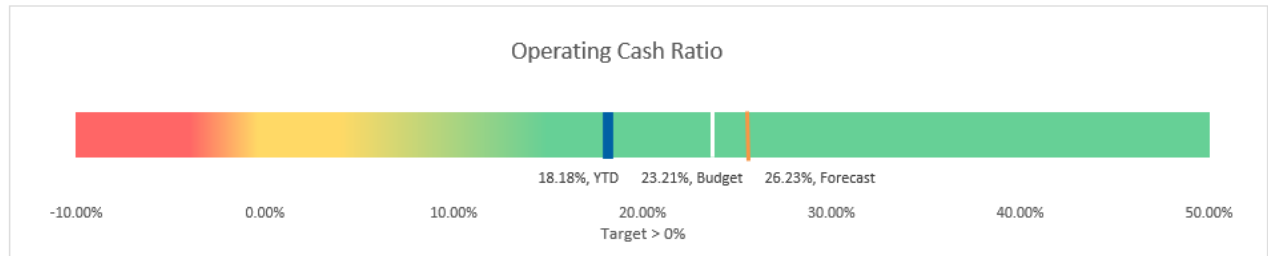
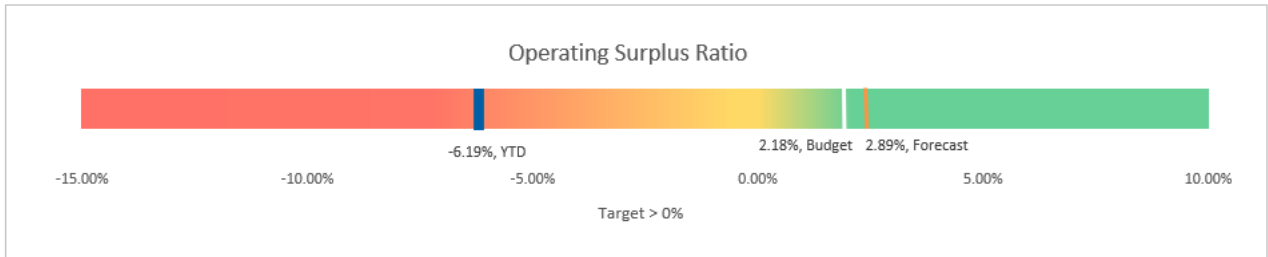
The March monthly report includes five of the nine ratio measures, with further measures to be introduced throughout the year.

GLADSTONE REGIONAL COUNCIL GENERAL MEETING AGENDA - 23 APRIL 2024

Ratio Explanation	Target	2023-24 Budget	2023-24 Forecast	Current YTD		5 Year Average		Commentary
Financial Capacity								
<p>Council Controlled Revenue Ratio: Council controlled revenue is an indicator of councils financial flexibility, ability to influence its operating income, and capacity to respond to unexpected financial shocks.</p> <p>A higher council-controlled ratio indicates a stronger ability to generate revenue without relying on external sources. Councils with a high ratio generally have a healthy rate base and are better able to respond to unexpected financial obligations such as natural disaster recovery. A lower council-controlled revenue ratio indicates that a council has limited capacity to influence its operating revenue and that it is more reliant on external (and usually less reliable) sources of income such as grant finding, sales and recoverable works contracts and rental income.</p> <p>This ratio is contextual only therefore has no target measure</p>		73.42%	82.33%	86.69%		85.21%		<p>Although there is no target for this ratio, the high 5 year average indicates Council's strong position to generate revenue without heavy reliance on other external sources.</p> <p>The current year to date result is trending closer to the 5 year average as council forecasted operating revenue is updated and no longer compares to budget.</p>
Operating Performance								
<p>Operating Surplus Ratio: The operating surplus ratio is an indicator of the extent to which operating revenues generated cover operational expenses. Any operating surplus would be available for capital funding or other purposes.</p> <p>An operating surplus ratio below 0% is an indication that a councils operating expenses exceed its revenue. An operation deficit in any one year is not a cause for concern if, over the long term, a council achieves a balanced operating result or small surplus.</p> <p>Target measured over a five-year average</p>	> 0%	2.18%	2.89%	-6.19%	●	-6.96%	●	<p>The negative 5 year average is primarily due to the QTC loan restructure and recognition of a deferred liability for bulk water purchases in 2020-21.</p> <p>The current year result is affected by minimal dividend and grant income recognised to date. Both the dividend and financial assistance grant are expected in the last quarter of the year. Although still negative, this ratio is now beginning to trend closer to the positive operating surplus forecasted for 2023-24.</p>
<p>Operating Cash Ratio: The operating cash ratio is a measure of a councils ability to cover its core operational expenses and generate a cash surplus excluding depreciation, amortisation and finance costs.</p> <p>A positive operating surplus indicates that a council is generating surplus cash from its core operations, which suggests that council has the ability to self-fund expenditure requirements. A negative operating cash ratio is a significant indicator of financial sustainability challenges and potential future liquidity issues as , all other things being equal, a negative result means that a councils cash position is declining and revenue are not offsetting the cost of core operational requirements</p> <p>Target measured over a five-year average</p>	> 0%	23.21%	26.23%	18.18%	●	22.24%	●	<p>Both the YTD and 5 year average result of this ratio reflects the continuing strong cash position of Council proportional to operating costs.</p>
Asset Management								
<p>Asset Sustainability Ratio: The asset sustainability ratio approximates the extent to which the infrastructure assets managed by council are being replaced as they reach the end of their useful lives</p> <p>An asset sustainability ratio close to 100% suggests that a council is spending enough on the renewal of its assets to compensate for the deterioration in its asset base as loosely proxied by its reported depreciation, which outcomes too far below this level being potentially indicative of underspending against capital replacement requirements</p> <p>Target measured over a five-year average</p>	> 80%	67.21%	126.91%	85.87%	●	79.29%	●	<p>Infrastructure renewals have accounted for 80.59% of capital expenditure YTD with the balance on new and upgrade projects. REPA projects have been revised to capital works in the Q1 forecast. As these projects are for renewal works the asset sustainability ratio forecasted result has increased substantially. Depreciation of these assets is predicted to occur in Q4, therefore the full impact of depreciation will only be incurred in FY 24-25</p>

GLADSTONE REGIONAL COUNCIL GENERAL MEETING AGENDA - 23 APRIL 2024

Debt Servicing Capacity							
<p>Leverage Ratio:</p> <p>The leverage ratio is an indicator of a councils ability to repay its existing debt. It measures the relative size of the councils debt to its operating performance.</p> <p>A higher leverage ratio indicates an increasingly limited capacity to support additional borrowings due to already high debt levels and/or decreasing operational performance, while a lower ratio indicates the opposite.</p> <p><u>Target measured over a five-year average</u></p>	0-3 times	1.06	0.81	2.38	●	0.64	●
	<p>Both the YTD and 5 year average result of this ratio reflect Councils ongoing ability to manage its debt. This position is reinforced with each year that no new borrowings are undertaken.</p>						



Stakeholder Engagement:

This report seeks specialist input from relevant internal sources.

Legal and Regulatory Implications:

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

Anticipated Resolution Completion Date:

N/A

Attachments:

1. Monthly Financial Statements for the period ending 31 March 2024
2. Operating Statements for the month end 31 March 2024

G/4.6. SPECIALISED SUPPLIER - SOLUTIONS IN TRANSPORT PTY LTD

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Manager Contracts and Procurement

Council Meeting Date: 23 April 2024

File Ref: FM21.1

Purpose:

The purpose of this report is to seek Council approval for the procurement of the Generic Traffic Guidance Scheme (TGS) System software solution from Solutions in Transport Pty Ltd, under the sole supplier exception to enhance operational efficiency and safety in traffic management.

Officer's Recommendation:

That Council resolves, in accordance with s235(b) of the Local Government Regulation 2012, it is satisfied that due to the specialised nature of the services sought, it would be impractical or disadvantageous for Council to invite quotes or tenders from suppliers for a Generic Traffic Guidance Scheme System and Solutions in Transport Pty Ltd are specialised suppliers.

Summary:

The purpose of this report is to seek Council approval for the procurement of the Generic Traffic Guidance Scheme (TGS) System software solution from Solutions in Transport PTY LTD, under the specialised supplier exemption to enhance operational efficiency and safety in traffic management.

Link to Corporate Plan:

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

Background:

The need for an efficient and effective traffic guidance scheme was identified during mandatory training sessions and an information session held on 20 February 2024. Solutions in Transport PTY LTD was identified as the sole supplier of a software solution that meets the Council's requirements for legislative compliance and operational efficiency.

The proposed exception pertains to the acquisition of the Generic Temporary Traffic Guidance Scheme (TGS) Software. This software solution offers significant operational benefits by optimising costs, saving time, and enhancing efficiencies in the management of temporary traffic management arrangements. Furthermore, its implementation contributes to reducing risks associated with temporary traffic management, thereby enhancing safety measures. This exception is deemed necessary to swiftly address urgent operational needs and ensure the continuity and effectiveness of our traffic management operations during all work situations.

Risk Management Summary:

Council has a moderate appetite for Regulator and Legal risks and a minimal appetite for Health, Safety and Wellbeing. The procurement of the Generic Traffic Guidance Scheme (TGS) System software exclusively from Solutions in Transport PTY LTD is a targeted action to mitigate operational risks by enhancing traffic

management efficiency, address financial risks through cost-effectiveness, and ensure regulatory compliance with traffic management legislation. Opting for a sole-source exception is justified by the unique capability of Solutions in Transport PTY LTD to meet our specific needs, thereby directly aligning with the council's risk management strategy to maintain operational integrity, financial sustainability, and legal adherence.

Options and Opportunity Analysis:

The primary option is to proceed with the procurement from Solutions in Transport PTY LTD under the specialised supplier exception. This option presents the lowest risk and the highest opportunity for operational efficiency and cost savings. Other options would involve a competitive tender process, which is not feasible due to the specialised nature of the software and the absence of comparable providers.

Stakeholder Engagement:

Key stakeholders, including Operations Group Team Leaders, Manager Roads Program Delivery, General Manager Operations, Safety Manager, and ICT Manager, have been engaged and have supported the proposed solution.

Legal and Regulatory Implications:

It is a requirement of section 225 of the Local Government Regulation 2012 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 (b) of the Local Government Regulation 2012 provides the following exception to the requirement relevant to this request which states:

"... 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:

The procurement of the Generic Traffic Guidance Scheme (TGS) System software involves an annual subscription cost of \$39,500 (excluding GST). This cost will be strategically divided between Operational and Capital Expenditure. The approach is targeted to cover a 2-year term, maintaining the initial annual cost of \$39,500 for the first year, followed by up to a maximum of a 15% increase in the second year, culminating in a total expenditure of \$84,925 over the engagement period.

Anticipated Resolution Completion Date:

Upon Council approval, the procurement process will be initiated immediately, with implementation expected within the next financial quarter.

Attachments:

Nil

G/4.7. CONTRACT EXTENSIONS - PROCUREMENT STRATEGY

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Manager Contracts and Procurement

Council Meeting Date: 23 April 2024

File Ref: FM21.1

Purpose:

The purpose of this report is to request extensions for the review of several key contracts nearing their renewal within the Gladstone Regional Council.

Officer's Recommendation:

That Council approve extensions for the following service contracts, ensuring continuity and alignment with council operations while preparations for re-tendering are undertaken:

1. Endorse extension of the following services contracts
 - a. 220-18 Banking and Financial Services (Expires 11/06/2024)
Extension requested to 31/06/2025
 - b. 123-21 Pre-Employment Medical and Health Monitoring (Expires 11/06/2024)
Extension requested to 31/03/2025
 - c. 215-21 Drug and Alcohol Testing Services (Expires 14/07/2024)
Extension requested to 31/03/2025
 - d. 46-21 Physiotherapy (Expires 5/10/2024)
Extension requested to 31/03/2025
 - e. 228-21 Fox Control (Expires 11/07/2024)
Extension requested to 31/03/2025
 - f. 202-21 Project Management (Expires 15/08/2024)
Extension requested to 31/03/2025
2. Authorise the Chief Executive Officer to negotiate, finalise, and execute all matters associated with or relating to the above-mentioned contract extensions.
3. Authorise continued engagement under the existing rates, terms, and conditions outlined in the contracts until the new expiry dates are reached.

Summary:

This report outlines the necessary renewal of a variety of important service contracts within Council. Due to the diverse nature of these contracts, covering areas from finance to health services and project management, a standardised approach to tendering is impractical. By allowing for an extension, the Council will have the chance to adopt innovative procurement strategies. This includes bundling similar services and seeking partnership opportunities with government bodies, with the goal of enhancing service delivery and achieving cost efficiencies.

Link to Corporate Plan:

Delivering Value - We work efficiently to deliver value for your rates.

Background:

Historically, the Gladstone Regional Council has adhered to a methodical procurement strategy, initiating separate tenders for each service within various sectors. This method involves the creation of distinct tender documents for each service, not each sector, for procurement. Such an approach encompasses conducting a thorough market analysis, developing service-specific specifications, evaluating bids, and selecting providers based on criteria like cost, service quality, and compliance with regulatory standards.

This traditional approach guarantees that the procurement process is meticulously tailored to the unique requirements of each service, ensuring that each receives the necessary attention and resources. It involves significant stakeholder engagement to precisely define the scope of work for every service and detailed contract management post-award.

These extensions are necessary to ensure these contracts continue to align with council operations and provide optimal value. The additional time will be used to conduct detailed analysis and to develop a more competitive scope and conditions for re-tendering. The aim is to enhance service quality and operational efficiency through a more effective tendering process post-extension.

Risk Management Summary:

The renewal strategy for key service contracts aims to minimise risks related to service disruptions and enhance Council's control over contract outcomes. By extending current contracts, Council reduce the risk of service gaps and ensure continuous alignment with council operations, thereby mitigating potential operational and financial vulnerabilities.

Options and Opportunity Analysis:

In addressing the need for a comprehensive approach to the renewal of essential service contracts, Council is considering the following strategic options to enhance efficiency and alignment with council operations:

1. **Extend Current Contracts Temporarily:** This option involves negotiating short-term extensions for existing contracts to allow ample time for a detailed market analysis and the development of a more strategic tendering process. This approach minimises disruption to service delivery and maintains operational continuity.
2. **Develop a Bundled Tendering Approach:** Considering the diversity of services (ranging from financial services, health monitoring, animal control, and project management), the Council could explore bundling similar services in future tenders. This could potentially attract more comprehensive service offerings from providers and achieve economies of scale.
3. **Pursue Government Partnerships:** Identifying opportunities for collaboration or partnership with other government entities for certain services could leverage shared goals and resources, leading to improved service delivery and cost savings.

Stakeholder Engagement:

Key stakeholders include department heads for Finance, Operations, Safety and Environment, Local Laws, and People Services, alongside existing service providers. Initial consultations have occurred, with further engagement planned to refine the procurement strategy post-extension approval.

Legal and Regulatory Implications:

The authority to extend existing contracts is supported by Section 218 of the Local Government Regulation 2012, granting power to adopt a strategic approach towards contract management. This provision enables the Council to manage contracts in line with strategic objectives, following a resolution that considers costs, benefits, and public notice.

“Section 218 Power to choose strategic approach

(1) A local government may, by resolution, decide to apply this part to its contracts.”

Furthermore, Section 235(a) provides an exception to the tender or quote process under specific circumstances.

“Section 235 Other Exceptions

A local government may enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if-

(a) the local government resolves it is satisfied that there is only 1 supplier who is reasonably available.”

However, it is the strategic contracting framework under Section 218 that directly supports the rationale for extending contracts as part of broader strategic initiatives, ensuring service continuity and enhancing procurement processes for future tendering.

Leveraging Section 218, with the exception noted in Section 235(a), enables the Council to extend contracts legally, facilitating the development and implementation of a comprehensive procurement strategy. This approach ensures compliance with legal requirements, strategic alignment with council objectives, and the promotion of community interests.

Financial and Resource Implications:

The extension costs for key service contracts within the Gladstone Regional Council were calculated by projecting the monthly charges from the 2022/2023 and 2023/2024 period over the extension term, adjusted for a 5.2% CPI increase and rounded to the nearest thousand. For contracts projecting less than \$15,000, a minimum threshold was applied to maintain service value and administrative efficiency. This standardised approach ensures that financial planning aligns with inflationary trends and operational needs. The cumulative adjustment led to a total forecast extension cost of \$1,263,000, reflecting a balance between fiscal responsibility and the continuity of essential services.

Identifier	Goods / Services Arrangement	Extension Costs
220-18	Banking and Financial Services	\$250,000
123-21	Pre-Employment Medical and Health Monitoring	\$67,000
215-21	Drug and Alcohol Testing Services	\$15,000
46-21	Physiotherapy	\$15,000
228-21	Fox Control	\$15,000
202-21	Project Management	\$901,000
Total Forecast Extension Costs		\$1,263,000

Anticipated Resolution Completion Date:

Following Council approval, the procurement process will be amended to align with the new approach, involving internal council category stakeholders to develop procurement strategies in preparation for tendering. Anticipated timelines suggest that all tenders will be released to the market no later than Quarter 3 of 2024. Contracts for all services are expected to commence no later than 31 March 2025, except for Finance and Banking services, which are projected to commence by 30 June 2025.

Attachments:

Nil

G/4.8. ESTABLISHMENT OF ADVISORY COMMITTEES

Responsible Officer: Chief Executive Officer

Prepared By: Manager Governance and Risk

Council Meeting Date: 23 April 2024

File Ref: CM7.2

Purpose:

For Council to consider the re-establishment of formalised Advisory Committees to aid in Council decision-making.

Officer's Recommendation:

That, in accordance with the provisions of section 264(1)(b) of the Local Government Regulation 2012, Council re-establish the following Advisory Committees:

1. Gladstone Region Saiki Sister City Advisory Committee in accordance with the Terms of Reference in Attachment 1.
2. Gladstone Region Youth Council Advisory Committee in accordance with the Terms of Reference in Attachment 2.
3. Philip Street Communities and Families Precinct Advisory Group Committee in accordance with the Terms of Reference in Attachment 3.

Summary:

The Gladstone Region Saiki Sister City Advisory Committee, the Gladstone Region Youth Council Advisory Committee and the Philip Street Communities and Families Precinct Advisory Group provide an avenue for valuable inclusion of external expertise to assist in formulating recommendations to Council.

Link to Corporate Plan:

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

Background:

Council has previously endorsed the Gladstone Region Saiki Sister City Advisory Committee, the Gladstone Region Youth Council and Philip Street Communities and Families Precinct Advisory Group to operate as formalised advisory committees in accordance with the requirements of the Local Government Act 2009 ('the Act') and Local Government Regulation 2012. It is noted that other groups are formed by Council via prior resolutions or existing policy positions, however this report presents only the formalised Advisory Committees for re-establishment in accordance with the Act.

The existing Terms of Reference are attached and contain relevant information on the nature and direction for each committee.

Risk Management Summary:

Council has established a minimal appetite for reputational risks and a moderate appetite for service delivery risks. Advisory Committees provide Council with the opportunity to involve external members of the community or other key stakeholders in Council's decision making and service delivery.

Options and Opportunity Analysis:

Option 1 – Re-establish committee/s as per existing Terms of Reference

This option provides continuity for existing practices and processes of each committee and will enable existing members (except Councillor positions) to continue until the next scheduled review of membership. Councillor positions are proposed for reconsideration in a separate report at this meeting. Council could elect to re-establish one, some or all of the existing advisory committees.

Option 1 suggested resolution (officer's recommendation):

That, in accordance with the provisions of section 264(1)(b) of the Local Government Regulation 2012, Council re-establish the following Advisory Committees:

- 1. Gladstone Region Saiki Sister City Advisory Committee in accordance with the Terms of Reference in Attachment 1.*
- 2. Gladstone Region Youth Council Advisory Committee in accordance with the Terms of Reference in Attachment 2.*
- 3. Philip Street Communities and Families Precinct Advisory Group in accordance with the Terms of Reference in Attachment 3.*

Option 2 – Re-establish committee/s with amendments to existing Terms of Reference

This option provides continuity to each committee and existing members (except Councillor positions) however would vary the operation of each committee subject to amendments resolved for the Terms of Reference. An alternative resolution for this option is:

That, in accordance with the provisions of section 264(1)(b) of the Local Government Regulation 2012, Council re-establish the following Advisory Committees:

- 1. <Name of Committee>, subject to the following amendments to the Terms of Reference in Attachment X:
 - a. <insert details of amendment>.**

Option 3 – Repeal establishment of committee/s

This option would result in ceasing the operations of either one, some or all of the existing advisory committees. An alternative resolution for this option is:

That Council cease operation of <insert committee name/s> and rescind all previous resolutions relating to the committee/s.

Stakeholder Engagement:

Nil

Legal and Regulatory Implications:

The *Local Government Act 2009* and *Local Government Regulation 2012* sets out the legislative requirements for Advisory Committees formed under section 264 of the Regulation. All three committees are currently established accordingly, and it is proposed to maintain current processes and therefore no legal, strategy or policy implications are anticipated.

Financial and Resource Implications:

The proposed recommendation is in accordance with current operations and will not result in additional resources to operate either committee. If Option 3 is adopted, this will result in some administrative resource savings however will likely be of detriment to achieving positive community outcomes for our sister city relationships, youth leadership development in the region and Philip Street Communities and Families Precinct operation.

Anticipated Resolution Completion Date:

Within one month of resolution.

Attachments:

1. Gladstone Region Saiki Sister City Advisory Committee Terms of Reference Adopted 7 December 2021
2. Gladstone Region Youth Council Advisory Committee Terms of Reference Adopted 1 February 2022
3. Philip Street Communities and Families Precinct Advisory Group Terms of Reference Adopted 7 March 2023

G/4.9. COUNCILLOR APPOINTMENT - AUDIT RISK AND IMPROVEMENT COMMITTEE

Responsible Officer: Chief Executive Officer

Prepared By: Manager Governance and Risk

Council Meeting Date: 23 April 2024

File Ref: CM26.2

Purpose:

To allow Council to consider and nominate councillors to the Audit Risk and Improvement Committee.

Officer's Recommendation:

That Council

1. Appoint Cr _____ and Cr _____ to the Audit Risk and Improvement Committee; and
2. Appoint Cr _____ and Cr _____ as alternate members.

Summary:

The Audit Risk and Improvement Committee (ARIC) has the role and responsibilities of an Audit Committee as defined by section 105 of the Local Government Act 2009 ('the Act').

Link to Corporate Plan:

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

Background:

The Act outlines that an audit committee is required to:

- a) monitor and review:
 - i. The integrity of financial documents; and
 - ii. The internal audit function; and
 - iii. The effectiveness and objectivity of the local government's internal auditors, and
- (b) makes recommendations to the local government about any matters that the audit committee considers need action or improvement.

ARIC operates in accordance with Councils P-202-15 Audit Risk and Improvement Committee Policy (refer Attachment 1). Section 6.4 outlines membership requirements which include two councillor appointments on a rotational basis (minimum 18 months period) and two proxy members where a councillor nominated appointee is unable to attend.

Section 6.4 Membership of P-2020-15 Audit Risk and Improvement Committee Policy states:

'Section 210 of the Local Government Regulation 2012, states that the Committee must consist of at least 3 and no more than 6 members and include 1, but no more than 2, Councillors appointed by the local government...'

And

'Councillor Appointments:

Council will nominate two (2) councillor appointments on a voluntary rotational basis with a minimum appointment period of 18 months. In addition, Council will nominate two (2) proxy members to attend on behalf of a current councillor representative who is unable to attend. It is desirable and beneficial for proxy members to always attend and observe meetings for continuity of knowledge if required to participate due to an absence.

Council considers there is benefit in elected member representation being of a mix of new and experienced councillors where practical and accordingly will rotate councillor appointments in the middle of an election term.'

Risk Management Summary:

Council has a moderate risk appetite for Legal and Regulatory Risk and Financial Risk. The Audit Risk and Improvement Committee is not only a statutory requirement but provides valuable advice on the operations and performance of the business. Councillor members enhance the level of communication between ARIC and Council.

Options and Opportunity Analysis:

Option 1 – Nominate two councillor representatives and two alternative representatives (recommended)

This option is in accordance with P-2020-15 Audit Risk and Improvement Committee Policy.

Officer's recommendation:

That Council

- 1. Appoint Cr _____ and Cr _____ to the Audit Risk and Improvement Committee; and*
- 2. Appoint Cr _____ and Cr _____ as alternate members.*

Option 2 – Reduce councillor representation on the Committee

Section 6.4 Membership of P-2020-15 Audit Risk and Improvement Committee Policy states:

'Section 210 of the Local Government Regulation 2012, states that the Committee must consist of at least 3 and no more than 6 members and include 1, but no more than 2, Councillors appointed by the local government....'

As per the requirements of the Local Government Regulation 2012, Council could reduce councillor representation to one councillor and amend P-2020-15 Audit Risk and Improvement Committee Policy to reflect the change of representation.

Option 2 suggested resolution:

That Council

- 1. Appoint Cr _____ to the Audit Risk and Improvement Committee;*
- 2. Appoint Cr _____ as an alternate member;*
- 3. Amend P-2020-15 Audit Risk and Improvement Committee Policy Section 6.4 Membership accordingly.*

Stakeholder Engagement:

Nil

Legal and Regulatory Implications:

Council by virtue of s105(2) of the Local Government Act 2009 is required to establish an Audit Committee.

Section 210 of the *Local Government Regulation 2012* provides that an Audit Committee must be composed of:

- (a) At least three and no more than six members; and
- (b) Include at least one but no more than 2 councillors; and
- (c) Include at least one member who has significant experience and skills in financial matters.

Financial and Resource Implications:

Councillors will require time in fulfilling the duties and responsibilities of the role such as meeting preparation and meeting attendance.

Anticipated Resolution Completion Date:

Within one month of resolution.

Attachments:

1. P-2020-15 Audit Risk and Improvement Committee Policy

G/4.10. COUNCILLOR APPOINTMENT - SAIKI SISTER CITY ADVISORY COMMITTEE

Responsible Officer: Chief Executive Officer

Prepared By: Manager Governance and Risk

Council Meeting Date: 23 April 2024

File Ref: CM7.1

Purpose:

For Council to consider and nominate councillors to the Gladstone Region Saiki Sister City Advisory Committee.

Officer's Recommendation:

That Council appoint Cr _____ and Cr _____ to the Gladstone Region Saiki Sister City Advisory Committee with the Mayor as an ex-officio member.

Summary:

The Gladstone Region's Sister City relationship with Saiki City, Japan began more than 25 years ago in 1996 and is centered around a lasting and meaningful relationship that encourages, promotes and enhances the connection with Saiki City. The Gladstone Region Saiki Sister City Advisory Committee ('Committee') was established in 1997 with the purpose to provide Council with strategic advice and support on ways to enhance the sister city program and relationship.

Link to Corporate Plan:

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

Background:

The current Committee Terms of Reference that govern the committee's roles and responsibilities were endorsed by resolution of Council on 7 December 2021 and are attached. As described within the Terms of Reference, Item 4.1 states that membership of the committee shall consist of:

Voting Members – Executive Committee:

- *One Committee President*
- *A minimum of four community members referred to as ordinary members*
- *One Gladstone Region Youth Council Member as nominated by the Gladstone Region Youth Council*
- *A Councillor or Councillors, if deemed appropriate, by resolution of Council*

Risk Management Summary:

Council has a minimal risk appetite for reputational risk. Councillor representation on the Saiki Sister Advisory Committee ensures that Council's views are represented and allows for stronger relationships with the Advisory Committee and our Sister City.

Options and Opportunity Analysis:

Option 1 – Nominate Councillors to the Committee (recommended)

The Terms of Reference refer to the appointment of a Councillor or Councillors if deemed appropriate by resolution of Council. Council has previously resolved to appoint two Councillors to the Committee along with the Mayor as an ex-officio member.

Officer’s Recommendation:

That Council appoint Cr _____ and Cr _____ to the Gladstone Region Saiki Sister City Advisory Committee with the Mayor as an ex-officio member.

Option 2 – Reduce Councillor representation on the Committee

As per the Terms of Reference, Council could appoint a Councillor or Councillors if deemed appropriate by resolution. Council could seek to reduce the number of Councillor representatives to one Councillor.

Option 2 suggested resolution:

That Council appoint Cr _____ to the Gladstone Region Saiki Sister City Advisory Committee with the Mayor as an ex-officio member.

Option 3 – Cease Councillor representation on the Committee

Council could seek to cease Councillor representation on the Committee if deemed appropriate by resolution of Council.

Option 3 suggested resolution:

That Council cease Councillor representation on the Gladstone Region Saiki Sister City Advisory Committee.

Stakeholder Engagement:

Nil

Legal and Regulatory Implications:

The Committee is an advisory committee to Council constituted under Section 264 and 265 of the Local Government Regulation 2012 and operates under the Council adopted Terms of Reference.

Financial and Resource Implications:

Should a Councillor be appointed as a representative on the Committee, it will require time in fulfilling the duties and responsibilities of the role such as meeting preparation and meeting attendance.

Anticipated Resolution Completion Date:

Within one month of resolution.

Attachments:

1. Gladstone Region Saiki Sister City Advisory Committee Terms of Reference

G/4.11. COUNCILLOR APPOINTMENT - PHILIP STREET COMMUNITIES AND FAMILIES PRECINCT ADVISORY COMMITTEE

Responsible Officer: Chief Executive Officer

Prepared By: Manager Governance and Risk

Council Meeting Date: 23 April 2024

File Ref: CM7.1

Purpose:

For Council to consider and nominate Councillors to the Philip Street Communities and Families Precinct Advisory Group Committee.

Officer's Recommendation:

That Council appoint Cr _____ and Cr _____ to the Philip Street Communities and Families Precinct Advisory Group Committee.

Summary:

Council is committed to creating healthy communities that are engaged, involved, proud and connected. Council has expressed its commitment to this goal through the development of the Philip Street Communities and Families Precinct. The Philip Street Communities and Families Precinct Advisory Committee ('Committee') was established by resolution of Council on 2 November 2020 as an Advisory Committee to Council under the Local Government Regulation 2012, ss. 264-265.

The current Committee Terms of Reference that govern the committee's roles and responsibilities were endorsed by resolution of Council on 7 March 2023 and are attached. As described within the Terms of Reference, Item 4.1 states that membership of the committee shall be voluntary and include two Gladstone Regional Council Councillors.

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.

Background:

The Committee is a dedicated formal Advisory Group of passionate community members representing different sectors in the community. The Committee offer feedback and advice to Council on strategic planning, management and service delivery to ensure services, programs and activities are responsive to the community needs. Bringing different perspectives and ideas to the table, the Committee also help with the operations and management of the area.

Item 4.1 of the terms of reference states that the membership of the Committee shall be voluntary and consist of:

Council Members:

- Two Gladstone Regional Council Councillors
- One other representative from Council

Appointed Members (Primary Tenants):

- One representative from the Salvation Army
- One representative from Gladstone Area Promotion and Development Limited (GAPDL)
- One representative from the Department of Communities, Housing and Digital Economy

Ordinary Members:

- Up to six representatives to include one representative of the region's youth, one representative of the indigenous community, one representative of the culturally and linguistically diverse community, one representative of the senior community and one representative of the disability community.

Risk Management Summary:

Council has a minimal risk appetite for reputational risk. Councillor representation on the Philip Street Communities and Families Precinct Advisory Committee ensures that Council's views are represented and allows for stronger relationships with the advisory committee.

Options and Opportunity Analysis:

Option 1 – Nominate Councillors to the Committee (recommended)

The Officer's recommendation to appoint two Councillors to the Committee is in line with the adopted Terms of Reference.

Option 1 suggested resolution (Officer's recommendation):

That Council appoint Cr _____ and Cr _____ to the Philip Street Communities and Families Precinct Advisory Committee.

Option 2 – Reduce Councillor representation on the Committee

Council could seek reduce the number of Councillor representation on the Committee which would require the Terms of Reference to be amended to reflect the change of membership.

Option 2 suggested resolution:

That Council appoint Cr _____ to the Philip Street Communities and Families Precinct Advisory Committee and amend the Terms of Reference accordingly.

Option 3 – Cease Councillor representation on the Committee

Council could seek to cease Councillor representation on the Committee which would require the Terms of Reference to be amended to reflect the change of membership.

Option 3 suggested resolution:

That Council cease Councillor representation on the Philip Street Communities and Families Precinct Advisory Committee and amend the Terms of Reference accordingly.

Stakeholder Engagement:

Nil

Legal and Regulatory Implications:

The Committee is an advisory committee to Council constituted under Section 264 and 265 of the Local Government Regulation 2012 and operates under the Council adopted Terms of Reference.

Financial and Resource Implications:

Should a Councillor be appointed as a representative on the Committee, it will require time in fulfilling the duties and responsibilities of the role such as meeting preparation and meeting attendance.

Anticipated Resolution Completion Date:

Within one month of resolution.

Attachments:

1. Philip Street Communities and Families Precinct Advisory Committee Terms of Reference

G/4.12. COUNCILLOR APPOINTMENT - GLADSTONE AIRPORT CORPORATION

Responsible Officer: Chief Executive Officer

Prepared By: Manager Governance and Risk

Council Meeting Date: 23 April 2024

File Ref: CM7.1

Purpose:

For Council to consider the appointment of a Councillor to the Gladstone Airport Corporation Board of Directors.

Officer's Recommendation:

The Council appoint Cr _____ to the Gladstone Airport Corporation Board of Directors.

Summary:

Since corporatisation on 1 July 2012, Gladstone Airport's operation and management has been overseen by a board of independent non-executive directors appointed by its shareholder, the Gladstone Regional Council.

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.

Background:

The Gladstone Airport Corporation (GAC) was created as a wholly owned subsidiary of the Council pursuant to the Local Government (Beneficial Enterprises and Business Activities) Regulation 2010 (repealed).

The Gladstone Airport is a community asset which makes a significant contribution to the economic and social fabric of the region.

The current composition of the Gladstone Airport Corporation Board is as follows:

- Adrienne Ward, Chairperson
- Kieran Donovan
- Cr Rick Hansen
- Dayna Field
- Tina Zawila
- Anthony Groen-int-woud

Clause 3.1 of the Constitution of GAC ('the Constitution') provides that the number of Directors must be not less than five. The Constitution does not establish a minimum or maximum tenure of a director.

Risk Management Summary:

Council has a minimal risk appetite for reputational risk and a moderate risk appetite for financial risk. Councillor representation on the GAC ensures that Council's views are represented and allows for stronger relationships with GAC.

Options and Opportunity Analysis:

Option 1 – Continue with Councillor representation on the GAC Board (Officer's Recommendation)

Council can choose to nominate / appoint individual Councillors to the GAC Board; appoint another representative; or alternatively choose not to have representation. Officers have recommended maintaining the status quo of Councillor representation.

Option 1 suggested resolution:

The Council appoint Cr _____ to the Gladstone Airport Corporation Board of Directors.

Option 2 – Council nominates a representative on the GAC Board being a person other than a Councillor

The Constitution does not specify that Council must appoint a Councillor to the GAC Board and therefore could elect to appoint another representative to the GAC Board.

Option 2 suggested resolution:

That Council appoint an external person yet to be determined on the Gladstone Airport Corporation Board of Directors.

Option 3 – Elect not to have a Councillor representative on the GAC Board

As mentioned above, the Constitution does not specify that Council must appoint a Councillor to the GAC Board and therefore could elect to cease Councillor representation on the GAC Board.

Option 3 suggested resolution:

That Council cease Councillor representation on the Gladstone Airport Corporation Board of Directors.

Stakeholder Engagement:

Nil

Legal and Regulatory Implications:

Council is entitled to be represented on a number of boards and committees by virtue of constitutions, policies, funding arrangements and other agreements. However, Councillors need to be aware of the relevant governance frameworks for appointments they accept as a Councillor is responsible for complying with relevant legislative principles that govern each board, committee or group.

Financial and Resource Implications:

Should a Councillor be appointed as a representative on the Board, it will require time in fulfilling the duties and responsibilities of the role such as meeting preparation and meeting attendance.

Anticipated Resolution Completion Date:

Within one month of resolution.

Attachments:

Nil

G/4.13. COUNCILLOR APPOINTMENT - GLADSTONE AREA PROMOTION AND DEVELOPMENT LIMITED

Responsible Officer: Chief Executive Officer

Prepared By: Manager Governance and Risk

Council Meeting Date: 23 April 2024

File Ref: CM7.1

Purpose:

For Council to consider and nominate a councillor to serve on the Gladstone Area Promotion and Development Limited Board of Directors.

Officer's Recommendation:

That Council nominate Cr _____ to the board of Gladstone Area Promotion and Development Limited.

Summary:

A number of organisations and internal groups seek interest and input from Council into their operations and matters of public interest. It is prudent to ensure that Council is informed on the nature of each organisation / group and the appointees regularly report back to all Councillors to ensure transparent sharing of information.

Council resolved (G/19/3938) at the General Meeting 1 October 2019 to appoint a councillor of Gladstone Regional Council to serve on the Gladstone Area Promotion and Development Limited (GAPDL) Board of Directors.

Link to Corporate Plan:

Accountable Council - We are providing good stewardship built on a foundation of trust.
Delivering Value - We work efficiently to deliver value for your rates.
Resilient Economy - We play our part in supporting the success of our region.

Background:

Council (as a body corporate constituted under the Local Government Act 2009) may act much like an individual in becoming a member of other organisations and in appointing people to represent it in positions. Other external organisations also invite Council to be represented on committees and boards and it is entirely a matter for Councillors (collectively) whether or not they choose to accept such invitations. In addition, Council itself operates various advisory committees and groups through relevant legislative or policy governance frameworks.

GAPDL has the legal status of a not-for-profit membership-based Company limited by Guarantee originally founding in 1983 with a vision as set out below:

To advance the Gladstone Region through the promotion and development of business, industry and tourism for the benefit of our members and the community, GAPDL also aims to encourage and foster new sustainable business and industry investment opportunities to assist with driving the region's economy forward.

GLADSTONE REGIONAL COUNCIL GENERAL MEETING AGENDA - 23 APRIL 2024

The organisation is recognised by Tourism and Events Queensland and the State Government as one of 13 accredited Regional Tourism Organisations (RTO) and is currently managed by a Board of volunteer Directors from a range of business, industry and government sectors. The Board of Directors are responsible for overseeing the strategic direction of the organisation.

For the duration of their appointment, a Director must be a financial member, or a representative of a financial member's business, or an appointed member under the constitution. The Constitution (section 27.3) currently allows for Council to appoint a Member on the Board. The current Directors are listed below.

Executive Directors

- Robert Gibb (Chairperson)
- Mark Spearing (Secretary)
- Shelly Stormonth (Treasurer)

Elected Directors

- Chantale Lane
- Mark Cachia
- Tess Groen-Int-Woud

Appointed Directors

- Marilyn Steel (Industry Representative)
- Cr Rick Hansen (GRC Representative)

Cr Hansen was appointed to the Board by Council on 4 December 2018.

Risk Management Summary:

Council has a minimal risk appetite for reputational risk. Councillor representation on the GAPDL Board ensures that Council's views are represented and allows for stronger relationships with GAPDL and the tourism sector.

Options and Opportunity Analysis:

Council can choose to nominate / appoint individual Councillors to the GAPDL Board; another representative; or alternatively choose not to have a representative. Officers have recommended maintaining the status quo of Councillor representation.

Gladstone Regional Council (GRC) – Entity Considerations

Some considerations for Council in determining this matter should include:

1. Council is a major financial contributor to GAPDL;
2. Council is a customer of GAPDL's services;
3. A Council representative would be acting on behalf of the community and Council as an organisation.

Appointed Representative – Potential Conflicts

The Councillor appointed representative to the GAPDL Board must act in good faith and in the best interests of both Council (S.12(6) Local Government Act 2009) and GAPDL (as required under Australian Corporations Law). These obligations can raise potential points of conflict for a Councillor representative in circumstances where the decision making of either party may impact on the interests of the other.

GLADSTONE REGIONAL COUNCIL GENERAL MEETING AGENDA - 23 APRIL 2024

Option 1 – Continue with Councillor Representation on the GAPDL Board (Officer’s Recommendation)

Council can choose to nominate / appoint a Councillor to the GAPDL Board; appoint another representative; or alternatively choose not to have representation. Officers have recommended maintaining the status quo of Councillor representation.

Option 1 Officer’s recommendation:

That Council nominate Cr _____ to the board of Gladstone Area Promotion and Development Limited.

Option 2 – Council’s nominated representative on the GAPDL Board being a person other than a Councillor

GAPDL’s constitution (27.3) provides the following in respect to the Council nominated Director on the GAPDL Board:

- i. A person nominated by the Council as defined in the Companies Local Government Service Agreement.*

There is no provision that requires Council to have its position on the Board filled by a Councillor. Council could elect to have any other person it may consider appropriate to fill the role. To action this change, Council need only to advise GAPDL in writing.

Option 2 suggested resolution:

That Council appoint an external person yet to be determined, as Council’s representative on the Board of Directors of the Gladstone Area Promotion and Development Limited.

Option 3 – Elect not to have a Council Representative on the GAPDL Board

Should Council elect to no longer have a Council Representative (elected member or other person) on the Gladstone Area Promotion and Development Limited Board, GAPDL would need to be advised and Section 27.3 of GAPDL’s constitution would require amendment.

Option 3 suggested resolution:

That Council advise Gladstone Area Promotion and Development Limited that it no longer seeks to have a representative on the Board of Directors.

Stakeholder Engagement:

Nil.

Legal and Regulatory Implications:

Council is entitled to be represented on a number of boards and committees by virtue of constitutions, policies, funding arrangements and other agreements. However, Councillor need to be aware of the relevant governance frameworks for appointments they accept as a Councillor is responsible for complying with relevant legislative principles that govern each board, committee or group. In addition, Councillors need to ensure to manage their conflicts of interests as a Councillor vs as a board or committee member.

Financial and Resource Implications:

Should a Councillor be appointed as a representative on the Board, it will require time in fulfilling the duties and responsibilities of the role.

Anticipated Resolution Completion Date:

Within one month of resolution.

Attachments:

Nil

G/4.14. COUNCILLOR APPOINTMENT - CENTRAL QUEENSLAND REGIONAL ORGANISATION OF COUNCILS (CQROC)

Responsible Officer: Chief Executive Officer

Prepared By: Manager Governance and Risk

Council Meeting Date: 23 April 2024

File Ref: CM7.1

Purpose:

For Council to consider and nominate Councillors for the appointment of directors and delegates to represent Council at general meetings of the Central Queensland Regional Organisation of Councils (CQROC).

Officer's Recommendation:

That Council:

1. Reappoints Mayor Matt Burnett as the Company Director on behalf of Gladstone Regional Council;
2. Appoints Deputy Mayor Natalia Muszkat as the Alternate Director on behalf of Gladstone Regional Council, to act in place of the Primary Director;
3. Appoints Mayor Matt Burnett, Deputy Mayor Natalia Muszkat and Leisa Dowling, Chief Executive Officer, as delegates of Gladstone Regional Council, to represent Gladstone Regional Council at general meetings (noting that only two delegates can represent Council at any one general meeting); and

of Central Queensland Regional Organisation of Councils Limited.

Summary:

The Central Queensland Regional Organisation of Councils Limited (CQROC) was registered on 19 November 2020. Section 6.11 of the Constitution (attached) established representation at a General Meeting of CQROC. While Council has previously appointed three delegates, only two delegates can represent Council at a General Meeting at the one time. One of those delegates must be a councillor representative, with the other, the Chief Executive Officer.

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.
Delivering Value - We work efficiently to deliver value for your rates.
Resilient Economy - We play our part in supporting the success of our region.

Background:

Council has previously resolved to join with five other Central Queensland local governments to form CQROC. The member council's are:

- Banana Shire Council

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- Central Highlands Regional Council
- Gladstone Regional Council
- Livingstone Shire Council
- Rockhampton Regional Council
- Woorabina Aboriginal Shire Council

CQROC has a constitution (see attached). CQROC's vision is 'to be recognised as the authoritative voice on the region's policy and infrastructure priorities'. The mission is to

- actively collaborate and agree on regional approaches to regionally significant issues and opportunities;
- Progress / develop regional significant 'game changing' initiatives.

In order to achieve its goal, CQROC seeks to:

1. Support and advance the local interest of its members and their constituencies in a regional context;
2. Increase investment by State and Federal governments in infrastructure and services benefitting member council areas;
3. Foster cooperation among members on issues of mutual concern or to further joint interests;
4. Act as an advocate to State and Federal governments or public bodies on issues of concern to members;
5. Take forward the collective interest of its member councils and influence senior decision makers within government and agencies;
6. Foster communication, information and resource sharing among member councils;
7. Build effective partnerships with State and Federal agencies which make decisions that affect our region; and
8. Facilitate cooperation with community, business and academic organisations for the benefit of the region.

Risk Management Summary:

Council has established a moderate risk appetite for financial and service delivery risks. Participation in CQROC allows Council to build relationships with our neighbouring councils and realise opportunities from working collaboratively.

Options and Opportunity Analysis:

Option 1 – Officer's recommendation

Council has historically appointed the Mayor as the Company Director with the Deputy Mayor as the Alternate Director. The officer's recommendation reflects the previously resolved appointments.

Option 1 suggested recommendation:

That Council:

1. *Reappoints Mayor Matt Burnett as the Company Director on behalf of Gladstone Regional Council;*
2. *Appoints Deputy Mayor _____ as the Alternate Director on behalf of Gladstone Regional Council, to act in place of the Primary Director;*
3. *Appoints Mayor Matt Burnett, Deputy Mayor _____ and Leisa Dowling, Chief Executive Officer, as delegates of Gladstone Regional Council, to represent Gladstone Regional Council at general meetings (noting that only two delegates can represent Council at any one general meeting)*

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of Central Queensland Regional Organisation of Councils Limited.

Option 2 – Alternative appointments

Council could resolve to appoint a different company director and alternate director.

Option 2 suggested resolution:

That Council appoints:

1. Cr _____ as the Company Director on behalf of Gladstone Regional Council;
2. Cr _____ as the Alternate Director on behalf of Gladstone Regional Council, to act in place of the Primary Director;
3. Appoints Cr _____ and Cr _____ and Leisa Dowling, Chief Executive Officer, as delegates of Gladstone Regional Council, to represent Gladstone Regional Council at general meetings (noting that only two delegates can represent Council at any one general meeting)

of Central Queensland Regional Organisation of Councils Limited.

Stakeholder Engagement:

Nil

Legal and Regulatory Implications:

As per the CQROC Company Constitution.

Financial and Resource Implications:

CQROC member councils agreed to share the funding of CQROC operations based on the relative share of both regional population and the respective operating revenues. The budget for the 2023/24 Financial Year for CQROC membership is \$100,000.

Anticipated Resolution Completion Date:

Within one month of resolution.

Attachments:

1. CONFIDENTIAL – CQROC Company Constitution
2. CONFIDENTIAL – Change of constitution form 13 March 2023

G/4.15. COUNCILLOR APPOINTMENT - GLADSTONE FOUNDATION BOARD OF ADVICE

Responsible Officer: Chief Executive Officer

Prepared By: Manager Governance and Risk

Council Meeting Date: 23 April 2024

File Ref: CM7.1

Purpose:

For Council to consider the reappointment of Mayor Burnett to serve on the Gladstone Foundation Board of Advice.

Officer's Recommendation:

That Council nominate Cr _____ to serve on the Gladstone Foundation Board of Advice.

Summary:

A number of organisations and internal groups seek interest and input from Council into their operations and matters of public interest. It is prudent to ensure that Council is informed on the nature of each organisation / group and the appointees regularly report back to all Councillors to ensure transparent sharing of information.

The Gladstone Foundation was established under a Trust Deed on 11 February 2011 for the purpose of managing the voluntary contributions made by infrastructure project proponents in Gladstone towards social infrastructure in the region. The Trustee of the Foundation is the Public Trustee of Queensland. The Trustee has the power to establish and appoint the Board of Advice. Board membership must be at least 6 members but not more than 10.

Link to Corporate Plan:

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.

Background:

The trust deed sets out the following specific purposes of the Trust:

‘The Specific Purposes of the Trust are for the benefit of the Gladstone Region and are in no specific order:

- a. The relief of poverty;
- b. The relief of the needs of the aged;
- c. The relief of sickness or distress;
- d. The advancement of religion;
- e. The advancement of education;
- f. The provision of childcare services on a non-profit basis; and
- g. Other purposes which are for the benefit of the Gladstone Region.”

The current Board membership is presented below:

- Mr Tim Griffin OAM
- Mayor Matt Burnett
- Mrs Maxine Brushe
- Mr Bob McCosker
- Mr Robert Gibb
- Mrs Karen Leinster
- Mr Richard Austin

Risk Management Summary:

Council has a minimal risk appetite for reputational risk. Councillor representation on The Gladstone Foundation Board of Advice ensures that Council's views are represented regarding social infrastructure for the community.

Options and Opportunity Analysis:

Some considerations for Council in determining this matter should include:

- The Board of Advice has no decision-making powers and can only make recommendations to the Trustee.
- Council as a representative of the community may wish to participate in providing advice on what social infrastructure is appropriate for the community it serves.
- The Trustee Deed that establishes the Foundation states that, the Trustee in appointing the members of the Board of Advice, will use best endeavours to appoint members from the following:
 - The Queensland Government;
 - **The local government of Gladstone Region;**
 - The business sector of the Gladstone Region;
 - Community or philanthropic representatives from the Gladstone Region; and
 - Industry donors to the Foundation.
- Council is not a financial contributor to the Gladstone Foundation.
- The Trustee Deed requires a minimum of six Members on the Board of Advice. There are currently seven members.

Additional considerations include:

- The strategic advantages and disadvantages for Council serving on the Gladstone Foundation Board of Advice;
- Council is not legally obligated to have a Councillor representative on the Board;
- Any community expectation (perceived or real) in relation to Councillor participation on the Board given its function in determining community social infrastructure.

Option 1 – Nominate a Councillor to serve on the Gladstone Foundation Board (Officer's Recommendation)

This option would maintain the status quo regarding Council's participation on the Gladstone Foundation Board and continue to allow Council to participate in providing advice on what social infrastructure is appropriate for the community it serves.

Option 1 suggested resolution:

That Council nominate Cr _____ to serve on the Gladstone Foundation Board of Advice.

Option 2 – Council cease its participation on the Gladstone Foundation Board of Advice

Should Council be comfortable with not having a Councillor serve on the Gladstone Foundation Board of Advice, Council may wish to consider withdrawing.

Option 2 suggested resolution:

That Council discontinue its participation on the Board of Advice of the Gladstone Foundation.

Stakeholder Engagement:

Nil

Legal and Regulatory Implications:

Council is not legally required to have a representative on the Gladstone Foundation.

Financial and Resource Implications:

Should a Councillor be appointed as a representative on the Board, it will require time in fulfilling the duties and responsibilities of the role.

Anticipated Resolution Completion Date:

Within one month of resolution.

Attachments:

Nil

G/4.16. COUNCILLOR APPOINTMENT - GLADSTONE PORT WELFARE COMMITTEE

Responsible Officer: Chief Executive Officer

Prepared By: Manager Governance and Risk

Council Meeting Date: 24 April 2024

File Ref: CM7.1

Purpose:

For Council to consider and nominate a Councillor to serve on the Port Welfare Committee.

Officer's Recommendation:

That Council nominate Cr _____ to the Port Welfare Committee.

Summary:

A number of organisations and internal groups seek interest and input from Council into their operations and matters of public interest. It is prudent to ensure that Council is informed on the nature of each organisation / group and the appointees regularly report back to all Councillors to ensure transparent sharing of information.

The Port Welfare Committee ('the Committee') was established in 2015 by the Gladstone Ports Corporation in response to the Maritime Labour Convention – a convention developed under the International Labour Organisation which came into effect internationally in 2013. Since its inception, the Committee's membership has comprised of representation by a Councillor or Council Officer.

Link to Corporate Plan:

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.

Background:

The Committee was established in 2015 by the Gladstone Ports Corporation in response to the Maritime Labour Convention – a convention developed under the International Labour Organisation which came into effect internationally in 2013.

Whilst the Committee is aligned nationally with the Australian Seafarers Welfare Council and internationally with the International Seafarers Welfare Assistance Network (ISWAN), it is adjunct to the local Mission to Seafarers.

The role of this advisory Committee is to bring together the region's maritime community stakeholders to understand the challenges of the Mission and facilitate the resources for resolution.

Risk Management Summary:

Council has a minimal risk appetite for reputational risk. Councillor representation on the Committee ensures that Council's views are represented and allows for stronger relationships with the Committee.

Options and Opportunity Analysis:

When determining a position on the nomination of a member to the Committee, the following considerations may assist with deliberations:

- The ability to contribute to the strategic direction of the Mission to Seafarers given the committee is advisory with no decision-making authority;
- The role of Council on the Committee and the desired input sought;
- Networking with representatives from the region's maritime community;
- The resources required to contribute to the Committee and the impacts of this on achieving a complimentary balance of duties; and
- Real or perceived conflicts of interest.

Option 1 – Nominate a Councillor Representative (Officer's Recommendation)

This option will continue the Councillor representation and continue to leverage a mutually beneficial partnership.

Option 1 suggested resolution:

That Council nominate Cr _____ to the Port Welfare Committee.

Option 2 – Seek Officer Representation

Council may consider it appropriate to seek the appointment of an officer to the Committee. This would result in the officer allocating enough work resources to be a member of the committee and attend meetings as requested.

Option 2 suggested resolution:

That Council delegate authority to the Chief Executive Officer to nominate an officer position to be a member of the Port Welfare Committee.

Option 3 – Resign from the Committee

There is no requirement for Council to be a member of the Committee. This option would result in Council not having a representative on this committee.

Option 3 suggested resolution:

That Council advise the Gladstone Port Welfare Committee that it no longer seeks to have a representative on the Committee.

Stakeholder Engagement:

Nil.

Legal and Regulatory Implications:

There are no legal implications regarding any of the options identified above as Council is not legally required to have representation on the Committee. Further, Committee members are not 'directors' for the purposes of relevant legislation or common law.

Financial and Resource Implications:

Option 1 and 2 do not require specific funding to achieve, however will require use of elected member or officer time to participate in the quarterly meetings of the Committee.

Anticipated Resolution Completion Date:

Within one month of resolution.

Attachments:

Nil

G/4.17. COUNCILLOR APPOINTMENT - REGIONAL ARTS DEVELOPMENT FUND COMMITTEE (RADF)

Responsible Officer: Chief Executive Officer

Prepared By: Manager Governance and Risk

Council Meeting Date: 23 April 2024

File Ref: CM7.1

Purpose:

For Council to consider and nominate a Councillor to the Gladstone Regional Council Regional Arts Development Fund Committee.

Officer's Recommendation:

That Council appoint Cr _____ to the Gladstone Regional Council Regional Arts Development Fund Committee.

Summary:

The Gladstone Regional Council Regional Arts Development Fund (RADF) is a partnership between the Queensland Government and Gladstone Regional Council to support local arts and culture in regional Queensland. The role of the Gladstone Regional Council RADF Committee ('the Committee') is to provide assistance to Council with the assessment and advice on arts and cultural grant submissions received under the RADF Program.

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.

Background:

As per the Committee Terms of Reference (attached) 'Membership of the Committee will be sought from those in the Gladstone Region who reflect the diverse arts, culture and geography of the Council area'. Item 2 Membership of the Committee Terms of Reference do not require that a Councillor representative be appointed, however Council has historically appointed a Councillor to the committee.

Risk Management Summary:

Council has a minimal risk appetite for reputational risk. Councillor representation on RADF ensures that Council's views are represented and allows for stronger relationships with RADF and the artistic community.

Options and Opportunity Analysis:

Option 1 – Nominate a Councillor to the Committee (Officer’s recommendation)

The Committee Terms of Reference Item 2.4 states that membership on the Committee will be decided by Gladstone Regional Council. Council has historically appointed a Councillor to the Committee and the officers recommendation reflects this.

Option 1 suggested resolution:

That Council appoint Cr _____ to the Gladstone Regional Council Regional Arts Development Fund Committee.

Option 2 – Cease Councillor representation on the Committee

Council could seek to cease Councillor representation on the Committee as there is no requirement for Councillor representation within the Committee Terms of Reference.

Option 2 suggested resolution:

That Council cease Councillor representation on the Gladstone Regional Council Regional Arts Development Fund Committee.

Stakeholder Engagement:

Nil

Legal and Regulatory Implications:

The Committee Terms of Reference do not require Councillor representation on the Committee.

Financial and Resource Implications:

Should a Councillor be appointed as a representative on the Committee, it will require time in fulfilling the duties and responsibilities of the role.

Anticipated Resolution Completion Date:

Within one month of resolution

Attachments:

1. Regional Arts Development Fund Committee Terms of Reference

G/4.18. COUNCILLOR APPOINTMENT - GLADSTONE REGIONAL COUNCIL RURAL FIRE BRIGADE ADVISORY GROUP

Responsible Officer: Chief Executive Officer

Prepared By: Manager Governance and Risk

Council Meeting Date: 23 April 2024

File Ref: CM7.1

Purpose:

For Council to consider and nominate a Councillor to the Gladstone Regional Council Rural Fire Brigades Advisory Group.

Officer's Recommendation:

That Council appoint Cr _____ to the Gladstone Regional Council Rural Fire Brigades Advisory Group.

Summary:

The Gladstone Regional Council Rural Fire Brigades Advisory Group ('the Group') was established by Council as an advisory group comprising of representatives from Council, the Rural Fire Service and Rural Fire Brigades within the Council region.

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.
Delivering Value - We work efficiently to deliver value for your rates.

Background:

As per the Rural Fire Brigades Funding Arrangements Policy P-2019-02 ('the Policy') (attached) 6.1.1 Composition, Meetings and Functions of the Advisory Group, the Group has the following membership:

- An elected representative (a Councillor) as Chair;
- The General Manager Finance, Governance and Risk of Council;
- The Local Disaster Coordinator of Council;
- The Disaster Response Specialist of Council;
- The Area Director, Rural Fire Service, Gladstone Area;
- The Group Officer of the Port Curtis Rural Fire Brigade Group; and
- The Group Officer of the Miriam Vale Rural Fire Brigade Group.

The Policy is attached and contains relevant information regarding the Group.

Risk Management Summary:

Council has a minimal risk appetite for reputational risk. Councillor representation on the Group ensures that Council's views are represented and allows for stronger relationships with the Rural Fire Service.

Options and Opportunity Analysis:

Option 1 – Nominate a Councillor to the Group (Officer’s recommendation)

The Officer’s recommendation to appoint a Councillor to the Group is in line with the Policy.

Option 1 suggested resolution:

That Council appoint Cr _____ to the Gladstone Regional Council Rural Fire Brigades Advisory Group.

Option 2 – Cease Councillor representation on the Group

Council could seek to cease Councillor representation on the Group which would require the Policy to be amended to reflect the change of membership.

Option 2 suggested resolution:

That Council cease Councillor representation on the Gladstone Regional Council Rural Fire Brigades Advisory Group and amend the Rural Fire Brigades Funding Arrangements Policy P-2019-02 accordingly.

Stakeholder Engagement:

Nil

Legal and Regulatory Implications:

The Group is constituted in accordance with Council’s Rural Fire Brigades Funding Arrangements Policy.

Financial and Resource Implications:

Should a Councillor be appointed as a representative on the Group, it will require time in fulfilling the duties and responsibilities of the role.

Anticipated Resolution Completion Date:

Within one month of resolution

Attachments:

1. P-2019-02 Rural Fire Brigade Funding Arrangements Policy

G/4.19. COUNCILLOR APPOINTMENT - GLADSTONE REGIONAL COUNCIL SES MANAGEMENT GROUP

Responsible Officer: Chief Executive Officer

Prepared By: Manager Governance and Risk

Council Meeting Date: 23 April 2024

File Ref: CM7.1

Purpose:

For Council to consider and nominate a Councillor to the Gladstone Regional Council State Emergency Service Management Group.

Officer's Recommendation:

That Council appoint Cr _____ to the Gladstone Regional Council State Emergency Service Management Group.

Summary:

The Gladstone Regional Council State Emergency Service Management Group ('the Group') was established by Council as an advisory group comprising of representatives from Council, the State Emergency Services (SES) within the Council region.

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.
Delivering Value - We work efficiently to deliver value for your rates.

Background:

As per the Gladstone Region State Emergency Service Funding Arrangements Policy P-2019-01 ('the Policy') (attached) 6.1.1 Composition, Meetings and Functions of the Management Group, the Group consists of the following:

- An elected representative (a Councillor) nominated by Council as Chair;
- The General Manager Finance, Governance and Risk of Council;
- The Local Disaster Coordinator of Council;
- The Disaster Response Specialist of Council;
- The Local Controller, Gladstone SES Unit; and
- The Area Controller (SES) or other nominated representative from Queensland Fire and Emergency Services.

The Policy is attached and contains relevant information regarding the Group.

Risk Management Summary:

Council has a minimal risk appetite for reputational risk. Councillor representation on the group ensures that Council's views are represented and allows for stronger relationships with the SES.

Options and Opportunity Analysis:

Option 1 – Nominate a Councillor to the Group (Officer’s recommendation)

The Officer’s recommendation to appoint a Councillor to the Group is in line with the Policy.

Option 1 suggested recommendation:

That Council appoint Cr _____ to the Gladstone Regional Council State Emergency Service Management Group.

Option 2 – Cease Councillor representation on the Group

Council could seek to cease Councillor representation on the Group which would require the Policy to be amended to reflect the change of membership.

Option 2 suggested resolution:

That Council cease Councillor representation on the Gladstone Regional Council State Emergency Service Management Group and amend the Gladstone Region State Emergency Service Funding Arrangements Policy P-2019-01 accordingly.

Stakeholder Engagement:

Nil

Legal and Regulatory Implications:

The Group is constituted in accordance with the Gladstone Region State Emergency Service Funding Arrangements Policy P-2019-01.

Financial and Resource Implications:

Should a Councillor be appointed as a representative on the Group, it will require time in fulfilling the duties and responsibilities of the role.

Anticipated Resolution Completion Date:

Within one month of resolution

Attachments:

1. P-2019-01 Gladstone Region State Emergency Service Funding Arrangements

G/4.20. COUNCILLOR APPOINTMENT - CAPRICORN PEST MANAGEMENT GROUP

Responsible Officer: Chief Executive Officer

Prepared By: Manager Governance and Risk

Council Meeting Date: 23 April 2024

File Ref: CM7.1

Purpose:

For Council to consider and nominate two (2) Councillors to the Capricorn Pest Management Group.

Officer's Recommendation:

That Council appoint Cr _____ and Cr _____ to the Management Committee of the Capricorn Pest Management Group Inc.

Summary:

The Capricorn Pest Management Group Inc (CPMG) is a not-for-profit association established in 1999. Primarily funded by local government, its purpose is to deliver a coordinated approach to weed and pest management in the Capricorn region of Central Queensland.

Membership includes; Rockhampton Regional Council, Banana Shire Council, Gladstone Regional Council, Central Highlands Regional Council and Gladstone Area Water Board. Affiliate members include Fitzroy Basin Association, Dawson Catchment Coordinating Association and Qld Government's Department of Agriculture and Fisheries.

Link to Corporate Plan:

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.
Accountable Council - We are providing good stewardship built on a foundation of trust. Environment is front of mind in what we do.

Background:

CPMG provides a collective approach to engage and work with Local Government authorities, industry and the general public to increase awareness, capacity, collaboration and education of pests and pest management to minimise the impacts of weeds in the environment.

Council is an ordinary member of CPMG and is permitted two voting member representatives.

Risk Management Summary:

Council has established a minimal risk appetite for reputational and environmental risks. Council participation in CPMG provides a valuable connection with stakeholders across the entire region and is an opportunity to encourage innovation, cultivate relationships, promote continual improvement, develop enduring capabilities and long-term planning skills in landholders and community groups involved in invasive plant and animal management to meet Biosecurity legislative requirements.

Options and Opportunity Analysis:

Option 1 – Continue with Councillor representatives on CPMG (officer’s recommendation)

By proceeding with option 1, Council would be retaining the status quo.

Option 1 suggested resolution:

That Council appoint Cr _____ and Cr _____ to the Management Committee of the Capricorn Pest Management Group Inc.

Option 2 – Appoint a Councillor representative and delegate authority to the Chief Executive Officer to nominate a Council employee

CPMG’s constitution does not require a voting member representative to be a Councillor though traditionally, Local Government members of CPMG have been represented by Councillors.

Option 2 suggested resolution:

That Council:

- 1. Appoint Cr _____ to the Management Committee of the Capricorn Pest Management Group Inc; and*
- 2. Delegate authority to the Chief Executive Officer to nominate a Council employee as a voting representative for Council’s membership to Capricorn Pest Management Group Inc.*

Option 3 – Withdraw from the CPMG

Council has a current membership for the period 2023-2024. Council could seek to withdraw from the CPMG if deemed appropriate by resolution of Council.

Option 3 suggested resolution:

That Council cease membership and Councillor representation with the Capricorn Pest Management Group Inc.

Stakeholder Engagement:

Nil

Legal and Regulatory Implications:

Council is entitled to be represented on boards and committees by virtue of constitutions, policies, funding arrangements and other agreements.

The appointed member representatives will be obliged to comply with Council’s policies in particular, the Councillor Code of Conduct Policy, as well as CPMG’s constitution and any other governing documents.

Financial and Resource Implications:

Should a Councillor be appointed to the Management Committee of the CPMG, it will require time in fulfilling the duties and responsibilities of the role.

GLADSTONE REGIONAL COUNCIL GENERAL MEETING AGENDA - 23 APRIL 2024

The management committee meets once every four (4) months and will meet at least one (1) month before the annual general meeting.

Anticipated Resolution Completion Date:

Within one month of resolution

Attachments:

1. CONFIDENTIAL – Capricorn Pest Management Group Constitution
2. CONFIDENTIAL – Annual Membership Letter
3. CPMG Strategic Plan 2023-2026

G/4.21. COUNCILLOR APPOINTMENT - GLADSTONE AND DISTRICT SPORTS FOUNDATION TRUST

Responsible Officer: Chief Executive Officer

Prepared By: Manager Governance and Risk

Council Meeting Date: 23 April 2024

File Ref: CM7.1

Purpose:

For Council to consider and nominate a Councillor to assist with the administration of the Gladstone and District Sports Foundation Trust.

Officer's Recommendation:

That Council nominate Cr _____ to assist with the administration of the Gladstone and District Sports Foundation Trust.

Summary:

The Gladstone and District Sports Foundation was established by Gladstone's late Mayor, Col Brown, to provide financial support to the regions' young sports people selected for either state or national representation.

Link to Corporate Plan:

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

Background:

Council currently supports the Gladstone and District Sports Foundation (the Foundation) financially with an existing agreement for funding provided by Council to cease with a final payment in the 2024/25 financial year, at which point the Foundation will be self-supporting.

Trustees of the Foundation regularly invite Council participation in the administration of the trust's affairs and accordingly, a Councillor has historically been nominated as Council's representative.

Risk Management Summary:

Council has a minimal risk appetite for reputational risk. Councillor representation on the Foundation ensures that Council's views are represented and allows for stronger relationships with the Foundation and sporting community.

Options and Opportunity Analysis:

Option 1 – Nominate a Councillor (officer's recommendation)

The Officer's recommendation reflects that Council has historically appointed a Councillor to assist with the administration of the Gladstone and District Sports Foundation Trust.

Option 1 suggested recommendation:

That Council nominate Cr _____ to assist with the administration of the Gladstone and District Sports Foundation Trust.

Option 2 – Council cease its assistance with the administration of the Gladstone and District Sports Foundation Trust

Should Council be comfortable with not having a Councillor provide assistance with the administration of the Gladstone and District Sports Foundation Trust, Council may wish to elect not to nominate a Councillor.

Option 2 suggest resolution:

That Council discontinue Councillor assistance with the administration of the Gladstone and District Sports Foundation Trust.

Stakeholder Engagement:

Nil

Legal and Regulatory Implications:

Nil

Financial and Resource Implications:

Should a Councillor be appointed to assist with the administration of the Gladstone and District Sports Foundation Trust, it will require time in fulfilling the duties and responsibilities of the role.

Anticipated Resolution Completion Date:

Within one month of resolution

Attachments:

Nil

G/4.22. COUNCILLOR APPOINTMENT - GLADSTONE AREA WATER BOARD

Responsible Officer: Chief Executive Officer

Prepared By: Manager Governance and Risk

Council Meeting Date: 23 April 2024

File Ref: CM7.1

Purpose:

To consider the nomination of a Board Member for the Gladstone Area Water Board.

Officer's Recommendation:

That Council nominate Cr _____ to the Department of Regional Development, Manufacturing and Water for appointment to the Gladstone Area Water Board.

Summary:

Gladstone Area Water Board (GAWB) is a bulk water supplier servicing part of the Gladstone region and owns and operates the Awoonga Dam along with a network of delivery pipelines, water treatment plants, storage reservoirs, and other bulk water distribution infrastructure.

Chapter 4, Part 4 of the Water Services Act 2000 (the Act) requires GAWB to have a board of directors, with the matters related to the board also being defined. The board is comprised of five persons as stated in the Gazette Notice of 27 September 2023:

- Four persons nominated by the chief executive of the Department of Natural Resources, Mines and Energy; and
- One person nominated by Gladstone Regional Council

Link to Corporate Plan:

Accountable Council - We are providing good stewardship built on a foundation of trust.
Delivering Value - We work efficiently to deliver value for your rates.
Resilient Economy - We play our part in supporting the success of our region.

Background:

Council's nominee is reviewed by the Minister for Department of Regional Development, Manufacturing and Water, with the appropriate background checks undertaken before recommendation to Cabinet / the Governor in Council for review and appointment.

Whilst section 604(2) of the Act requires the stated term of an appointment not to be more than 3 years, under section 604(4) a director continues to hold office after the director's term of office ends until the day the director's successor is appointed.

Peter Masters is currently appointed to the Board as Council's representative, with his term expiring in April 2024.

Risk Management Summary:

Council has a minimal risk appetite for reputational risk. Councillor representation on the GAWB ensures that Council's views are represented and allows for stronger relationships with GAWB.

Options and Opportunity Analysis:

Council has previously appointed an elected member to the board with Peter Masters being appointed when he held a Councillor role in 2019. As the current legislation via the corresponding gazette notice references a person nominated by Gladstone Regional Council, Peter Masters has continued in the appointment following the end of his term as councillor.

The Department has previously indicated that they are predisposed to the Council nominee being an elected members as one of the key considerations by the Department when assessing the Council nominee is the level of local expertise. The Department seek a director who is able to contribute towards ensuring community elements are considered and addressed.

Option 1 – Nomination of a Councillor (Officer's recommendation)

The advantages of a councillor nomination include:

- Local expertise with community at the forefront
- Competent with the role of a board member
- Provides an opportunity to understand the organisation and contribute to its strategic direction

A disadvantage of a councillor nomination is that councillors have a broad range of responsibilities – consideration of best use of time and whether a complimentary balance is realised.

There is no remuneration for an elected member in accordance with the procedures for remuneration of members of Queensland government bodies.

Option 1 suggested resolution:

That Council nominate Cr _____ to the Department of Regional Development, Manufacturing and Water for appointment to the Gladstone Area Water Board.

Option 2 – Nomination of a person other than a sitting Councillor

The advantages of nominating a person other than a sitting Councillor include:

- Provides separation between the two organisations
- GAWB is responsible for the remuneration of board members

The disadvantages of nomination a person other than a sitting Councillor include:

- May not pass through the cabinet process (where this occurs, Council would be required to provide an alternative nomination or where an alternative is not provided, the department will nominate).
- Ability to source a suitable nominee – personal affiliations and background within the community

Council could nominate a person via the floor of the meeting, via an expression of interest process or renominate Peter Masters as the Council representative.

Option 2 suggested resolution:

That _____ be nominated to the Department of Regional Development, Manufacturing and Water for appointment to the Gladstone Area Water Board, subject to a willingness to be nominated.

OR

That Council call for expressions of interest for consideration to be Council's nominee for the Gladstone Area Water Board.

OR

That Council renominate Peter Masters to the Department of Regional Development, Manufacturing and Water for appointment to the Gladstone Area Water Board, subject to a willingness to continue on in the appointment.

Option 3 – No nomination

If Council do not provide the Department with a nominee, the Department will nominate a person in lieu.

It should be noted that a director is not able to be replaced unless the office of the director becomes vacant under section 607 of the Act, namely the director:

- Completes the term of office and is not reappointed;
- Resigns;
- Is disqualified; or
- Is removed.

Option 3 suggested resolution:

That the Department of Regional Development, Manufacturing and Water be advised that Council will not be providing a nomination for the Gladstone Area Water Board.

Stakeholder Engagement:

Department of Regional Development, Manufacturing and Water

Legal and Regulatory Implications:

Section 12 of the Local Government Act 2009 outlines the responsibilities of a Councillor. Section 598 of the Water Act 2000 outlines the responsibilities of the GAWB Board.

Financial and Resource Implications:

Should a Councillor be nominated to the Department of Regional Development, Manufacturing and Water for appointment to the Gladstone Area Water Board, it will require time in fulfilling the duties and responsibilities of the role.

Anticipated Resolution Completion Date:

The Department of Regional Development, Manufacturing and Water will be advised of the resolution within two weeks.

Attachments:

Nil

G/4.23. COUNCILLOR APPOINTMENT - GLADSTONE HEALTHY HARBOUR PARTNERSHIP

Responsible Officer: Chief Executive Officer

Prepared By: Manager Governance and Risk

Council Meeting Date: 23 April 2024

File Ref: CM7.1

Purpose:

For Council to consider and nominate a Councillor to the Gladstone Healthy Harbour Partnership.

Officer's Recommendation:

That Council appoint Cr _____ to the Gladstone Healthy Harbour Partnership.

Summary:

The Gladstone Healthy Harbour Partnership (GHHP) brings together 25 partner organisations interested in monitoring the health of Gladstone Harbour. Formed in 2013, the partners stem from three levels of government, industry, community, traditional owners and the research sector.

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.

Background:

The cornerstone product for assessing the health of Gladstone Harbour is the GHHP Report Card. This transparent reporting tool synthesises data from 78 measures to develop 'indicators' for environmental, social, cultural and economic components of harbour health and returns an overall score, as well as individual component scores. It is a fast effective and accessible tool to support decision-making and is available to all stakeholders to help guide future management of the harbour.

GHHP is based out of Central Queensland University's Gladstone campus, with the University in charge of managing the partnership. The arrangement assists GHHP to support the Gladstone community in understanding the health of the harbour and get people involved in the research process. Council has a GHHP Memorandum of Understanding (MOU) (attachment 1) in place.

Risk Management Summary:

Council has a minimal risk appetite for reputational risk. Councillor representation on the GHHP ensures that Council's views are represented and allows for stronger relationships with GHHP.

Options and Opportunity Analysis:

Option 1 – appoint a Councillor to the GHHP (officer's recommendation)

By proceeding with option 1, Council would be retaining the status quo.

GLADSTONE REGIONAL COUNCIL GENERAL MEETING AGENDA - 23 APRIL 2024

Option 1 suggested resolution:

That Council appoint Cr _____ to the Gladstone Healthy Harbour Partnership.

Option 2 – withdraw partnership from the GHHP

There is no requirement for Council to be a partner in the GHHP. Council could seek to withdraw from the GHHP if deemed appropriate by resolution of Council.

Option 2 suggested resolution:

That Council withdraw from the Gladstone Healthy Harbour Partnership.

Stakeholder Engagement:

Nil

Legal and Regulatory Implications:

Council is entitled to be represented on boards and committees by virtue of constitutions, policies, funding arrangements and other agreements.

The appointed member representatives will be obliged to comply with Council's policies in particular, the Councillor Code of Conduct Policy, as well as GHHP's MOU and any other governing documents.

Financial and Resource Implications:

Should a Councillor be appointed to the Gladstone Healthy Harbour Partnership, it will require time in fulfilling the duties and responsibilities of the role.

Anticipated Resolution Completion Date:

Within one month of resolution

Attachments:

1. CONFIDENTIAL – Gladstone Healthy Harbour Partnership Memorandum of Understanding

G/4.24. COUNCILLOR APPOINTMENT - RECONCILIATION ACTION PLAN REFERENCE GROUP

Responsible Officer: Chief Executive Officer

Prepared By: Manager Governance and Risk

Council Meeting Date: 23 April 2024

File Ref: CM7.1

Purpose:

For Council to consider and nominate a Councillors to the Reconciliation Action Plan Reference Group with one Councillor being a co-chair.

Officer's Recommendation:

That Council appoint Cr _____ as co-chair and Cr _____ to the Reconciliation Action Plan Reference Group.

Summary:

Council's Reconciliation Action Plan (RAP) Reference Group plays a vital role in Council's reconciliation journey and will enhance connectivity and partnerships. Council developed its first RAP in 2018 to support a lasting and successful commitment to reconciliation. The purpose of Council's RAP Reference Group is to inform and guide the wider community of the RAP actions and the work that Council does in the First Nations space. The RAP Reference Group also provides Council with strategic advice on the views, needs and interests of First Nations people in the Gladstone Region.

The RAP Reference Group will inform and monitor Council's RAP implementation through collaboration, communication and positive relationships.

Link to Corporate Plan:

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

Background:

The current Terms of Reference that govern the reference group's roles and responsibilities were endorsed by resolution of Council on 7 November 2023 and are attached. As described within the Terms of Reference, Item 4.1 Membership of the RAP Reference Group states that membership shall consist of:

- *Two Gladstone Region Councillors, one of which shall be a co-chairperson;*
- *Up to seven community members consisting of Aboriginal and Torres Strait Islander residents, service providers or business owners;*
- *One Council staff member that identifies as either Aboriginal or Torres Strait Islander.*

Risk Management Summary:

Council has a minimal risk appetite for reputational risk. Councillor representation on the RAP Reference Group ensures that Council's views are represented and allows for stronger relationships with the RAP Reference Group and the broader community.

Options and Opportunity Analysis:

Option 1 – Nominate Councillors to the RAP Reference Group (Officer’s recommendation)

The Terms of Reference refer to the appointment of two Gladstone Region Councillors, with one being the co-chairperson.

Option 1 suggested resolution:

That Council appoint Cr _____ as co-chair and Cr _____ to the Reconciliation Action Plan Reference Group.

Option 2 – Reduce Councillor representation on the RAP Reference Group

Council could seek to reduce the number of councillor representatives on the RAP Reference Group to one councillor (being the co-chairperson), which would require the Terms of Reference to be amended to reflect this change of membership.

Option 2 suggested resolution:

That Council appoint Cr _____ as co-chair to the Reconciliation Action Plan Reference Group and amend the Terms of Reference accordingly.

Option 3 – Cease Councillor representation on the RAP Reference Group

Council could seek to cease Councillor representation on the RAP Reference Group which would require the Terms of Reference to be amended to reflect the change of membership.

Option 3 suggested resolution:

That Council cease Councillor representation on the Reconciliation Action Plan Reference Group and amend the Terms of Reference accordingly.

Stakeholder Engagement:

Nil

Legal and Regulatory Implications:

The RAP Reference Group operates under the Council adopted Terms of Reference.

Financial and Resource Implications:

Should a Councillor be appointed as a representative on the RAP Reference Group, it will require time in fulfilling the duties and responsibilities of the role.

Anticipated Resolution Completion Date:

Within one month of resolution

Attachments:

1. Reconciliation Action Plan (RAP) Reference Group Terms of Reference

G/4.25. COUNCILLOR APPOINTMENT - LOCAL DISASTER MANAGEMENT GROUP

Responsible Officer: Chief Executive Officer

Prepared By: Manager Governance and Risk

Council Meeting Date: 23 April 2024

File Ref: CM7.1

Purpose:

For Council to consider and nominate Councillors to the Local Disaster Management Group.

Officer's Recommendation:

That Council appoint Mayor Burnett as Chairperson and Deputy Mayor Muszkat as Deputy Chairperson of the Local Disaster Management Group.

Summary:

The Disaster Management Act 2003 (the Act) requires Council to establish a Local Disaster Management Group (LDMG) and undertake the functions specified in section 30 of the Act. The Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guideline January 2018 section 2.3.3.1 Local Disaster Management Group Membership advises that the mayor, or another councillor of the local government, is appointed as the Chairperson of the LDMG.

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.

Background:

The LDMG was last established on 18 November 2014 with the Mayor / Councillor as Chairperson and a Councillor as Deputy Chairperson. Following each election, the incoming Council needs to appoint the specific Mayor / Councillor to each position.

Risk Management Summary:

Council has a minimal risk appetite for reputational risk and health, safety and wellbeing risks. Councillor participation in the LDMG ensures that Council's views are represented and promotes stronger relationships with the community and emergency services.

Options and Opportunity Analysis:

Option 1 – Appoint Mayor as Chairperson and Deputy Mayor as Deputy Chairperson (officer's recommendation)

Historically the Mayor has been appointed the chairperson and the deputy mayor as the deputy chairperson and the officer's recommendation reflects this.

Option 1 suggested resolution:

That Council appoint Mayor Burnett as Chairperson and Deputy Mayor Muszkat as Deputy Chairperson of the Local Disaster Management Group.

Option 2 – Appoint councillors as chairperson and and deputy chairperson

The Queensland Prevention, Preparedness, Response and Recovery Disaster Management Guideline January 2018 section 2.3.3.1 Local Disaster Management Group Membership advises that the mayor, or another councillor of the local government, is appointed as the Chairperson of the LDMG. Council could seek to appoint councillors (other than the Mayor) as chairperson and deputy chairperson.

Option 2 suggested resolution:

That Council appoint Cr _____ as Chairperson and Cr _____ as Deputy Chairperson of the Local Disaster Management Group.

Stakeholder Engagement:

Nil

Legal and Regulatory Implications:

The Disaster Management Act 2003 (the Act) requires Council to establish a Local Disaster Management Group (LDMG) and undertake the functions specified in section 30 of the Act.

Financial and Resource Implications:

Councillors appointed to the LDMG will require time in fulfilling the duties and responsibilities of the role.

Anticipated Resolution Completion Date:

Within one month of resolution.

Attachments:

Nil

G/4.26. COUNCILLOR APPOINTMENT - DISASTER RECOVERY SUB-GROUPS

Responsible Officer: Chief Executive Officer

Prepared By: Manager Governance and Risk

Council Meeting Date: 23 April 2024

File Ref: CM7.1

Purpose:

For Council to consider and appoint Councillor representation to Council's Disaster Recovery Sub-Groups.

Officer's Recommendation:

That Council appoint a representative to each of the following Disaster Recovery Sub-Groups:

1. Cr _____ to the Human and Social Recovery Sub-Group;
2. Cr _____ to the Economic Recovery Sub-Group;
3. Cr _____ to the Environment Recovery Sub-Group;
4. Cr _____ to the Infrastructure Recovery Sub-Group.

Summary:

Council have the functional responsibility for recovery in the Local Disaster Management Plan. To ensure effective recovery from a disaster, the National Recovery Principles outline five lines of recovery to ensure an integrated, multi-disciplinary approach:

1. Human and Social;
2. Economic;
3. Environment; and
4. Infrastructure.

The Chief Executive Officer is the Local Recovery Coordinator, underneath the Coordinator, each line of recovery has a Councillor as Chair and a General Manager as the Responsible Officer.

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.

Background:

Council's Recovery Structure (Attachment 1) details the roles and responsibilities of each of the Disaster Recovery Sub-Groups. To ensure a fair and transparent process, the Recovery Structure is presented to Council to nominate Councillor representatives.

Risk Management Summary:

Council has a minimal risk appetite for reputational risk and health, safety and wellbeing risks. Councillor participation in the recovery groups ensures that Council's views are represented and promotes stronger relationships with the community and emergency services.

Options and Opportunity Analysis:

Option 1 – Appoint Councillor representation to each of the Disaster Recovery Sub-Groups (officer’s recommendation)

This option is in accordance with Council’s Local Disaster Management Plan.

Option 1 suggested resolution:

That Council appoint a representative to each of the following Disaster Recovery Sub-Groups:

- 1. Cr _____ to the Human and Social Recovery Sub-Group;*
- 2. Cr _____ to the Economic Recovery Sub-Group;*
- 3. Cr _____ to the Environment Recovery Sub-Group;*
- 4. Cr _____ to the Infrastructure Recovery Sub-Group.*

Option 2 – Withdraw Councillor representation on each of the Disaster Recovery Sub-Groups

Council could seek to remove Councillor representation on each of the Disaster Recovery Sub-Groups and amend the Local Disaster Management Plan to reflect the change of representation.

Option 2 suggested resolution:

That Council

- 1. Withdraw Councillor representation to each of the following Disaster Recovery Sub-Groups; and*
- 2. Amend the Local Disaster Management Plan accordingly.*

Stakeholder Engagement:

Nil

Legal and Regulatory Implications:

To ensure a streamlined and efficient recovery approach after disaster events, recovery is broken into four (4) different subgroups to allow collaboration between the specific agency representatives relevant for that line of recovery. This is based on the State Disaster Management Arrangements, the chair and responsible officer for these subgroups then form part of the overarching recovery group. As key likeages to the community, Councillors play a key role in the recovery arrangements, and as such are appointed as chairs and deputy chairs of each of the recovery subgroups.

Financial and Resource Implications:

Councillors will require time in fulfilling the duties and responsibility of the role.

Anticipated Resolution Completion Date:

Within one month of resolution.

Attachments:

1. Disaster Recovery Structure

G/4.27. NOMINATION FOR LOCAL GOVERNMENT ASSOCIATION QUEENSLAND POLICY EXECUTIVE

Responsible Officer: Chief Executive Officer

Prepared By: Manager Governance and Risk

Council Meeting Date: 23 April 2024

File Ref: CM7.1

Purpose:

For Council to consider and nominate a candidate for the Local Government Association of Queensland's Policy Executive District Representatives (District 6) 2024 – 2028.

Officer's Recommendation:

That Councillor _____ be appointed as Council's nominated candidate for the Local Government Association of Queensland's Policy Executive District Representative (District 6) 2024 – 2028.

Summary:

Local Government Association of Queensland (LGAQ) member councils elect 15 District Representatives who together with the President, form the LGAQ's Policy Executive. The Policy Executive are responsible for the determination of the Association's policy on behalf of member councils. The Policy Executive meets 6 times per year to discuss and determine LGAQ policy (refer Attachment 1).

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.

Background:

Gladstone Regional Council is a part of District 6 which also includes the councils of Banana, Central Highlands, Rockhampton and Livingstone.

To be eligible to become a Policy Executive Representative a person must:

- a) Be and remain a councillor of a member;
- b) Have been a councillor of a member immediately before a quadrennial election held in the past ninety days; and
- c) Not have been convicted of a disqualifying offence as defined in the Industrial Relations Act 1999.

The Policy Executive is responsible for:

- Appointing three directors (from the Policy Executive) to join the LGAQ President in forming the LGAQ Board;
- Appointing the Chief Executive Officer;
- Approving the annual budget; and
- Determining LGAQ's policy on behalf of member councils (in line with the overall direction set at the Annual Conference).

GLADSTONE REGIONAL COUNCIL GENERAL MEETING AGENDA - 23 APRIL 2024

The key roles of an Executive Representative can be broadly defined as:

- Representing the overall interests of local government within Queensland;
- Representing each district's interest on the Policy Executive;
- Contributing to Policy Executive decision-making; and
- Assisting in relationships between councils at a district and regional level.

It is expected that the Executive Representative will:

- Attend and represent LGAQ at meetings of regional groupings of councils, such as District Local Government Associations (and/or, where appropriate, other relevant bodies such as Regional Road Groups and RDA Committees);
- Undertake direct communication with member councils within their electoral district including on key issues and matters before the Policy Executive for consideration;
- Develop a full understanding of the scope and scale of the activities of the Association to enable referral of member councils to relevant solutions and support services;
- Familiarise themselves with and provide input into LGAQ segment plans and segment activities relevant to the councils within their district.

Policy Executive Members attending Policy Executive and Committee Meetings and other approved meetings currently receive the following remuneration with the rates reviewed each year's budget:

Daily Allowance	\$560.00
Accommodation	\$283.00

Travel costs are also reimbursed.

Nominations must be received by 12pm Wednesday 1 May 2024. If more than one candidate is nominated for the district, LGAQ will conduct an election by postal ballot.

An elected Executive Representative takes up their position in June 2024 and, subject to the Rules, holds office until June 2028.

Mayor Burnett is currently in his third term as Policy Executive for District 6.

Risk Management Summary:

Council has a minimal risk appetite for reputational risk.

Options and Opportunity Analysis:

Option 1 – Nominate a Councillor as a candidate for the LGAQ Policy Executive District Representative (District 6) 2024 – 2028 (officer's recommendation)

Officer's recommendation:

That Councillor _____ be appointed as Council's nominated candidate for the Local Government Association of Queensland's Policy Executive District Representative (District 6) 2024 – 2028.

Option 2 – Not nominate a Councillor as a candidate for the LGAQ Policy Executive District Representative (District 6) 2024 – 2028

Council could elect not to nominate a candidate for the Policy Executive.

Option 2 suggested resolution:

That Council does not appoint a nominated candidate for the Local Government Association of Queensland's Policy Executive District Representative (District 6) 2024 – 2028.

Stakeholder Engagement:

Nil

Legal and Regulatory Implications:

The Policy Executive and the election thereof is governed by Part 5 of the LGAQ Constitution, available on LGAQ's website.

Financial and Resource Implications:

It will be the nominee's responsibility if elected to manage Policy Executive requirements and Gladstone Regional Council commitments.

Following the election of Policy Executives, there will be a CEO Reference Group formed comprising the CEO's of the Executive Representatives. This group will support the Executive Representatives and provide strategic advice and input to LGAQ.

Anticipated Resolution Completion Date:

Council's nomination must be received by LGAQ by 12pm Wednesday 1 May 2024.

Attachments:

1. Fees Reimbursement and Insurance
2. LGAQ Corporate Governance Charter
3. CONFIDENTIAL – Policy Executive Members Information Schedule

G/4.28. COUNCILLOR APPOINTMENT - REEF GUARDIAN COUNCIL STEERING COMMITTEE

Responsible Officer: Chief Executive Officer

Prepared By: Manager Governance and Risk

Council Meeting Date: 23 April 2024

File Ref: CM7.1

Purpose:

For Council to consider and nominate Councillors to the Reef Guardian Council Executive Committee.

Officer's Recommendation:

That Council appoint Cr _____ and Cr _____ to the Reef Guardian Council Executive Committee.

Summary:

The Reef Guardian Councils program is a partnership between local government and the Reef Authority which recognises that local and regional approaches are central to protecting and managing the Reef and the communities it supports. The program recognises that local governments are key management partners as many of the threats to the Reef and heritage values arise outside of the Marine Park boundaries and the Reef Authority's jurisdiction.

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.

Background:

Council's are directly involved in a myriad of both statutory and non-statutory activities that minimise impacts, improve values and support the resilience of the Reef, contributing to the Reef 20250 Long-Term Sustainability Plan and the objectives of the *Great Barrier Reef Marine Park Act 1975*. There are 19 councils between Bundaberg and Cooktown in the Reef Guardian Councils program, undertaking various actions to help address the key threats to the Reef.

Council has a signed Memorandum of Understanding to participate in the program which is governed by terms of reference. The Reef Guardian Council Program Terms of Reference 2024-28 (attached) section 4.4 Executive Committee – Executive Committee members states that *'the core membership of the Reef Guardian Council Executive Committee is:*

- *Mayors / Deputy Mayors / Chief Executive Officers / Councillors / General Managers – two representatives from each Reef Guardian Council being nominated by councils. It is expected that at least one nominated representative, or their proxy attend each meeting.....'*

Over the 2020 – 2024 Reef Guardian Council program term, Council has been a part of the following:

- The release of the Reef Guardians Councils – Climate Change Initiatives Snapshot.
- Received the Reef Guardian Councils Program – Activating Local Councils' Reef Action Plans' grants valued at \$920,000.

GLADSTONE REGIONAL COUNCIL GENERAL MEETING AGENDA - 23 APRIL 2024

- Increased collaboration and information sharing through Working Group and Executive Committee meetings and field trips.
- Capacity building opportunities, such as, the lunchtime learning sessions and workplace immersion opportunities.
- Strong actions taken by Reef Guardian Councils to address the key threats to the Great Barrier Reef, in line with the *Great Barrier Reef Marine Park Act 1975* and the Reef 2050 Long-Term Sustainability Plan.

Risk Management Summary:

Council has established a minimal risk appetite for environmental and reputational risks. Being a Reef Guardian Council enables Council to focus on delivering environmental outcomes in Council activities and operations, this also achieves our reputational category. Being a Reef Guardian Council has provided funding opportunities to meet environmental outcomes which also support financial, legal and regulatory and health, safety and wellbeing outcomes. Withdrawing from the Reef Guardian Council program would come with reputational risks given our proximity to the reef and the existing funding agreements in place.

Options and Opportunity Analysis:

Option 1 – Appoint Councillors to the Reef Guardian Council Executive Committee (Officer’s recommendation)

As per the terms of reference, Council is entitled to two representatives.

Option 1 suggested resolution:

That Council appoint Cr _____ and Cr _____ to the Reef Guardian Council Executive Committee.

Option 2 – Appoint a Councillor representative and delegate authority to the Chief Executive Officer to nominate a Council employee

The terms of reference advises that the two representatives from a Reef Guardian Council can be Mayors / Deputy Mayors / Chief Executive Officers / Councillors / General Managers. Council could appoint one councillor and delegate authority to the Chief Executive Officer to nominate either the Chief Executive Officer or a General Manager to be the second representative.

It should be noted that Council’s Manager Environment and Conservation attends the Reef Guardian Council Working Group which provides a forum for technical and operational employees to share their expertise, build capacity and discuss matters to be raised at the Executive Committee meetings.

Option 2 suggested resolution:

That Council:

1. *Appoint Cr _____ to the Reef Guardian Council Executive Committee; and*
2. *Delegate authority to the Chief Executive Officer to nominate a Council employee as a representative to the Reef Guardian Council Executive Committee.*

Option 3 – Withdraw as a Reef Guardian Council

Council could seek to withdraw from the Reef Guardian Council Program. By withdrawing from the Reef Guardian Council Program, Council would miss out on the funding, collaboration, learning and networking with other Coastal Councils who are trying to achieve the same Great Barrier Reef and environmental outcomes.

Option 3 suggested resolution:

That Council withdraw from the Reef Guardian Council Program.

Stakeholder Engagement:

Nil

Legal and Regulatory Implications:

Council is entitled to be represented on boards and committees by virtue of constitutions, policies, funding arrangements and other agreements.

The appointed member representatives will be obliged to comply with Council's policies in particular, the Councillor Code of Conduct Policy, as well as the Reef Guardian Council MOU, Terms of Reference, constitution and any other governing documents.

Financial and Resource Implications:

Should Councillors be appointed to the Reef Guardian Council Executive Committee, it will require time in fulfilling the duties and responsibilities of the role.

Anticipated Resolution Completion Date:

Within one month of resolution

Attachments:

1. CONFIDENTIAL - Reef Guardian Council Memorandum of Understanding and Terms of Reference
2. Reef Guardian Council Program Information Sheet

G/4.29. COUNCILLOR APPOINTMENT - COASTAL COUNCIL ADAPTATION TASKFORCE (C-CAT) EXECUTIVE COMMITTEE

Responsible Officer: Chief Executive Officer

Prepared By: Manager Governance and Risk

Council Meeting Date: 23 April 2024

File Ref: CM7.1

Purpose:

For Council to consider and nominate a Councillor to the Coastal Council Adaptation Taskforce (C-CAT) Executive Committee.

Officer's Recommendation:

That Council appoint Cr _____ to the Coastal Council Adaptation Taskforce Executive Committee.

Summary:

The Coastal Council Adaptation Taskforce (C-CAT) is an alliance of Queensland coastal councils which aims to collectively improve capacity to adapt to coastal climate change challenges through:

- Information sharing;
- Collaborative research into common coastal climate change adaptation challenges;
- Collaboration with key partner organisations; and
- Advocacy and engagement with relevant State and Federal Government agencies on policies, programs and initiatives related to coastal climate change adaptation.

Membership is voluntary and limited to the Queensland coastal and island councils, any landward councils that will experience the impacts of sea level rise and storm surge. Membership is based on a two-yearly subscription.

Link to Corporate Plan:

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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.

Background:

The role and responsibilities of C-CAT council members are to:

- Nominate an elected and staff representative/s to form the Executive;
- Make available council representatives to form sub-committees; and
- Endorse the objectives and initiatives of C-CAT.

The structure of C-CAT is comprised of:

- C-CAT Executive Committee;
- C-CAT Secretariat; and
- Any necessary C-CAT Sub-committees.

The General Manager of Assets and Environment currently represents Council on C-CAT.

GLADSTONE REGIONAL COUNCIL GENERAL MEETING AGENDA - 23 APRIL 2024

The Executive Committee will be comprised of one elected voting member, one non-voting technical officer (unless appointed as proxy) from each of the C-CAT Council Members, and one representative from LGAQ.

The Executive's role is to:

- Undertake overarching direction setting and project decision making on behalf of C-CAT council members;
- Oversee the realisation of C-CAT's purpose and objectives;
- Oversee the implementation of the C-CAT Action Plan;
- Provide direction to the Secretariat;
- Raise awareness of C-CAT, its initiatives and activities to other State and National organisations; and
- Seek assistance and invite participation from academic institutions, State and Federal Government agencies, consultants, relevant industry stakeholders and non-government organisations.

The Executive is responsible for:

- Circulating all relevant information and / or agenda items through to the Secretariat;
- Establishing sub-committees to undertake specific tasks or projects;
- Maintaining strong communication flows to and from C-CAT; and
- Making judgements and decisions within the parameters identified by the C-CAT Action Plan.

The Terms of Reference for C-CAT are attached.

Risk Management Summary:

Council has a minimal appetite to environmental, health safety and wellbeing and reputational risks. Council has a moderate appetite to financial risk. Council's involvement in C-CAT allows Council to collaborate, network and leverage off other coastal councils that are experiencing and implementing the same or similar activities. This approach enables Council to proactively approach and manage coastal issues in a way that achieves council's risk appetite relating to our risk categories. Councillor representation provides Council with key insights on coastal adaptation issues.

Options and Opportunity Analysis:

Option 1 – Appoint a Councillor to the C-CAT Executive Committee (Officer's recommendation)

Participation in C-CAT allows member councils the opportunity to collaborate with other coastal councils on matters relating to coastal climate change challenges. Option 1 provides Council with the opportunity to have a Councillor representative on the C-CAT Executive Committee.

There are synergies between C-CAT and the Reef Guardians Committee. Previously the Councillor appointed to the Reef Guardians Committee was also appointed to the C-CAT Executive Committee.

Option 1 suggested resolution:

That Council appoint Cr _____ to the Coastal Council Adaptation Taskforce Executive Committee.

Option 2 – Not appoint a Councillor Representative

In accordance with the Terms of Reference, without a councillor representative, Council will not hold a vote on the Executive Committee and therefore will not have the ability to influence the direction of C-CAT and participate in decision making relating to C-CAT's activities.

Option 2 suggested resolution:

That Council do not appoint a Councillor representative to the Coastal Council Adaptation Taskforce Executive Committee.

Stakeholder Engagement:

Nil

Legal and Regulatory Implications:

C-CAT is a voluntary local government member-based group. The group is not an incorporated association. C-CAT is governed by the C-CAT Terms of Reference.

Financial and Resource Implications:

Council pays a two-yearly subscription fee to be a member of C-CAT. The subscription fee is set by the Executive and each council's contribution is calculated using the LGAQ's membership subscription formula, which is currently budgeted for.

There is no additional subscription cost associated with Council appointing a councillor representative.

Should a Councillor be appointed to the C-CAT Executive Committee, it will require time in fulfilling the duties and responsibilities of the role.

Anticipated Resolution Completion Date:

Within one month of resolution.

Attachments:

1. CONFIDENTIAL - C-CAT Terms of Reference

G/4.30. COUNCILLOR APPOINTMENT - GLADSTONE LOCAL MARINE ADVISORY COMMITTEE

Responsible Officer: Chief Executive Officer

Prepared By: Manager Governance and Risk

Council Meeting Date: 23 April 2024

File Ref: CM7.1

Purpose:

For Council to consider and nominate a Councillor to the Gladstone Local Marine Advisory Committee.

Officer's Recommendation:

That Council appoint Cr _____ to the Gladstone Local Marine Advisory Committee.

Summary:

The Great Barrier Reef Marine Park Authority (GBRMPA) is advised of Marine Park management issues at a local level by voluntary community-based committees called Local Marine Advisory Committees. The Gladstone Local Marine Advisory Committee (LMAC) is one of the 12 voluntary, community-based consulting bodies which covers the coastal and inland area extending from Curtis Island in the north and Rocky Point in the south. This includes the city of Gladstone and the coastal towns of Boyne Island, Tannum Sands, Agnes Water and Town of Seventeen Seventy.

Link to Corporate Plan:

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

Background:

The purpose of LMAC is to:

- Provide advice to the Authority on Marine Park issues and management proposals which support the long-term protection, ecologically sustainable use, understanding and enjoyment of the Great Barrier Reef;
- Promote the exchange of information between the Reef stakeholders, the Authority and management partners; and
- Encourage, through local community networks, actions that reduce threats to the Reef and build resilience (as identified in the Great Barrier Reef Blueprint for Climate Resilience and Adaptation, Outlook Report, and the Reef 20250 Long-Term Sustainability Plan).

The terms of reference (attached) provide further information on how the committees help the Marine Park Authority and other management agencies keep in touch with marine and coastal issues at a local level and understand the use of the Marine Park.

Any appointed Councillor attends the LMAC as a Management Partner, a category of participation reserved to government agencies (local, state and federal). Unlike Committee members, Management Partners do not have voting powers, they are also not subject to the attendance rules imposed on Committee members. Their responsibilities within LMAC revolve around the enabling a clear channel of communication between LMAC and the government including:

- Participating in the meetings;
- Contributing to committee discussions;
- Providing verbal or written updates on their management activities at each meeting;
- Enacting action items and requests for information; and
- Communicating the committee's information and issues to Council.

If the appointed Councillor cannot attend a LMAC meeting, they may appoint a proxy. Recently, Council's Manager Environment and Conservation or Research and Conservation Specialist has served as a proxy, when needed.

LMAC meets 4 times a year (generally scheduled for March, June, August and November).

Risk Management Summary:

Council has a minimal risk appetite for reputational risk and a moderate risk appetite for service delivery risks. Council is an important member of LMAC as we manage assets and make decisions that impact the local harbour and Great Barrier Reef.

Options and Opportunity Analysis:

Option 1 – Council nominates a Councillor as a Management Partner (Officer's recommendation)

This option would maintain the status quo regarding Council's participation on LMAC. A councillor presence at LMAC enables Council to contribute to the committee's discussions with the community at the forefront and gain a better understanding of community interests regarding Great Barrier Reef matters. Furthermore, it strengthens Council's ties with the community, contributing to a better social licence to operate. It also provides a clear path of communication between GBRMPA and Council, given Councillors' holistic understanding of Council's activities impacting on Great Barrier Reef management.

Option 1 suggested resolution:

That Council appoint Cr _____ to the Gladstone Local Marine Advisory Committee.

Option 2 – Council delegates the CEO to nominate a Council employee as a Management Partner

Currently, a Council employee acts as a proxy whenever the appointed Councillor cannot attend a LMAC meeting. Having a Council employee representing Council similar to the previous option, would enable Council to contribute to the committee's discussions with the community at the forefront and promote a better understanding of community interests regarding the Great Barrier Reef matters, contributing to Council's social licence to operate. Furthermore, staff members have technical expertise and considerable understanding of sustainability concerns affecting the Great Barrier Reef and their participation would enable direct operational engagement between LMAC and Council officers.

Option 2 suggested resolution:

That Council delegate to the Chief Executive Officer to appoint a relevant Officer position as a Management Partner of the Gladstone Local Marine Advisory Committee.

Option 3 – No nomination

This option is a clear risk for Council's image, community engagement and social licence to operate, as Council may be perceived to have little regard to the Great Barrier Reef's management, and is a conflict to the Memorandum of Understanding we have as a Reef Guardian Council.

Option 3 suggested resolution:

That Council advises the Gladstone Local Marine Advisory Committee that it no longer seeks to have a Management Partner on the committee.

Stakeholder Engagement:

Nil

Legal and Regulatory Implications:

There are no legal implications regarding any of the options highlighted above.

Financial and Resource Implications:

Should a Councillor be appointed to the LMAC, it will require time in fulfilling the duties and responsibilities of the role.

Anticipated Resolution Completion Date:

Within one month of resolution.

Attachments:

1. CONFIDENTIAL - Gladstone Local Marine Advisory Committee Terms of Reference

G/4.31. COUNCILLOR APPOINTMENT - TRANSPORT ENVIRONMENT ADVISORY GROUP

Responsible Officer: Chief Executive Officer

Prepared By: Manager Governance and Risk

Council Meeting Date: 23 April 2024

File Ref: CM7.1

Purpose:

For Council to consider and nominate Councillors to the Transport Environment Advisory Group (TEAG).

Officer's Recommendation:

That Council appoint Cr _____ and Cr _____ to the Transport Environment Advisory Group.

Summary:

The Transport Environment Advisory Group (TEAG) is a technical forum consisting of representatives of the Department of Transport and Main Roads (DTMR), Queensland Police Service (QPS), nominated Councillors and Council officers with the aim to share information and consider traffic related matters impacting the Gladstone region (excluding speed limit considerations).

Link to Corporate Plan:

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

Background:

The TEAG Terms of Reference (adopted by Council on 7 December 2021) (attachment 1) state that purpose of TEAG is to:

- Provide a technical forum for information sharing, consideration of traffic related matters impacting the Gladstone Region (excluding speed limit considerations), and assisting the respective road authority in the decision making progress.
- Consider and present the community's issues / concerns / ideas.
- Make technical based recommendations to resolve traffic related matters.
- Identify opportunities for cross-agency road safety initiatives and campaigns.
- Advise the relevant road authority of the outcomes / actions.

TEAG does not consider speed related issues (management of speed) as these are considered by the Speed Management Committee (SMC).

The Terms of Reference identify that the membership will be made up of the following representatives:

Organisation	Titles
Gladstone Regional Council	Councillor
	Councillor
	General Manager Assets & Environment (chairperson)
	Manager Engineering Asset Solutions
Department of Transport and Main Roads	Principal Engineer
	Senior Advisor (Road Safety)
	Senior Designer (Road Safety)
	Manager (Passenger Transport Operations)
Queensland Police Service	Officer in Charge, Calliope Highway Patrol

Risk Management Summary:

Council has a minimal risk appetite for reputational risks and health, safety and wellbeing risks. Councillor participation in TEAG provides Council with important insights into road safety and transport matters.

Options and Opportunity Analysis:

Option 1 – Appoint Councillors to TEAG (Officer’s recommendation)

The Terms of Reference refer to the appointment of two Councillors with the officers recommendation reflecting this.

Option 1 suggested resolution:

That Council appoint Cr _____ and Cr _____ to the Transport Environment Advisory Group.

Option 2 – Appoint Councillors to TEAG and appoint a Councillor as the Chairperson

The Terms of Reference refer to the appointment of two Councillors and the General Manager Assets and Environment as the Chairperson. Council may wish to consider appointing a Councillor as the Chairperson. This change would require the Terms of Reference to be amended to reflect this change of chairperson.

Option 2 suggested resolution (officer’s recommendation):

That Council

- 1. Appoint Cr _____ (chairperson) and Cr _____ to the Transport Environment Advisory Group.*
- 2. Amend the Terms of Reference accordingly.*

Option 3 – Reduce Councillor representation on TEAG

Council could seek to reduce the number of councillor representatives on TEAG to one councillor, which would require the Terms of Reference to be amended to reflect this change of membership.

Option 3 suggested resolution:

That Council appoint Cr _____ to the Transport Environment Advisory Group and amend the Terms of Reference accordingly.

Option 4 – Reduce Councillor representation on TEAG and appoint the Councillor as the Chairperson

Council could seek to reduce the number of councillor representatives on TEAG to one councillor and appoint the councillor as the chairperson. This change would require the Terms of Reference to be amended to reflect this change of membership and chairperson.

Option 3 suggested resolution:

That Council appoint Cr _____ as the chairperson to the Transport Environment Advisory Group and amend the Terms of Reference accordingly.

Option 5 – Cease Councillor representation on TEAG

Council could seek to cease Councillor representation on TEAG which would require the Terms of Reference to be amended to reflect the change of membership.

Option 5 suggested resolution:

That Council cease Councillor representation on the Transport Environment Advisory Group and amend the Terms of Reference accordingly.

Stakeholder Engagement:

Nil

Legal and Regulatory Implications:

TEAG operates under the Council adopted Terms of Reference.

Financial and Resource Implications:

Should a Councillor be appointed as a representative on TEAG, it will require time in fulfilling the duties and responsibilities of the role.

Anticipated Resolution Completion Date:

Within one month of resolution.

Attachments:

1. Transport Environment Advisory Group Terms of Reference

G/4.32. COUNCILLOR APPOINTMENT - GLADSTONE LNG REGIONAL COMMUNITY CONSULTATIVE COMMITTEE

Responsible Officer: Chief Executive Officer

Prepared By: Manager Governance and Risk

Council Meeting Date: 23 April 2024

File Ref: CM7.1

Purpose:

For Council to consider and nominate a Councillor to the Gladstone Region LNG Community Consultative Committee.

Officer's Recommendation:

That Council appoint Cr _____ to the Gladstone Region LNG Community Consultative Committee.

Summary:

The Gladstone Region LNG Community Consultative Committee (RCCC) is a community consultative body which was formed as a result of development conditions placed on the LNG industries by the Queensland State Government (Co-Ordinator General). The primary purpose of establishing the committee was to provide a mechanism for two-way communication between CSG-LNG companies and the Gladstone regional community.

Link to Corporate Plan:

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.

Background:

The administration of the RCCC rotates between the gas companies and has an independent chair. RCCC meets twice per year in March and September. The Terms of Reference (attached) for RCCC states that the role of the RCCC is to:

- Foster open and transparent dialogue between participating LNG companies and the communities in which they operate;
- Provide a forum wherein members can raise concerns or detail opportunities to participating LNG companies regarding LNG industry performance, including that related to construction and operational activities as well as social performance activities;
- Provide an information exchange about LNG company operations including regular reporting as required by the Queensland Coordinator-General.

The RCCC is an advisory body only and any recommendations or agreements are based on group consensus.

Membership of the RCCC, as defined in the Terms of Reference, consists of a maximum of 12 members and will comprise of key informed individuals who can represent the views and interests of a broad cross-section of the Gladstone Local Government Area. Membership is voluntary and for a period of two years. If the appointed Councillor cannot attend a RCCC meeting, they may appoint a proxy.

Risk Management Summary:

Council has a minimal risk appetite for reputational risks and a moderate risk appetite for financial and service delivery risks. Participation on the RCCC allows Council to gauge how the LNG industries are operating and if there are any community issues specific to the companies and/or their workforces within the Gladstone Region. It also provides an opportunity to network with representatives of the companies and community members present. It is a forum for Council to raise any matters and / or gauge the views of those involved on issues of interest.

Options and Opportunity Analysis:

Option 1 – Council nominates a councillor to the RCCC (officer’s recommendation)

This option would maintain the status quo regarding Council’s participation on the RCCC.

Option 1 suggested resolution:

That Council appoint Cr _____ to the Gladstone Region LNG Community Consultative Committee.

Option 2 – Officer only representation

Council may see value in having only a Council Officer continue to participate on the RCCC.

Option 2 suggest resolution:

That Council:

- 1. Notify the Gladstone Region LNG Community Consultative Committee that the Councillor representative has withdrawn; and*
- 2. The Chief Executive Officer be authorised to nominate an Officer position to participate on the Gladstone Region LNG Community Consultative Committee.*

Option 3 – No Council representation

There is no requirement for Council to be a member of the RCCC. This option would result in Council not having a representative on the RCCC.

Option 3 suggested resolution:

That Council notify the Gladstone Region LNG Community Consultative Committee that Council representation has been withdrawn.

Stakeholder Engagement:

Nil

Legal and Regulatory Implications:

There are no legal implications regarding any of the options highlighted above.

Financial and Resource Implications:

Should a Councillor be appointed to the RCCC, it will require time in fulfilling the duties and responsibilities of the role.

Anticipated Resolution Completion Date:

Within one month of resolution.

Attachments:

1. CONFIDENTIAL - Gladstone Region LNG Community Consultative Committee Terms of Reference

G/4.33. COUNCILLOR APPOINTMENT - LOCAL AUTHORITIES WASTE MANAGEMENT ADVISORY COMMITTEE (LAWMAC)

Responsible Officer: Chief Executive Officer

Prepared By: Manager Governance and Risk

Council Meeting Date: 23 April 2024

File Ref: CM7.1

Purpose:

For Council to consider and appoint a Councillor representative on the Local Authorities Waste Management Action Committee (LAWMAC) for ongoing participation and membership.

Officer's Recommendation:

That Council appoint Cr _____ on the Local Authorities Waste Management Action Committee as Council's representative to exercise voting rights.

Summary:

LAWMAC is a not-for-profit Incorporated Association representing the regional areas of Northern and Central Queensland comprising a membership of 29 Local Government Councils and 49 Waste Industry Corporate Members from state and federal government agencies, waste and recycling businesses, and other relevant non-government organisations. LAWMAC is dedicated to best practice waste management, resource recovery and informed representation across the waste industry sector. LAWMAC identify sustainable solutions through regional forums and interactive participation across the LAWMAC region whilst aiming towards a circular economy and zero waste by 2050.

Link to Corporate Plan:

Connecting Communities - We work with you and for you, supporting the success of our communities.
Delivering Value - We work efficiently to deliver value for your rates.
Resilient Economy - We play our part in supporting the success of our region.

Background:

LAWMAC originated as a sub-committee of the Northern Alliance of Councils in 1993, where local governments across Northern Queensland convened to advocate the need for a more collaborative regional approach to waste management and waste minimisation.

Evolving and growing over time, in February 2022 LAWMAC transitioned into an Incorporated Association. The objectives of LAWMAC are:

1. To achieve sustainable use of resources through continuous improvement of resource recovery/waste management practices by regional cooperation;
2. To facilitate positive environmental change by following the waste hierarchy principles;
3. To collaborate and develop regional and other partnerships in the implementation of sustainable resource recovery/waste management solutions;
4. To foster and support the adoption of circular economy principles in implementing resource recovery/waste management solutions;

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5. To attract public/private investment and job creation through the adoption of innovative resource recovery/waste management solutions;
6. To advocate for and influence environmental and other policy outcomes that enhance and support resource recovery/waste management practices and solutions in line with these objectives, to all levels of government;
7. To continue to enhance and develop the professionalism of LAWMAC;
8. To do all and any things as may advance the objectives of LAWMAC

LAWMAC comprises of members from the Local Government areas of Torres Shire in the north to Gladstone and Banana Shire Regions in the south and extending inland to Mount Isa, Burke and Cloncurry Shires.

Member Local Government representation under the LAWMAC Constitution and Rules 2021 (attachment 1) is generally one Councillor and one Officer with one of those representatives to hold the voting rights on behalf of the member Council.

LAWMAC meetings are held quarterly with the 2024 meeting schedule as follows:

- 20 – 21 June 2024
Host – Cairns Regional Council (Annual General Meeting)
- 22 – 23 August 2024
Host – Rockhampton Regional Council
- 21 – 22 November 2024
Host – Mackay Regional Council and Awards Dinner Event

Risk Management Summary:

Council has a minimal risk appetite for reputational and environmental risks and a moderate risk appetite for financial and service delivery risks. Ongoing participation and active involvement in LAWMAC supports strategic and operational waste activities to achieve established risk management principles set in Council's Risk Management Policy by;

- Managing risk and optimising resources and operational capabilities;
- Maintaining a risk aware culture; and
- Providing for informed decision making.

Options and Opportunity Analysis:

Option 1 – Appoint a Councillor on LAWMAC as Council's voting rights (Officer's Recommendation)

Council is a current financial member of LAWMAC and is therefore entitled to one Councillor and one Officer representation with one of those representatives to hold the voting rights. Council's Manager Waste Program Delivery is currently appointed as the officer representative.

This option would maintain the status quo regarding Council's participation on LAWMAC and continue to allow Council to have access to the networking, support, information sharing and lobbying value as a member of the Committee.

Option 1 suggested resolution:

That Council appoint Cr _____ on the Local Authorities Waste Management Action Committee as Council's representative to exercise voting rights.

Option 2 – Withdraw membership of LAWMAC

Council could seek to withdraw from LAWMAC however Council will no longer have the benefits of membership.

Option 2 suggested resolution:

That Council withdraw from the Local Authorities Waste Management Action Committee.

Stakeholder Engagement:

Nil

Legal and Regulatory Implications:

LAWMAC is an Incorporated Association with activities and function bound to the LAWMAC Constitution and Rules 2021 and relevant Office of Fair Trading requirements.

Financial and Resource Implications:

The 2023/2024 membership fee for LAWMAC is \$1,750. In addition, resources are required for Council representatives to prepare, travel, participate and report on LAWMAC meetings and activities that are included in relevant budgets

Anticipated Resolution Completion Date:

Within one month of resolution.

Attachments:

1. CONFIDENTIAL - LAWMAC Constitution and Rules 2021

G/4.34. COUNCILLOR APPOINTMENT - GLADSTONE REGIONAL ROAD GROUP AND TECHNICAL COMMITTEE

Responsible Officer: Chief Executive Officer

Prepared By: Manager Governance and Risk

Council Meeting Date: 23 April 2024

File Ref: CM7.1

Purpose:

For Council to consider and appoint Councillor representation on the Gladstone Regional Road and Transport Group.

Officer's Recommendation:

That Council

1. Appoint Mayor Burnett and Cr _____ to the Gladstone Regional Road and Transport Group; and
2. Appoint Cr _____ as an alternate delegate to the Gladstone Regional Road and Transport Group.

Summary:

Regional Road Groups, renamed Regional Road and Transport Groups (RRTG), are the main decision-making bodies of the Queensland Department of Transport and Main Roads and the Local Government and Investment Alliance (Roads Alliance). The Gladstone Regional Road Group and Technical Committee Constitution (attached) outlines the role of the RRTG and membership.

Link to Corporate Plan:

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.

Background:

The objectives of the Queensland Roads and Transport Alliance and in turn RRTGs may be best summarised as creating a more strategic and long-term approach to regional roads and transport planning, financing and delivery on the Local Roads of Regional Significance network across both state and local government resulting in:

- A safe, integrated and resilient regional transport network accessible to everyone.
- Strategically focused infrastructure investment that supports economic growth and provides greater return for every dollar invested by state and local government.
- Less duplication of resources and effort.
- Improved road stewardship and workforce capability and capacity through training, technology adoption and knowledge transfer.
- Operational efficiencies through improved project coordination, scheduling and delivery.

Part 1 of the Constitution further details the role of the RRTG.

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Part 2 of the Constitution outlines the membership of the RRTG including that Council's delegates be:

1. The Mayor of Council
2. The Portfolio Councillor.

If either of Council's delegates are unable to attend meetings of the Committee, Council will appoint another elected member as their alternate delegate. Each member has one vote.

The constitution provides that the Department of Transport and Main Roads Representatives are:

- The Regional Director, Fitzroy Region; and
- Manager Network and Performance, Fitzroy Region

Or their delegate/s.

It is noted that each RRTG has a Technical Committee. Part 3 of the Constitution outlines the role of the Technical Committee including the following:

- Providing recommendations to the RRTG for decision making; and
- Supporting the RRTG with information gathering and advice.

Part 4 of the Constitution outlines the membership of the Technical Committee including the following:

- Director of Infrastructure or delegate;
- Council's Manager Infrastructure Planning;
- Queensland Department of Transport and Main Roads – Manager (Network & Performance, Fitzroy Region);
- Queensland Department of Transport and Main Roads – Principal Engineer (Network Performance), Fitzroy Region.

The RRTG meets twice a year, generally around March / April and September / October (this timing will be affected slightly this year by Council elections). The Technical Committee meets quarterly generally in February, May, August and November.

Risk Management Summary:

Council has established a minimal risk appetite for reputational risk and health safety and wellbeing and a moderate risk appetite for service delivery. Representation by a councillor allows Council to have an enhanced level of involvement in creating a more strategic and long-term approach to regional roads and transport planning, financing and delivery.

Options and Opportunity Analysis:

Option 1 – Appoint Councillors to the RRTG (officer's recommendation)

This option would maintain the status quo regarding Council's participation in the RRTG and continue to allow Council to engage in creating a strategic and long-term approach to regional roads and transport planning.

Option 1 suggested resolution:

That Council

1. *Appoint Mayor Burnett and Cr _____ to the Gladstone Regional Road and Transport Group. and*
2. *Appoint Cr _____ as an alternate delegate to the Gladstone Regional Road and Transport Group.*

Option 2 – Withdraw Councillor representation on the RRTG

There is no legislative requirement for an RRTG to be formed. RRTG's are formed under the umbrella of the Queensland Roads and Transport Alliance which is an ongoing cooperative governance arrangement between Queensland Transport and Main Roads and Local Government Association of Queensland (LGAQ) on behalf of Queensland Councils.

Forming or joining an RRTG is voluntary. Every Council in Queensland, with the exception of some of the indigenous Councils on the Cape and Torres Strait, are members of an RRTG.

Option 2 suggested resolution:

That Council withdraw from the Gladstone Regional Road and Transport Group.

Stakeholder Engagement:

Nil

Legal and Regulatory Implications:

The RRTG is governed by the Gladstone Regional Road Group and Technical Committee Constitution.

Financial and Resource Implications:

Should councillors be appointed to the RRTG, it will require time in fulfilling the duties and responsibilities of the role.

Anticipated Resolution Completion Date:

Within one month of resolution.

Attachments:

1. CONFIDENTIAL – Gladstone Regional Road Group and Technical Committee Constitution

G/5. COUNCILLORS REPORT

G/6. URGENT BUSINESS

G/7. NOTICE OF MOTION

G/8. CONFIDENTIAL ITEMS

**G/8.1. REQUEST FOR PROPOSAL 134-23 ROADS AND CIVIL INFRASTRUCTURE
UPGRADES AND RENEWALS - LOWMEAD ROAD CIVIL INFRASTRUCTURE
PROJECT**

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Manager Contracts and Procurement

Council Meeting Date: 23 April 2024

File Ref: FM21.1

Reason for Confidentiality:

This report is **CONFIDENTIAL** in accordance with Section 254J of the Local Government Regulation 2012, the meeting is to be closed to the public to discuss business relating to the following: -

(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.