



GLADSTONE
REGIONAL COUNCIL

GENERAL MEETING MINUTES

**HELD AT THE COUNCIL CHAMBERS - CIVIC CENTRE
101 GOONDOON STREET, GLADSTONE**

On Tuesday 18 June 2024

Commencing at 9.00am

**Carly Quinn
CHIEF EXECUTIVE OFFICER, Acting**

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Elected Members

Councillor - Mayor M Burnett
Councillor G Churchill
Councillor K Goodluck
Councillor K Davis
Councillor M Wagner
Councillor M Holzheimer
Councillor N Muszkat (via teams)
Councillor S McClintock
Councillor L Patrick

Officers

C Quinn (Chief Executive Officer, Acting)
R Millett (Executive Secretary)
T Whalley (Manager Governance and Risk)
M Holmes (General Manager Finance Governance and Risk)
K Lee (General Manager Community and Lifestyle)
J Tumbers (General Manager Operations)
M Francis (General Manager Assets and Environment)
A Moore (General Manager Customer Experience, Acting)
T Howarth (General Manager People and Strategy, Acting)
B Janson (Manager Community Partnerships)
J Iwasaka (Community Development Specialist)
J Rossow (Manager Contracts and Procurement, Acting)
E Landman (Manager Revenue Services)

G/0.3.2. APOLOGIES AND LEAVE OF ABSENCE

Nil

G/0.3.3. MESSAGES OF CONDOLENCE

Nil

G/0.3.4. DECLARATION OF INTERESTS

Cr Muszkat

Councillor Natalia Muszkat declared a declarable conflict of interest in Agenda Item G/3.1. GLADSTONE AREA PROMOTION AND DEVELOPMENT LIMITED (GAPDL) deputation as she is the chair of the board of Strong Communities Limited who has a service agreement with GAPDL.

Cr Muszkat advised that she would leave the meeting room for the consideration of Item G/3.1.

Cr Patrick

Councillor Leanne Patrick declared a declarable conflict of interest in Agenda Item G/3.1. GLADSTONE AREA PROMOTION AND DEVELOPMENT LIMITED (GAPDL) deputation as she is a paid member of the GAPDL Communities for Children.

Cr Patrick advised that although she has a declarable conflict of interest, she believed that a reasonable person would perceive her to be impartial as she does not stand to gain a benefit and requested to remain in the meeting room for the consideration of Item G/3.1.

GM/24/5235 Council Resolution:

Moved Cr Holzheimer
Seconded Cr Wagner

That notwithstanding Cr Patrick's declarable conflict of interest, it is in the public interest for Cr Patrick to remain in the room and participate in the decision without restriction.

CARRIED

For the Motion: Cr McClintock, Cr Holzheimer, Cr Davis, Cr Goodluck, Cr Patrick, Cr Wagner, Cr Churchill, Mayor Burnett

Against the Motion: Nil

Ineligible: Cr Muszkat

G/1. MAYORAL STATEMENT OF CURRENT ISSUES

This weekend is the Mt Larcom Show. One of the biggest events in our region for the year. Fantastic agricultural and family show in Mt Larcom on Saturday 22 June 2024 and Sunday 23 June 2024. Make sure you get there and enjoy the show.

This Wednesday (19 June 2024) we have the 2025 Apprenticeship and Traineeship Program Information Session at the Philip Street Communities and Families Precinct. Anyone wanting to join the team at Council, our trainees and apprentices are some of the best in the nation, go along to the Philip Street Communities and Families Precinct and find out more about our trainee and apprenticeship programs. You can also find out more information on Council's website. There is plenty of time to nominate and register for those positions and the roles will commence in 2025.

Our Citizenship Ceremony is coming up tomorrow night (Wednesday 19 June 2024) at the Gladstone Entertainment Convention Centre (GECC). We are looking forward to welcoming our new Australian Citizens.

The World Science Festival is happening on Friday (21 June 2024) and Saturday (22 June 2024) at the GECC as well. Friday is for the schools and then open to the general public on Saturday. Recommend anyone interested in science and STEM to take the kids along to the GECC on Saturday.

There are lots of fun runs happening in the region. On the weekend (Saturday 15 June 2024), we had the Curtis Island Trail Run, which was a number of events on Curtis Island. Congratulations to APLNG as sponsors and to Gladstone Road Runners. We have the Port to Park (Sunday 18 August 2024). Nominations are now open for the Port to Park with a 3km and 10km event. We have the Boyne Valley 50 which is coming up on Saturday 20 July 2024. Councillor Simon McClintock will be doing 25km and I will be doing 12km. Well done to everyone who will be participating in that event. Well done to everyone involved in organising those events.

On the weekend of Friday 7 June 2024 through to Sunday 9 June 2024, was the Pride Festival in the Gladstone Region. Congratulations to the organisers of that event.

G/2. CONFIRMATION OF MINUTES

G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 4 JUNE 2024

Responsible Officer: Chief Executive Officer

Prepared By: Executive Secretary

Council Meeting Date: 18 June 2024

File Ref: CM7.2

Purpose:

Confirmation of the minutes of the General Meeting held on 4 June 2024.

Officer's Recommendation:

That the minutes of the General Meeting of Council held on 4 June 2024 be confirmed.

GM/24/5236 Council Resolution:

Moved Cr Patrick

Seconded Cr Davis

That the Officer's Recommendation be adopted.

CARRIED

G/3. DEPUTATIONS

G/3.1. GLADSTONE AREA PROMOTION AND DEVELOPMENT LTD (GAPDL)

Responsible Officer: Chief Executive Officer

Prepared By: Executive Secretary

Council Meeting Date: 18 June 2024

File Ref: CM7.6

Cr Muszkat (declarable conflict of interest)
left the room for Agenda Item G/3.1. and did not participate in the decision.
(refer G/0.3.1. Disclosure of Interest section of the minutes - page 4)

Purpose:

Gladstone Area Promotion and Development Limited (GAPDL) will provide an update to Council including recent activities and key performance indicators.

Officer's Recommendation:

That the deputation from Gladstone Area Promotion and Development Limited (GAPDL) be received.

GM/24/5237 Council Resolution:

Moved Cr Churchill
Seconded Cr Holzheimer

That the Officer's Recommendation be adopted.

CARRIED

For the Motion: Cr McClintock, Cr Holzheimer, Cr Davis, Cr Goodluck, Cr Patrick, Cr Wagner, Cr Churchill, Mayor Burnett

Against the Motion: Nil

Ineligible: Cr Muszkat

G/4. OFFICERS' REPORTS

G/4.1. ENDORSEMENT OF THE ACCESS AND INCLUSION ACTION PLAN 2024-27

Responsible Officer: General Manager Community and Lifestyle

Prepared By: Community Development Specialist

Council Meeting Date: 18 June 2024

File Ref: CR15.1

Purpose:

This report seeks Council endorsement of the Access and Inclusion Action Plan 2024-2027.

Officer's Recommendation:

That Council endorse the Access and Inclusion Action Plan 2024-2027.

GM/24/5238 Council Resolution:

Moved Cr Holzheimer

Seconded Cr McClintock

That the Officer's Recommendation be adopted.

CARRIED UNANIMOUSLY

The meeting was adjourned at 10.08am for morning tea and reconvened at 10.25am.

G/4.2. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 MAY 2024

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Management Accounting Specialist

Council Meeting Date: 18 June 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 May 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 May 2024 as required under Section 204 Local Government Regulation 2012.

GM/24/5239 Council Resolution:

Moved Cr Wagner
Seconded Cr Patrick

That the Officer's Recommendation be adopted.

CARRIED

G/4.3. REVENUE POLICY

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Governance Business Partner

Council Meeting Date: 18 June 2024

File Ref: CM28.2

Purpose:

To consider the annual review of the Revenue Policy prior to the adoption of the 2024/2025 budget.

Officer's Recommendation:

That Council:

1. Repeal P-2023-06 Revenue Policy; and
2. Adopt P-2024-01 Revenue Policy provided as Addendum 1 and apply it to the 2024/2025 financial year.

GM/24/5240 Council Resolution:

Moved Cr Churchill
Seconded Cr Patrick

That the Officer's Recommendation be adopted.

CARRIED

G/4.4. INFORMATION MANAGEMENT POLICY

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Manager Governance and Risk

Council Meeting Date: 18 June 2024

File Ref: CM28.2

Purpose:

For Council to consider the adoption of an Information Management Policy.

Officer's Recommendation:

That Council adopt the Information Management Policy (P-2024-02) provided as Addendum 2.

GM/24/5241 Council Resolution:

Moved Cr Goodluck

Seconded Cr Holzheimer

That the Officer's Recommendation be adopted.

CARRIED

G/4.5. 2024-25 GENERAL SOLE SUPPLIERS

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Manager Contracts and Procurement

Council Meeting Date: 18 June 2024

File Ref: FM21.1

Purpose:

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

Officer's Recommendation:

That in accordance with Section 235(a) of the *Local Government Regulation 2012*, Council is satisfied that the below suppliers are the only suppliers reasonably available to deliver the relevant product/service for the 2024/25 financial year.

Supplier	Description	Category Manager
GIS		
1Spatial	Only reseller in Australia of FME mapping software used by GIS team	Manager Asset Governance
Environment		
Australian Laboratory Services Pty Ltd (formerly ALS Limited)	Only drinking water analysis provider in Gladstone with the nearest competing laboratories in Brisbane and Townsville	Manager Environment and Conservation
Ecoscope Environmental Pty Ltd	Only NATA accredited laboratory with proximity to Gladstone with the nearest competing laboratories in Brisbane and Townsville	Manager Environment and Conservation
Parks		
Mottech Parkland Australia	Only Australian importer and distributor of Irrinet irrigation systems	Manager Parks Program Delivery
Pacific Biologics	Only importer and distributor of ProLink Mosquito control products	Manager Parks Program Delivery

GM/24/5242 Council Resolution:

Moved Cr McClintock

Seconded Cr Patrick

That the Officer's Recommendation be adopted.

CARRIED

G/4.6. 2024-25 GENERAL SPECIALISED SUPPLIERS**Responsible Officer:** General Manager Finance Governance and Risk**Prepared By:** Manager Contracts and Procurement**Council Meeting Date:** 18 June 2024**File Ref:** FM21.1**Purpose:**

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

Officer's Recommendation:

That in accordance with Section 235(b) of the *Local Government Regulation 2012*, Council is satisfied that because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders from suppliers for the relevant services for the 2024/25 financial year.

Supplier	Description	Category Manager
Executive		
Gladstone Engineering Alliance (GEA)	Specialised body established to strengthen business and industry relationships within the Gladstone Region	Chief Executive Officer
Institute of Public Works Engineering Australasia (IPWEA)	Specialised peak association for professionals who deliver public works and engineering services	Chief Executive Officer
Finance Systems		
Technology One Pty Ltd	Proprietor of Technology One software. Enterprise resource planning (ERP) software for Council that drives accounting systems, supply chain & asset management	Financial Controller
GIS		
ESRI Australia Pty Ltd	Proprietor of ArcGIS software, Council's online mapping system including technical support services.	Manager Asset Governance
Communications		
Central Queensland Media Pty Ltd t/a CQ Today and Gladstone Today	Publisher of CQ Today and Gladstone Today and provider of advertisement services	Manager Communications
Kvitko Holdings T/A Elevate Media (Gladstone News)	Publisher of Gladstone News and provider of advertisement services	Manager Communications
Queensland Regional Broadcasters (Grant Broadcasters)	Provider of advertising services for 4CC and Kix Country radio.	Manager Communications
Social Pinpoint	Proprietor of the Social Pinpoint Conversations Platform used for community engagement	Manager Communications
Southern Cross Austereo	Provider of advertising services for Hit FM 93.5 and Triple M Radio	Manager Communications
Community Development		
Interventions Plus	Facilitator of training for Intervention Plus courses, dedicated to breaking anger, violence, and anti-social behaviour in youth and offering these courses to Youth Workers	Manager Community Partnerships

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Governance		
Jardine Lloyd Thompson Pty Ltd	Specialists in providing insurance products and services to local government e.g. Directors and Officers Liability and Environment Impairment Liability.	Manager Governance and Risk
ICT		
Acquire Technology Solutions Pty Ltd	Proprietor of Envirosys, a specialised data management system that stores environmental and drinking water quality and wastewater data.	Manager ICT
Aurion Corporation Pty Ltd	Proprietor of Aurion software used for payroll management	Manager ICT
Chemwatch	Proprietor of Chemwatch software used for the storage and management of Material Safety Data Sheets (MSDS) and Safety Data Sheets (SDS)	Manager ICT
Civica Pty Ltd	Proprietor of Reflect and Recover software used by Roads Program Delivery for asset management and RMPC contract coordination	Manager ICT
F3EE Pty Ltd	Australian-based Channel Partner of Bentley Systems for Open Flow (WaterGEMS and SewerGEMS) software. An advanced engineering software used to analyse, design, and optimise water and sewer distribution systems.	Manager ICT
Harbour Software	Proprietor of Doc Assembler and Docs on Tap software provider	Manager ICT
Ibis Information Systems Pty Ltd	Proprietor of Ibis Information Systems Software used for Rates modelling	Manager ICT
IDEXX Laboratories Pty Ltd	OEM for IDEXX Colilert System used to detect and quantify coliforms and Escherichia coli in water and wastewater.	Manager ICT
Infor Global Solutions (ANZ) Pty Ltd	Proprietor of Pathway software, an end-to-end cloud solution designed to enable Local Governments to manage regulatory services, people, land and property revenue services.	Manager ICT
LG Solutions	Proprietor of LG Solution software used for fees and charges	Manager ICT
QIT Plus Pty Ltd	Proprietor of Guardian software used for disaster management	Manager ICT
Schneider Electric (Australia)	Proprietor of Schneider Electric GeoSCADA Software. An interface with a database that displays information collected from our sewerage and water assets, monitoring sites and sending alarms via the system. Data is also used to investigate and monitor the conditions and performance of various assets	Manager ICT
Property		
Electrical Refrigeration Enterprises	Local authorised agent for ZIP water systems	Manager Maintenance
Ruswin Locksmiths and Security (Authorised dealer and billing agent for Davcor Group Pty Ltd t/a Electronic Keying Australia)	OEM for electronic keys and vaults used to access Council buildings providing the hosting, maintenance, and support of the associated Cyberlock software and database.	Manager Maintenance
Fleet		
Andersons Auto City	Local OEM dealership for the purchase of new vehicles, parts and servicing for vehicles	Manager Operations Support
Bill Robertson Toyota	Local OEM dealership for the purchase of new vehicles, parts and servicing for vehicles	Manager Operations Support
Curtis Coast Automotive	Local OEM dealership for the purchase of new vehicles, parts and servicing for vehicles	Manager Operations Support
Reef City Motors	Local OEM dealership for the purchase of new vehicles, parts and servicing for vehicles	Manager Operations Support

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EZ Machinery	OEM for EZ Hydraulic Mulcher Attachments and Spare Parts	Manager Operations Support
Farm and Garden Products Pty Ltd	Closest (Rockhampton) authorised agent for parts and servicing of Kioti Tractors, Bobcat Excavators, Twose Remote Track Mower, Kanga Mini Loader and Polaris Ranger UTVs	Manager Operations Support
GCM Enviro Pty Ltd	OEM of landfill compactor parts and servicing	Manager Operations Support
Hastings Deering (Australia) Pty Ltd	OEM parts and servicing for Caterpillar machinery	Manager Operations Support
Milne Bros	OEM parts and service for Hino Trucks	Manager Operations Support
Netstar Australia Pty Ltd	Provider of GPS Data Plan for GRC Vehicles	Manager Operations Support
Terrequip Pty Ltd	OEM for JCB Equipment parts and servicing	Manager Operations Support
Western Truck Group Pty Ltd	OEM parts for Volvo machinery and servicing	Manager Operations Support
Wideland Group	OEM parts for Iveco and Isuzu Trucks and servicing	Manager Operations Support
Parks		
Austeng Crematoria and Cemetery	OEM for Crematorium parts and service at Boyne Island Memorial Parklands	Manager Parks Program Delivery
J.H. Wagner & Sons	OEM for marker stones used at the Boyne Tannum Memorial Gardens	Manager Parks Program Delivery
Takura Bark & Compost	OEM for Takura Engineered Softfall (natural, renewable, non-toxic softfall for playground areas	Manager Parks Program Delivery
Recruitment		
SEEK Limited	Provider of online recruitment advertising linked to Aurion software system used for recruitment	Manager People Services
Libraries		
Nextra Valley News	Magazine and newspaper delivery and supply for Council libraries	Manager Regional Libraries
Waste		
Mettler Toledo-Limited	OEM of weighbridge service and parts for Gladstone Transfer Station and Benaraby Landfill	Manager Waste Program Delivery
Water		
ABB Australia Pty Limited	Original Equipment Manufacturer ("OEM") of ABB water flow meters	Manager Water Program Delivery
Aqua-tec Fluid System Pty Ltd	Supply of like for like pumps, associated equipment, and service support. Utilised across the southern region sewer network of Gladstone.	Manager Water Program Delivery
Endress & Hauser Australia Pty Ltd	OEM for Transducers and Radar Micro pilot measurement instrumentation components used within the Water Treatment Plants.	Manager Water Program Delivery
NuGrow Rockhampton Pty Ltd	Provider of water and sludge material disposal services	Manager Water Program Delivery
Sewer Equipment Company (Aust)	OEM for camera equipment used in the CCTV van	Manager Water Program Delivery
Taggle	OEM for Taggle Smart Water Metering Solution	Manager Water Program Delivery
Shared Services		
Cat & Back	Provider of Central Queensland freight services	Not Applicable
Gladrock Transport	Provider of Central Queensland freight services	Not Applicable
Origin Energy	Supplier of gas and gas infrastructure at GECC	Not Applicable

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Team Global Express Pty Ltd (includes NOX, IPEC and TOLL IPEC)	Australia wide freight services	Not Applicable
Telstra	Telecommunications Infrastructure provider in Central Queensland	Not Applicable

GM/24/5243 Council Resolution:

Moved Cr Churchill
Seconded Cr Muszkat

That the Officer's Recommendation be adopted.

CARRIED

G/4.7. EXTERNAL AUDIT - INTERIM MANAGEMENT LETTER

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Financial Accounting Specialist

Council Meeting Date: 18 June 2024

File Ref: FM4.4

Purpose:

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

Officer's Recommendation:

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

GM/24/5244 Council Resolution:

Moved Cr Muszkat

Seconded Cr Davis

That the Officer's Recommendation be adopted.

CARRIED

G/5. COUNCILLORS REPORT

Nil

G/6. URGENT BUSINESS

Nil

G/7. NOTICE OF MOTION

Nil

GM/24/5245 Procedural Motion:

Moved Cr Goodluck
Seconded Cr Davis

That the meeting be closed in accordance with section 254J(e) of the Local Government Regulation 2012 to discuss Item G/8.1. WRITE-OFF REPORT as the report will discuss legal advice obtained by the local government or legal proceedings involving the local government, including, for example, legal proceedings that may be taken by or against the local government.

CARRIED

The item was discussed and considered including the presentation of different options to consider and the opportunities and risks associated with the item.

GM/24/5246 Procedural Motion:

Moved Cr Wagner
Seconded Cr Churchill

That Council re-open the meeting to the public.

CARRIED

G/8. CONFIDENTIAL ITEMS

G/8.1. WRITE-OFF REPORT

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Manager Revenue Services

Council Meeting Date: 18 June 2024

File Ref: FM7.1

Purpose:

The purpose of this report is to seek Council approval to write off unrecoverable outstanding debtors as of 30 June 2024.

Officer's Recommendation:

That the outstanding debtors identified below are to be written off:

1. Debtor No 16102 - Outstanding debt to the value of \$7,528.90
2. Debtor No 55352 - Outstanding debt to the value of \$1,550.67
3. Debtor No 55408 - Outstanding debt to the value of \$1,511.40
4. Debtor No 55481 - Outstanding debt to the value of \$1,188.84
5. Debtor No 55523 - Outstanding debt to the value of \$ 600.18
6. Debtor No 55536 - Outstanding debt to the value of \$1,713.00

GM/24/5247 Council Resolution:

Moved Cr Holzheimer
Seconded Cr Goodluck

That the Officer's Recommendation be adopted.

CARRIED

There being no further business the Mayor formally closed the meeting.

THE MEETING CLOSED AT 11.29am.

ATTACHMENTS

Addendum 1

Gladstone Regional Council

Council Policy

Title	REVENUE POLICY
Policy Number	P-2024-01
Business Unit/s	FINANCE GOVERNANCE AND RISK
Date of Adoption	
Resolution Number	
Review Date	
Date Repealed	

1.0 PURPOSE:

Under section 169(2)(c) of the *Local Government Regulation 2012* (Regulation), Gladstone Regional Council's (Council) budget must include a Revenue Policy, with section 193 of the Regulation setting out what the Revenue Policy must state.

Section 193(3) also requires that "a local government must review its revenue policy annually and in sufficient time to allow an annual budget that is consistent with the revenue policy to be adopted for the next financial year".

This policy seeks to meet the above requirements.

2.0 SCOPE:

In accordance with section 193(1) of the Regulation, the scope of this policy is to set out the principles to be used by Council in the framing of its rates and charges for the 2024/2025 year in the following areas:

- levying of rates and charges; and
- granting of concessions for rates and charges; and
- purpose for granting concessions for rates and charges; and
- recovery of overdue rates and charges; and
- setting of cost recovery methods; and
- the extent to which physical and social infrastructure costs for a new development are to be funded by charges for the development.

A Revenue Policy may also (under section 193(2) of the Regulation) state guidelines that may be used for preparing the local government's Revenue Statement. No such guidelines have been included in this policy.

3.0 RELATED LEGISLATION:

- *Human Rights Act 2019*;
- *Local Government Act 2009*;
- *Local Government Regulation 2012*.

4.0 RELATED DOCUMENTS:

- Revenue Statement;
- Debt Administration Corporate Standard;
- Rates and Charges Concessions and Exemptions Policy.

5.0 DEFINITIONS:

To assist in interpretation of this policy, definitions that apply are available in the dictionary of the:

- *Local Government Act 2009*;
- *Local Government Regulation 2012*.

6.0 POLICY STATEMENT:

6.1 General Principles

Council will raise its revenue in accordance with two basic principles of revenue collection:

- requirement-to-pay principle; and
- benefit principle.

Council will use a combination of the requirement-to-pay principle and the benefit principle, applied consistently across the region, as a rational and generally equitable means of raising its revenue.

6.1.1 Requirement-to-Pay Principle

By this principle, landowners (and some land occupiers) are levied with a tax (a general rate) based on the value of their land.

The general rate funds programs where there is not a direct link between the service recipient and the service. Examples include parks, roads, community services, cultural development, disaster management, statutory services, economic development, and general administration.

6.1.2 Benefit Principle

The benefit principle requires that individuals in the community pay for goods and services:

- from which they derive a special benefit; or
- for which they especially generate a need; or
- that they acquire individually from Council.

The benefit principle will be applied where there is a clear link between the service recipient and the use of the goods or services. Examples include connection to a water supply or sewerage service.

6.2 Principles Used for the Levying of Rates and Charges

Section 94 of the *Local Government Act 2009* (Act) obliges Council to levy general rates on all rateable land within its local government area.

Council will be guided by its legislative obligations under the Act and the Regulation and will give due consideration to:

- the requirement to balance its service levels;
- the needs and expectations of the community; and
- the setting of appropriate rates and charges to adequately resource its roles and responsibilities.

Council will apply the following principles in the 2024/2025 financial year:

- Council will be transparent in its revenue raising activities and will endeavour to use systems and practices able to be understood by the community;
- Council will be accountable to ratepayers and service recipients to ensure revenue is applied effectively and efficiently in satisfying the objectives for which the revenue was raised;
- Council will ensure it manages revenue diligently, having in place a revenue system that is simple and inexpensive to administer whilst having regard to its long-term financial plan, relevant drivers, and price paths;
- Section 74 of the Regulation requires Council to use property valuations for raising rate revenue, Council will monitor the impact of valuation changes and limit increases to rates and charges where possible; and
- Council will establish different rating categories based on land use and the potential use of the land to recognise the different demands placed on Council resources.

6.3 Principles Used and Purposes for the Granting of Concessions for Rates and Charges

Chapter 4, Part 10 of the Regulation provides Council with the power to grant a ratepayer a concession for rates and charges for land.

Council will grant concessions in accordance with the criteria set out in section 120 of the Regulation and will be guided by the principles of:

- encouraging pensioners to be independent and live in their own home where possible which Council considers has a "quality of life" benefit;
- acknowledging the role of community and sporting organisations by providing financial assistance to those non-profit organisations that would otherwise have difficulty in paying their general rates without such concession;
- supporting property owners experiencing financial hardship; and
- applying the same treatment for ratepayers with similar circumstances.

6.4 Principles Used for the Recovery of Overdue Rates and Charges

Council will exercise its rate recovery powers under Chapter 4, Part 12 of the Regulation in order to reduce the overall rate burden on ratepayers.

Council will be guided by the principles of:

- Ratepayers are expected to pay all rates and charges by the due date and Council will consider legal action if rates and charges remain outstanding;
- Council will make clear the obligations of ratepayers and the processes used by Council in assisting them to meet their financial obligations;
- Council will ensure it manages overdue rates and charges diligently, having in place a recovery system that is simple and inexpensive to administer; and
- Council will apply the same treatment for ratepayers with similar circumstances.

6.5 Principles Used for Cost-Recovery Methods

Section 97 of the Act provides Council with the power to set cost-recovery fees.

Council considers that in almost all instances it is appropriate and in the community interest to apply full cost recovery to its water, sewerage, and waste management services.

The recovery methods used may include obtaining a return on capital for assets used in the delivery of these services as appropriate and where identified in the long term financial forecast. A return on capital will only be calculated and charged where permissible under the Act or Regulation.

Council will achieve efficiency and sustainable financial management by imposing charges that accurately reflect the full cost of the provisions of services where appropriate.

From time to time, Council may decide to subsidise a fee or a charge when Council considers that it is in the community interest to do so.

6.6 Principles Used for Funding Physical and Social Infrastructure Costs for a New Development

Council will fund the physical and social costs of any new development by levying charges upon that development so that the burden on existing ratepayers is minimised, noting that this may be subject to legislative constraints in accordance with the provisions of the *Planning Act 2016*.

Council may decide to subsidise from other sources (e.g. general rate revenue) the charges payable for the development:

- when Council considers that it is in the community interest to do so having regard for the capability to pay within the community; and
- in recognition that there may be broader economic issues, at times, that may require the flexibility in the determination of infrastructure charges by Council.

7.0 ATTACHMENTS:

Nil

8.0 REVIEW MECHANISM:

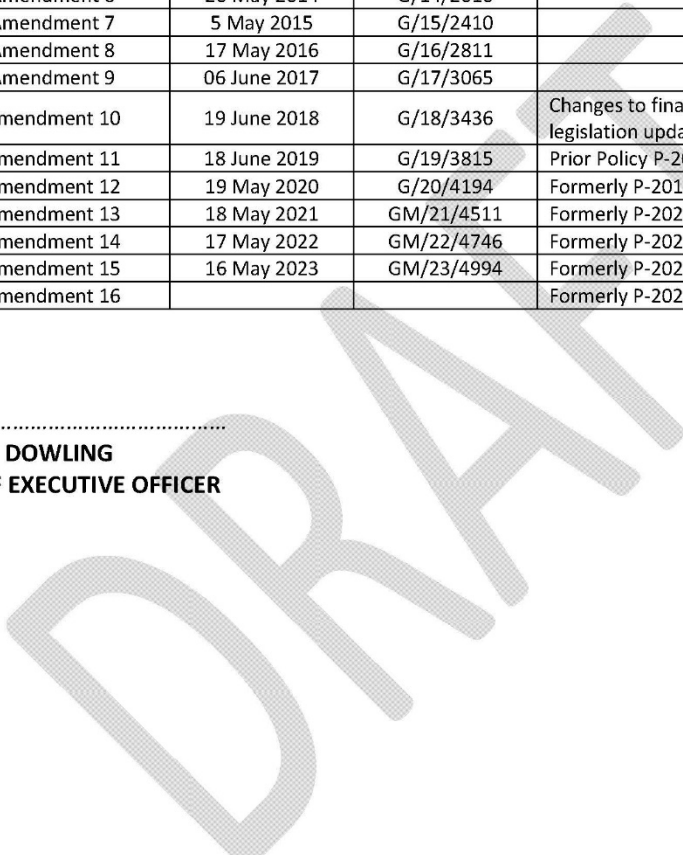
This policy will be reviewed when any of the following occur:

1. The related legislation or governing documents are amended or replaced; or
2. Other circumstances as determined by resolution of Council or the CEO; or
3. Annually in preparation of budget adoption.



TABLE OF AMENDMENTS			
Document History	Date	Council Resolution No.	Notes (including the prior Policy No, precise of change/s, etc)
Originally Approved	03 June 2008	08/241	
Amendment 1	16 June 2009	09/334	
Amendment 2	15 June 2010	10/194	
Amendment 3	21 June 2011	G/11/588	
Amendment 4	03 July 2012	G/12/1114	
Amendment 5	04 June 2013	G/13/1568	
Amendment 6	20 May 2014	G/14/2010	
Amendment 7	5 May 2015	G/15/2410	
Amendment 8	17 May 2016	G/16/2811	
Amendment 9	06 June 2017	G/17/3065	
Amendment 10	19 June 2018	G/18/3436	Changes to financial year and Planning legislation update
Amendment 11	18 June 2019	G/19/3815	Prior Policy P-2018-19
Amendment 12	19 May 2020	G/20/4194	Formerly P-2019-12.
Amendment 13	18 May 2021	GM/21/4511	Formerly P-2020-04.
Amendment 14	17 May 2022	GM/22/4746	Formerly P-2021-08
Amendment 15	16 May 2023	GM/23/4994	Formerly P-2022-03
Amendment 16			Formerly P-2023-06

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LEISA DOWLING
CHIEF EXECUTIVE OFFICER



Addendum 2

Gladstone Regional Council

Council Policy

Title	INFORMATION MANAGEMENT
Policy Number	P-2024-02
Business Unit/s	FINANCE GOVERNANCE AND RISK
Date of Adoption	18 JUNE 2024
Resolution Number	

1 PURPOSE:

To establish a consistent approach to information management at Gladstone Regional Council.

2 SCOPE:

This policy applies to councillors and employees of Gladstone Regional Council and extends to contractors, consultants, committee members and volunteers engaged in the provision of Council services or the management of Council facilities and assets unless expressly excluded.

3 DEFINITIONS:

To assist in interpretation of this policy the following definitions apply:

“Data” means the representation of facts, concepts or instructions in a formalised (consistent and agreed) manner suitable for communication, interpretation or processing by human or automatic means. Typically comprised of numbers, words or images. The format and presentation of data may vary with the context in which it is used. Data is not information until it is utilised in a particular context for a particular purpose.

“Information” for the purposes of this policy information includes data, information assets and knowledge.

“Information Asset” means an identifiable collection of data stored in any manner and recognised as having value for enabling Council to perform its business functions.

“Knowledge” A body of understanding that is constructed by analysis of information. Knowledge is often embedded within people and increased through interaction with other people and information.

4 POLICY STATEMENT:

Information is essential to enable Council to manage risk, make decisions, act transparently, demonstrate accountability, collaborate, develop policy and deliver services to our customers.

Council's information management activities will comply with the following principles:

- PRINCIPLE 1** – Information is valued and governed as an asset and is managed responsibly through the creation, collection, handling, use, retention and disposal of information assets.
- PRINCIPLE 2** – Information is created with purpose and managed digitally wherever possible.
- PRINCIPLE 3** – Information is fit for its intended purposes and is easy to find, access and use.
- PRINCIPLE 4** – Information is shared and released to the maximum extent possible.
- PRINCIPLE 5** – Information management capability is fostered and embedded into how Council does it's work.
- PRINCIPLE 6** – Information is protected through a robust information and cyber security environment.

4.1 Information Management Framework

Council's Information management Framework will comprise of the following elements:

- IM 1** – Information Governance;
- IM 2** – Knowledge Management;
- IM 3** – Information Asset Management;
- IM 4** – Information Access & Use Management;
- IM 5** – Records Management;
- IM 6** – Data Management;
- IM 7** – Information Security.

5 RELATED LEGISLATION:

- *Public Records Act 2002*
- *Right to Information Act 2009;*
- *Information Privacy Act 2009;*
- *Human Rights Act 2019.*

6 RELATED DOCUMENTS:

- Register of Information Assets;
- Knowledge Management Corporate Standard – Under development;
- Information Asset Management Corporate Standard – Under development;
- Access to Information Policy – Under development;
- Records Management Corporate Standard;
- Data Management Corporate Standard – Under development;
- Information Security Management System.

7 REVIEW MECHANISM:

This policy will be reviewed when any of the following occur:

1. The related legislation or governing documents are amended or replaced; or



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- 2. Other circumstances as determined by resolution of Council or the CEO; or
- 3. Five (5) years from date of adoption.

TABLE OF AMENDMENTS			
Document History	Date	Council Resolution No.	Notes (including the prior Policy No, precise of change/s, etc)
Originally Approved			

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LEISA DOWLING
CHIEF EXECUTIVE OFFICER