



GLADSTONE
REGIONAL COUNCIL

**GENERAL MEETING NOTICE
AND AGENDA**

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

On Tuesday 16 July 2024

Commencing at 10.30am

**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 2 JULY 2024

Responsible Officer: Chief Executive Officer

Prepared By: Executive Secretary

Council Meeting Date: 16 July 2024

File Ref: CM7.2

Purpose:

Confirmation of the minutes of the General Meeting held on 2 July 2024.

Officer's Recommendation:

That the minutes of the General Meeting of Council held on 2 July 2024 be confirmed.

Attachments:

1. Minutes of the General Meeting of Council held on 2 July 2024.

G/3. DEPUTATIONS

G/3.1. CHAPPY HOUSE CO

Responsible Officer: Chief Executive Officer

Prepared By: Executive Secretary

Council Meeting Date: 16 July 2024

File Ref: CM7.6

Purpose:

To inform and introduce the Community Chaplaincy Program – Chappy House.

Officer's Recommendation:

That the deputation from Chappy House Co be received.

Background:

The Community Chaplaincy Program is a Christian faith-based service established in Agnes Water area to address the unique social and emotional issues specific to rural, remote and regional areas.

Deputation details are as follows:

Time of Presentation	10.40am
Duration of Presentation plus question time	15 mins
Speakers to present	Chaplain Todd Schultz Tala Schultz, Director

Attachments:

1. Chappy House Co Presentation

G/4. OFFICERS' REPORTS

G/4.1. LGAQ CONFERENCE MOTIONS AND ATTENDANCE 2024

Responsible Officer: General Manager People and Strategy

Prepared By: Acting Manager Strategy and Improvement

Council Meeting Date: 16 July 2024

File Ref:

Purpose:

The purpose of this report is to provide Council with the opportunity to consider motions to the Local Government Association Queensland's Annual Conference 2024, and to nominate Councillors to attend the event.

Officer's Recommendation:

That Council:

1. Submit the following conference motions to the Local Government Association Queensland (LGAQ) for consideration:
 - (a) The LGAQ calls on the State Government to provide clarity on the pathway to state-wide Food Organics Green Organics (FOGO) implementation, by addressing Local Government questions relating to end markets, PFAS data and limits, regulations, costs and viability of services.
 - (b) The LGAQ calls on the State government to invest in long-term, sustainable recovery and recycling processing solutions to service regional areas, specifically Central Queensland.
2. Authorise Councillor _____ and Councillor _____ to attend the LGAQ Annual Conference, 21 – 23 October in Brisbane as Council delegates, noting Mayor Burnett is scheduled to attend as a representative of the Local Government Association Queensland.

Summary:

The Local Government Association Queensland's (LGAQ) Annual Conference will be held in Brisbane in October and provides the opportunity for Council to influence the state policy agenda, strengthen the local government sector and network with other Councillors. This report presents two motions for Council's consideration:

- (a) The State Government to provide clarity on the pathway to state-wide FOGO implementation, by addressing Local Government questions relating to end markets, PFAS data and limits, regulations, costs and viability of services.
- (b) The State government to invest in long-term, sustainable recovery and recycling processing solutions to service regional areas, specifically Central Queensland.

If approved by Council, the motions will be submitted and debated at the Annual Conference. Motions adopted at the Annual Conference influence LGAQ's strategic priorities and annual advocacy plans. A Councillor of Gladstone Regional Council must be present at the Annual Conference to present and speak to the motions.

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:

The Local Government Association Queensland's (LGAQ) Annual Conference will be held in Brisbane 21 – 23 October 2024. The Annual Conference provides the opportunity for Council to influence the state 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.

In preparation for the Annual Conference, LGAQ seeks Councils to submit motions in advance, to be debated at the Conference. Acceptance of motions close Monday 29 July and must first be endorsed by Council.

Motions adopted at the Annual Conference influence LGAQ's strategic priorities and annual action plans which determine their focus of advocacy, activities and resources.

If Council elects to submit a motion for debate at the conference, a Councillor must also be present to speak on the motion(s). As Mayor Burnett also attends as LGAQ Interim President, 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 LGAQ 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 LGAQ Annual Conference provides Council with an opportunity to influence the state 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) The LGAQ calls on the State Government to provide clarity on the pathway to state-wide FOGO implementation, by addressing Local Government questions relating to end markets, PFAS data and limits, regulations, costs and viability of services.
- (b) The LGAQ calls on the State government to invest in long-term, sustainable recovery and recycling processing solutions to service regional areas, specifically Central Queensland.

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 LGAQ by Monday 29 July 2024 and require Council endorsement. New or amended motions not endorsed at this General Meeting will miss the deadline to be submitted.

GLADSTONE REGIONAL COUNCIL GENERAL MEETING AGENDA - 16 JULY 2024

The proposed motions align with Council's strategic priorities.

Council could elect any number of Councillors to attend the Annual Conference. 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
- Waste
- Governance

Legal and Regulatory Implications:

Council is required to formally approve any motions prior to submission to LGAQ on Monday 29 July 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 Annual Conference to speak to the motions.

As a representative of LGAQ, 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. There are sufficient funds for Councillors to attend this conference, in addition to Mayor Burnett in the Elected Members budget.

Registration (per person)	Travel and Accommodation (per person)	Total Estimate (per person)
\$1800 (est.)	\$1500	\$3300

Anticipated Resolution Completion Date:

29 July 2024

Attachments:

1. 2024 LGAQ Motions Template – FOGO Implementation Pathway
2. 2024 LGAQ Motions Template – Central Queensland Materials Recovery Facility

G/4.2. CONSIDERATION OF REQUEST TO EXTEND CURRENCY PERIOD DA/755/2012 WORKERS ACCOMMODATION (1408 ROOMS) AT 45 & 101 CALLIOPE RIVER ROAD

Responsible Officer: General Manager Customer Experience

Prepared By: Manager Development Services

Council Meeting Date: 16 July 2024

File Ref: DB1.7

Development Application:

Application Number: DA/755/2012
Applicant: Homeground Gladstone Pty Ltd
Owner: Homeground Gladstone Pty Ltd
Date Of Receipt: Properly made 22 April 2024
Location: 101 & 45 Calliope River Road, RIVER RANCH QLD 4680
RPD: Lot 4 CTN 1898, Lease A SP242041 in Lot 4 CTN 1898, Lot 5 CTN 1898
Area: 33 HA
Current Use Of Land: Vacant
Zoning: Rural
Proposal: Request to extend currency period an additional 10 years
Submissions Close Date: N/A
Number Of Submissions: N/A

Purpose:

The purpose of this report is to decide the request to extend the currency period for an approval applied for under the superseded Calliope Planning Scheme 2007 being DA/755/2012 Workers Accommodation.

Executive Summary:

The applicant seeks an extension to the currency period for a further period of 10 years, up until 2 May 2034. The application has been considered against the relevant matters and is recommended for refusal. If the application were remade today the use would require impact assessment under the current scheme, therefore following a different development application process involving public notification.

Subject Site:

The subject site is located at 45 and 101 Calliope River Road, West Stowe and is within the Rural Zone. The subject site is a 33-ha parcel of land to the North-west of the main Calliope Township, just off the Bruce Highway. The site is relatively flat and cleared of vegetation with a low-lying creek running in a North - South direction through the site. The subject site is separated by Calliope River Road through the middle of the site. The existing Workers Accommodation (1,152 rooms), also known as Homeground, has already been constructed on the North-Eastern corner of 101 Calliope River Road and has been operational for some time. It is noted that the proposal includes wastewater dispersal over a portion of 45 Calliope River Road which adjoins the site to the South. Figure 1 below details the location of the subject site.

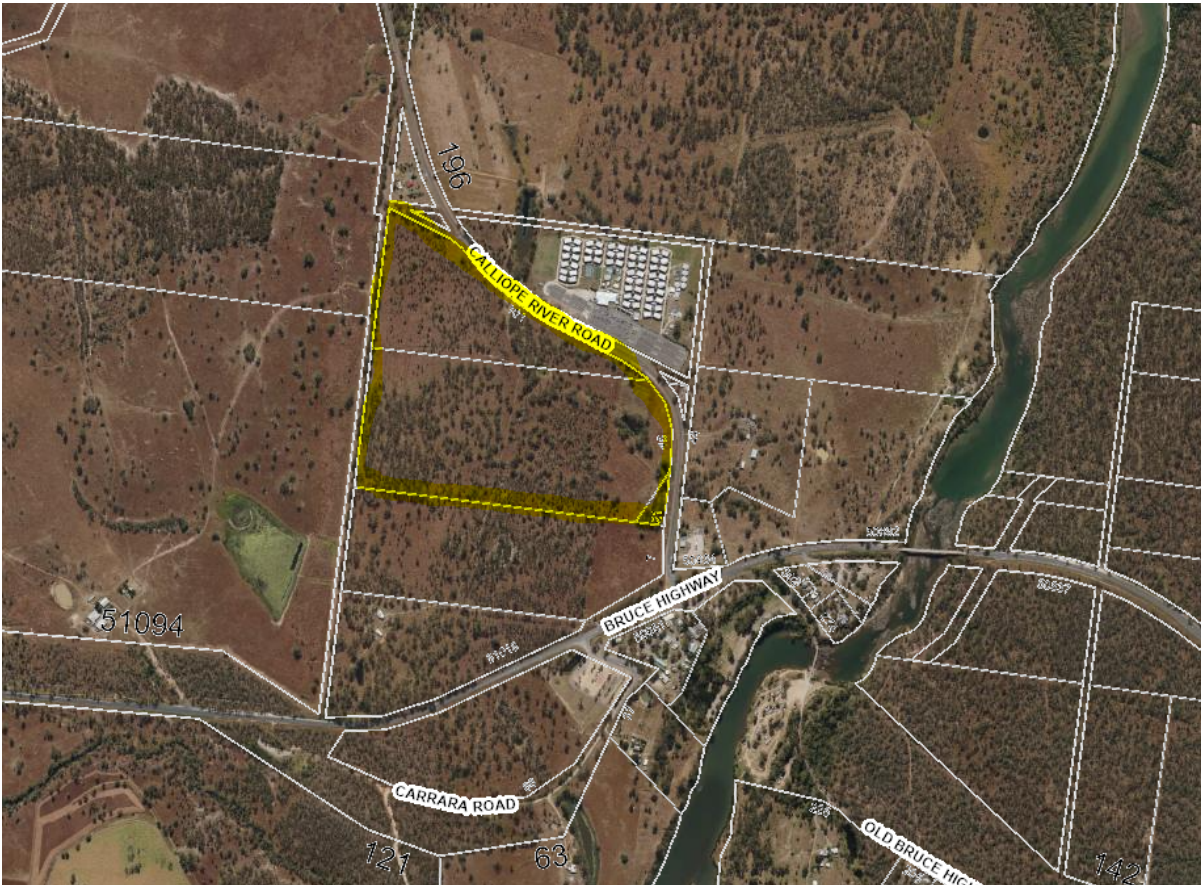


Figure 1: Subject Site

Background:

On 3 July 2014, Gladstone Regional Council issued a Development Approval, via a Negotiated Decision Notice, for a MCU for a Workers Accommodation (1408 Rooms) (Council Ref: DA/755/2012) over the premises. The approval was granted under the *Sustainable Planning Act 2009* (now repealed). This approval was Appealed to the Planning & Environment Court and a subsequent Court Order issued for the development on the 2 October 2015.

The original Negotiated Decision Notice issued included a condition limiting the operation of the use to 10 years. This was partially due to the ‘temporary’ need that the use was servicing and also as at the time, water security for the development could not be guaranteed beyond 10 years. The court ruled in favour of removing the condition from the development approval, and as such the restriction on the operating timeframe for the current approval is now as below:

45. The operation of the use must cease in accordance with the following:

- a) If paragraph (b) does not apply – 20 years from the commencement of the approved use.
- b) If the applicant provides written notice to the Council prior to the expiry of 20 years from the commencement of the approved use advising that the use remains a viable commercial operation – 25 years from the commencement of the approved use.

The following details may be relevant to the applicant in considering whether the use remains a viable commercial operation:

- 1. occupancy rates during the preceding 12 months;
 - 2. predicted occupancy rates for the following 12 months;
 - 3. major projects which have been approved or which are likely to be approved in the region.
- c) This condition does not affect any right the applicant has to request a change to this condition under applicable legislation.

It is noted, that any new application for development of the site would need to demonstrate that appropriate water supply could be secured for the life of the development.

A copy of the current approved plan is provided in Figure 2 below.

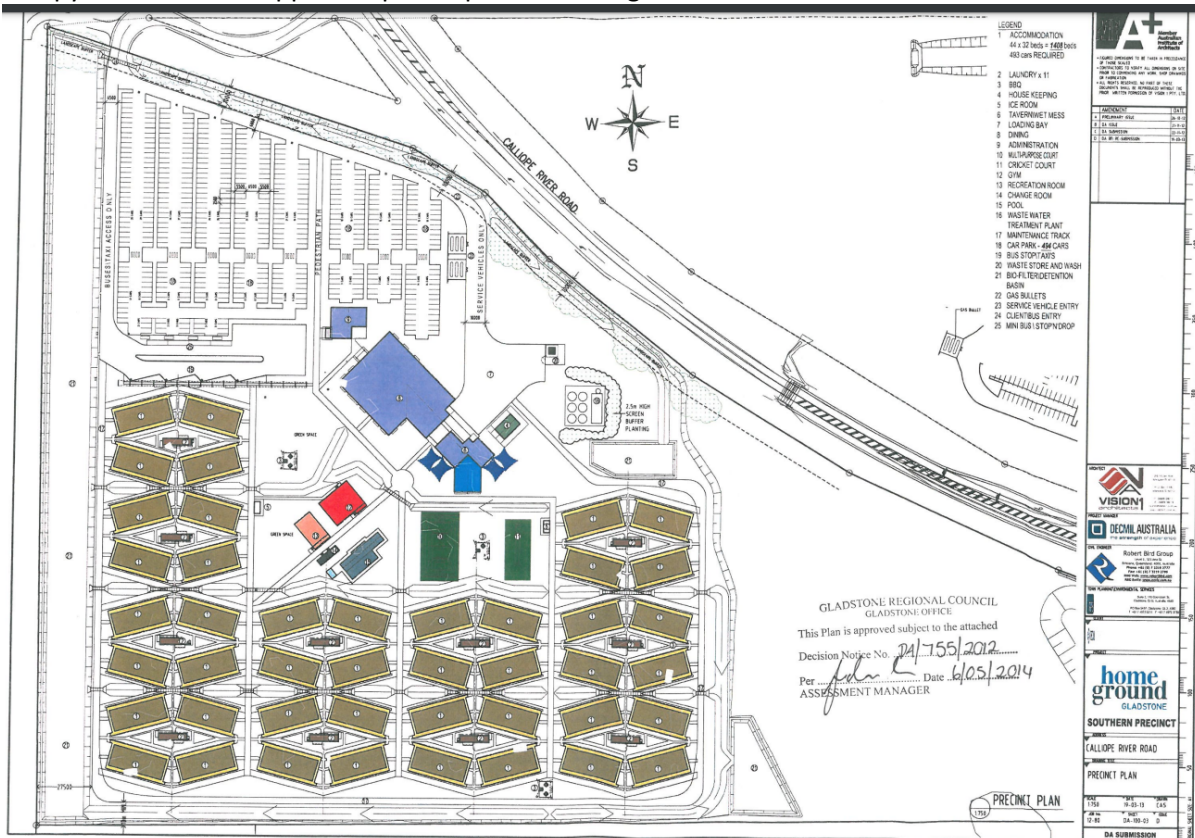


Figure 2 – Approved Site plan

Currency of Approval

In accordance with Section 341 of the *Sustainable Planning Act 2009*, the currency period (formerly relevant period) for the original Development Approval was four years from the date the approval took effect. Without consideration as to whether the Applicant appeal period was waived, the currency period was set to expire on 2 October 2019. However, it is noted that a related approval for Operational Works (OPW/86/2017) was lodged on 30 June 2017, within two years from the issue of Court Order for the development and approved on 2 May 2018. This related approval gave the ability to roll forward the currency period for the current MCU approval as per section 341 (4) of the *Sustainable Planning Act 2009* (now repealed) and the transitional provisions under section 299(1) and section 342(4) of the current *Planning Act 2016*. These roll forward provisions brought the new lapse date up to 2 May 2022.

The effect of the ministerial COVID extensions to the subject approval (Council Ref: DA/755/2012) is as follows:

- Ministerial Extension No.1 (8 July 2020) – extension to Currency Period until 2 November 2022.
- Ministerial Extension No.2 (1 September 2021) – extension to Currency Period until 2 May 2023.
- Ministerial Extension No.3 (29 April 2022) – extension to Currency Period until 2 May 2024.

In summary, the ministerial extension provided for cumulative extension of two years to the currency period. The currency period is now set to expire on 2 May 2024. Given this request is under assessment and lodged prior to the lapse date, the currency does not expire until a decision has been made by Council.

Proposal:

The applicant seeks an extension to the currency period for a further period of 10 years, up to 2 May 2034.

The applicant submits the anticipated demand for workers accommodation in the short to medium term and the potential processing time for a new application as reasons for the request to extend the currency of the subject approval.

The applicant provides that there is sufficient demand for 1,500 accommodation units to service the accommodation requirements for the non-local workforce required by future projects within the Gladstone Region. The applicant submits that, the current Homeground facility is not large enough to accommodate the said demand. As a result, the applicant has requested that the currency of DA/755/2012 be extended to allow for this service to be provided.

Assessment:

As required by Section 87 of the *Planning Act 2016*

(1) When assessing an extension application, the assessment manager may consider any matter that the assessment manager considers relevant, even if the matter was not relevant to assessing the development application.

The following table provides an assessment against the matters considered relevant to the request to extend the currency period:

Relevant Matters	Assessment
Level of assessment	The site was zoned as Rural under the superseded Calliope Shire Planning Scheme 2007 which listed workers accommodation as Code Assessable development. Under the current Gladstone Region Planning Scheme, it is zoned Rural, however, the use of Non-Resident Workforce Accommodation is impact assessable

	<p>development. As a consequence, the proposed development would now be subject to:</p> <ul style="list-style-type: none"> • A different development application process involving public notification · • A different level of assessment (impact) to be assessed against the whole planning scheme, and have regard to other relevant matters including consideration of submissions in response to public notification · • Potential refusal by Council • Different appeal rights
<p>Currency period of approved development</p>	<p>A currency period is intended to ensure development approvals are subject to lapsing arrangements to ensure that development conforms to current public expectations about the nature and standard of development.</p> <p>The development has already been afforded a currency period of 8 years and 7 months (including a 2 year roll forward and Covid extensions). Since the approval there has been no record of relevant works that signify an attempt to act of the development approval. Given the length of time surpassed since approval, and the fact that this type of development is now impact assessable within the rural zone, current public expectations regarding the development may have changed to be more aligned with current policy set out in the planning scheme.</p>
<p>Consistency of the approval with current laws and policies</p>	<p>If the application were remade today, it would also be subject to the Planning Scheme Policy for Non-resident workers accommodation. The purpose of the planning scheme policy is to provide guidance on the appropriate location, development standards, and built form of non-resident workers accommodation that will achieve high quality outcomes that support the needs of major industrial development. This code did not form part of the assessment of the original application and was developed in response to previous workforce peak demands experienced in the region. Therefore, the proposed development would now also be subject to additional benchmark requirements that have been specifically designed for this type of application. It is noted the policy seeks to ensure development is appropriately located and serviced, is able to be socially integrated into existing communities and compatible with existing land uses. It essentially preferences these facilities in an urban context.</p>
<p>Demand</p>	<p>Current Demand</p> <ul style="list-style-type: none"> • The applicant has acknowledged that Homeground has been through an extended period of reduced occupancy and furthermore, Council currently has an application for a Minor Change to the approval under the operational facility to allow for short-term accommodation (group bookings) to occur at the facility. It is believed the proponent seeks to improve financial sustainability of the existing operation and aims not to impact on other short-term accommodation providers in the region. • The applicant’s failure to act on this approval suggests that current/past demand for 1408 rooms has not been substantiated, and that this request for an additional 10 years to preserve opportunity for expansion (should it be required) would not give Council or the community confidence that the development would ever occur, nor that its currently needed. The application material confirms that “construction would only occur if required and commercial agreement executed”. • It is noted that the applicant has indicated that current occupancy of their existing facility has predominately been utilised for Maintenance and Shutdown teams servicing existing industry and that occupancy is increasing due to additional work within the region and the start of several smaller construction projects.

	<ul style="list-style-type: none"> The existing facility includes 1392 rooms, the subject approval includes an additional 1408 rooms however based on the application material it is suggested that the type of workers that are currently being accommodated are not strictly for major industrial projects, as required by the use definition. The use definition as per the Calliope Planning Scheme that applies to both the premises for the existing facility and the subject approval is for: <i>Workers Accommodation” (Residential Temporary) means the use of premises comprising any group of dwelling units and rooming units for the purpose of accommodation of a temporary nature for employees, and their families or dependants, of major industrial projects</i> Therefore, the current occupancy rates cannot be relied upon to provide indication of supply of rooms for major industry projects as intended by the approvals. On this basis it is likely that the percentage of rooms readily available to service workers of major industrial projects is higher than current occupancy rates suggest. <p>Potential Demand The applicant states, “Stanwell requirement has been forecast using a peak accommodation requirement of 1500 which has been provided by the project. Should Stanwell be the only new project to proceed in the Gladstone Region, Homeground Gladstone forecast a shortage of almost 1000 rooms at peak of construction. This room shortage will be much greater if additional projects also proceed. Lot 4 provides Gladstone with an insurance policy against previously seen accommodation shortages and the associated community issues. Lot 4 provides insurance for existing industry and new industry.”</p> <p>As identified within Councils Social Infrastructure Investment Priorities, the population growth associated with major projects is forecast to be much steadier than what has previously been experienced in the Gladstone Region. A total of 35 major projects identified with Construction across the projects ranges from one year to five years, between 2023 and 2036. The peak in construction employment is expected to occur in 2025, with 1,815 jobs, comprising estimates of 272 local residents and 1,543 non-local workers.</p> <p>Based on the above, it is considered that the capacity of the existing Homeground facility will cater for a large percentage of the peak workforce for major projects ie. 1398 rooms. Additional rooms/accommodation will be required during peak periods and likely stimulate developers that are currently land banking to consider increasing supply of available lots.</p> <p>Whilst the applicant puts forward that the approval is an insurance policy, should the demand be realised, the approval (described as an insurance policy) may also stifle other operators/developers to develop housing within communities (on suitably zoned land) that will provide legacy infrastructure and support the community housing needs.</p>
<p>Planning Need</p>	<p>There is considerable judicial authority about need in a planning sense. Generally, it does not refer to a pressing or urgent need, but refers to whether the community’s interests in general, as opposed to the proponent’s, or another</p>

	<p>individual’s interests would be well served by a particular decision. What must be established is not just that there was a need for such a development in the area, but that there is a need for the development in a location where the planning scheme has provided that it should not occur. This typically involves an assessment of competitive approvals and suitably zoned and/or designated lands to accommodate the proposed development. A Planning needs analysis has not been provided within the application material. Therefore, a clear planning need for this use in this location has not been established by the applicant.</p>																																																																
<p>Water supply</p>	<p>The Workers’ Accommodation’s (4CTN1898) water supply arrangement in its current form is a trickle feed (constant flow connection and has an internal distribution pump and tanks) with an EP of 1,392 (~5.02L/s) demand. More information is required to confirm anticipated projections, including expected additional EP for this development (if any changes). This would form part of any future considerations should the development proceed.</p>																																																																
<p>Housing</p>	<p>The Infrastructure Services and Impact Model, has considered natural population growth forecast, and the additional workforce/population expected in the major projects in determining the additional housing that will be required in the future (as follows).</p> <table border="1" data-bbox="405 864 1257 1294"> <thead> <tr> <th>Population</th> <th>2021</th> <th>2026</th> <th>2031</th> <th>2036</th> <th>2041</th> <th>2046</th> <th>2021-46</th> </tr> </thead> <tbody> <tr> <td>Base</td> <td>64,304</td> <td>67,999</td> <td>70,898</td> <td>73,660</td> <td>76,170</td> <td>78,486</td> <td>14,182</td> </tr> <tr> <td>+ Project Residents</td> <td>0</td> <td>194</td> <td>1,587</td> <td>3,159</td> <td>3,502</td> <td>3,520</td> <td>3,520</td> </tr> <tr> <td>Total</td> <td>64,304</td> <td>68,193</td> <td>72,485</td> <td>76,819</td> <td>79,672</td> <td>82,006</td> <td>17,702</td> </tr> </tbody> </table> <table border="1" data-bbox="405 1081 1257 1294"> <thead> <tr> <th>Dwellings</th> <th>2021</th> <th>2026</th> <th>2031</th> <th>2036</th> <th>2041</th> <th>2046</th> <th>2021-46</th> </tr> </thead> <tbody> <tr> <td>Base</td> <td>29,780</td> <td>31,096</td> <td>32,448</td> <td>33,789</td> <td>35,118</td> <td>36,449</td> <td>6,669</td> </tr> <tr> <td>+ Project Dwellings</td> <td>0</td> <td>54</td> <td>583</td> <td>1,218</td> <td>1,359</td> <td>1,370</td> <td>1,370</td> </tr> <tr> <td>Total</td> <td>29,780</td> <td>31,150</td> <td>33,031</td> <td>35,007</td> <td>36,477</td> <td>37,819</td> <td>8,039</td> </tr> </tbody> </table> <p>The Planning Scheme review has considered the projected number of new dwellings required in the 2021 to 2046 period compared with the estimated capacity of the Scheme as of 2023. The analysis reveals that capacity is approximately three times expected in the Gladstone Regional Council Planning Scheme 2015. The analysis concludes that the planning scheme has more than sufficient vacant residential zoned land to accommodate projected demand over the next 20 years.</p>	Population	2021	2026	2031	2036	2041	2046	2021-46	Base	64,304	67,999	70,898	73,660	76,170	78,486	14,182	+ Project Residents	0	194	1,587	3,159	3,502	3,520	3,520	Total	64,304	68,193	72,485	76,819	79,672	82,006	17,702	Dwellings	2021	2026	2031	2036	2041	2046	2021-46	Base	29,780	31,096	32,448	33,789	35,118	36,449	6,669	+ Project Dwellings	0	54	583	1,218	1,359	1,370	1,370	Total	29,780	31,150	33,031	35,007	36,477	37,819	8,039
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<p>Currency/relevancy of Conditions</p>	<p>The current Decision Notice was issued on 5 October 2015. A significant time has now passed, and it is important to consider that the condition package is not likely to be consistent with the Council’s current standard or special conditions. The current conditions, and any consideration or desire to change them, cannot form part of this currency extension request. As such, should a decision be made to agree to an extension, all conditions remain applicable in their current form. It is noted that the current approval is not a staged approval and would need to be delivered in its entirety.</p>																																																																

GLADSTONE REGIONAL COUNCIL GENERAL MEETING AGENDA - 16 JULY 2024

In consideration of the above, particularly where the use would require impact assessment under the current scheme, there are insufficient grounds to support a request for extension of 10 years to the currency period. However, should the applicant wish to proceed with the development they do have the option of a new application to be made under the current scheme for Council to consider which would include the ability for the public to make submissions.

Anticipated Completion Date:

The relevant Decision Notice will be issued within 5 business days of the Council decision.

Officer's Recommendation:

That the request to extend the relevant period by an additional ten years for DA/755/2012 Workers Accommodation (1408 Rooms) & ERA # 63 (Sewage Treatment) under the superseded Calliope Planning scheme - on land described as Lot 4 & 5 CTN 1898, Lease A SP242041 in Lot 4 CTN 1898, situated at 101 and 45 Calliope Rive Road, West Stowe, be refused on the following grounds:

1. The development in its current form under the current Gladstone Region Planning Scheme 2016 v2 is impact assessable development requiring:
 - i) A different development application process involving public notification.
 - ii) A different level of assessment (impact) to be assessed against the whole planning scheme, and have regard to other relevant matters including consideration of submissions in response to public notification
 - iii) Potential refusal by Council
 - iv) Different appeal rights
2. The development application in its current form under the Gladstone Region Planning Scheme 2016 v2 would also be subject to Planning Scheme Policy SC6.9 for Non-Resident Workers Accommodation and should be fully considered as part of a new development application.
3. There is sufficient suitably zoned land available to facilitate the accommodation needs predicted for growth as a result of new industry anticipated in the Gladstone Region

Attachments:

1. Applicants Request for Extension to Currency Period
2. Copy of Consent Order (existing approval)

G/4.3. COMMUNITY INVESTMENT PROGRAM - ELEVATOR FUND APPLICATION

Responsible Officer: General Manager Community and Lifestyle

Prepared By: Community Investment Officer

Council Meeting Date: 16 July 2024

File Ref: GS3.1

Purpose:

To provide Councillor's with an update on the funding application received from The Outback Mind Foundation as part of the 2023/24 Elevator Fund and for Council to consider funding the application.

Officer's Recommendation:

That Council:

1. Adopt the Community Investment Panel's recommendation for funding the application received as detailed in the table below as part of the 2023/24 Elevator Fund:

Application ID	Applicant	Project	Requested Amount	Recommended Amount
ELVTR008-R2-23/24	The Outback Mind Foundation	Awareness of domestic violence, emotional literacy and wellbeing connection for men	\$29,925	\$22,444

and

2. Authorise the Chief Executive Officer to finalise and execute the funding agreement, detailing the relevant entitlements and conditions.

Summary:

Officers presented five applications for funding from its Community Investment Program across its Elevator funding stream (Round 2, 2023/24) at the General Meeting on 23 April 2024. Council adopted the recommendation to fund the applications with the exception of the application received from The Outback Mind Foundation (GM/24/5183), requesting further information and review of this application.

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.

Background:

At its General Meeting on 23 April 2024, Council considered five applications for funding from the Elevator Fund and as part of their consideration resolved to defer the application from The Outback Mind pending:

“further information being provided as to how the program is critical for the early intervention, emotional literacy and wellbeing for men in the Gladstone Region and to demonstrate the capacity with evidence of facilitatory qualifications and experience to provide this service in its current unregulated environment.”

Council officers have since sought advice from DV-Alert/Lifeline Australia on the documentary.

The Outback Mind were presented with the feedback from DV-Alert/Lifeline, and as a result has implemented a number of changes to the documentary such as inclusion of commentary from Queensland Police and additional disclaimers and warnings. It is noted that the documentary is not publicly available for viewing and is used as a tool in facilitated sessions, which include further context, disclaimers and referral processes. The facilitated sessions are not part of a perpetrator intervention program.

Details of the qualifications and experience of The Outback Mind facilitators include:

Facilitator	Qualifications & Experience
Aaron Schultz - Founder	<ul style="list-style-type: none"> • Certificate IV Workplace Health & Safety – Compass Assurance Services • Level 3 Wellness Coaching – Wellness Coaches Australia (7,000+ hours of practical teaching hours) • Trained in positive psychology, workplace health & safety and areas in community services • Background in Psychiatric Nursing & complex behaviours • Wellbeing Advisor for Tasmanian Government – facilitating programs for over 12,000 staff • Worked throughout the Queensland prison system and supported men incarcerated for DV offences • No formal qualifications in domestic violence
Iain Wheatley – Local Social Worker	<ul style="list-style-type: none"> • Bachelor’s Degree in Social Work – CQUniversity • Accredited Social Worker – Australian Association of Social Workers (AASW) • Extensive career history in health and mental health • Supports Orica’s EAP programs
Dean Cooper - Criminologist	<ul style="list-style-type: none"> • Bachelor’s Degree in Criminology – Griffith University • Certificate IV in Correctional Practice • Recognised DV authority on The Outback Mind board • Involved in making the documentary and provides guidance on delivery of work • Involved in cohesive control and men's behavioural change programs throughout Australia

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

Council officers have also sought independent advice from DV-Alert/Lifeline Australia on this documentary.

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
The Outback Mind Foundation	Awareness around domestic violence, emotional literacy and wellbeing connection for men	Gladstone	\$29,925	2.55 (63.75%)	\$22,444

A brief overview and moderated commentary for this application is provided below:

APPLICATION: ELVTR008-R2-23/24	
Organisation	The Outback Mind Foundation
Project Title	Domestic Violence Awareness, Emotional Literacy and Wellbeing Connection for Men
Project Dates	01/05/2024 – 31/12/2024
Description	The showing of a short locally based DV focused 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	Awareness programs 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.

Stakeholder Engagement:

As detailed within the Community Investment Corporate Standard, the delegated assessment panel were consulted. As a result of Councillor feedback, DV Alert/Lifeline, who are recognised as leaders in DFV training, were asked to provide feedback on the documentary for consideration.

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:

Following the deferment of the decision by council on 23 April 2024, the recommended funding for the Outback Mind Foundation of \$22,444 was quarantined and carried over from the 2023/24 financial year to 2024/25 pending council’s endorsement.

Anticipated Resolution Completion Date:

31 July 2024.

Attachments:

1. CONFIDENTIAL – Panel Assessments – Combined
2. CONFIDENTIAL – Scoring Matrix
3. CONFIDENTIAL – Feedback from DV-Alert Lifeline Australia
4. CONFIDENTIAL – Response from the Outback Mind Foundation

G/4.4. LEASE OF LOT 1 SP 170940, 41 BLOMFIELD ST, MIRIAM VALE TO RETURNED SERVICES LEAGUE (QLD BRANCH) WIDE BAY AND BURNETT DISTRICT BRANCH INC.

Responsible Officer: General Manager Community and Lifestyle

Prepared By: Manager Community Partnerships

Council Meeting Date: 16 July 2024

File Ref: CP10.1

Purpose:

The purpose of this report is to allow Council to consider the disposal of part of Lot 1 on SP 170940 situated at 41 Blomfield Street, Miriam Vale to the Returned and Services League of Australia (Queensland Branch) Wide Bay and Burnett District Branch Inc.

Officer's Recommendation:

That Council:

1. Resolves that s236(1)(b)(ii) of the Local Government Regulation 2012 applies to the proposed lease of Lot 1 SP 170940, Miriam Vale to Returned and Services League of Australia (Queensland Branch) Wide Bay and Burnett District Branch Inc ("the Lease") on the following terms and conditions:
 - a. A term of 10 years;
 - b. At a rental of \$1.00 per annum payable on demand;
 - c. Such other terms as the Chief Executive Officer deems appropriate in the circumstances; and
2. Authorise the Chief Executive Officer to negotiate, finalise and execute all matters associated with or in relation to the Lease.

Summary:

The Returned and Services League of Australia (Queensland Branch) Wide Bay and Burnett District Branch Inc. have been looking for a suitable permanent location for some time. Currently the group are utilising the Agnes Water Tavern, however this is not a permanent solution nor fit for purpose. Through discussions with Council the premises at 41 Blomfield Street in Miriam Vale was identified as suitable. The building was previously the Miriam Vale Library, before co-locating with Customer Solutions as a Rural Transaction Centre in the adjacent building.

Link to Corporate Plan:

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

Lot 1 on SP 170940, otherwise described as 41 Blomfield Street, Miriam Vale is a 5,059m² block of freehold land as illustrated in yellow in the image below. The lot is zoned 'community facilities' under the current planning scheme. Development within the 'community facilities' zone may include the provision of municipal services, government installations, hospitals and schools and community infrastructure of an artistic, social, or cultural nature.



The buildings currently located on Lot 1 SP 170940 include:

- Council Rural Transaction Centre and Library
- Council Community Centre
- Building proposed for RSL: vacant since August 2015

The area outlined in black represents the approximate 650m² lease area proposed for the Returned and Services League of Australia (Queensland Branch) Wide Bay and Burnett District Branch Inc.

Risk Management Summary:

Since August 2015, the building has had some minor upgrades to include amenities that could be utilised in the instance of natural disasters. Council has received funding to upgrade the Miriam Vale Community Centre to operate as a Place of Refuge for natural disasters, which now also accommodates the necessary amenities, leaving the vacant building appropriate to repurpose.

The Officer's recommendation reduces the risk of Lot 1 SP 170940 not being utilised for the benefit of the community. Rejecting the expression of interest could lead to reputational damage, given the nature of the request to provide services to returned service personnel in the region.

Options and Opportunity Analysis:

The Returned and Services League of Australia (Queensland Branch) Wide Bay and Burnett District Branch Inc. submitted an Expression of Interest in 2021 for the property at 41 Blomfield Street. The Property is proposed to be utilised for the RSL sub-branch's administration, providing offices, a meeting room, information and training facility and a veteran drop-in centre.

Assessing the Returned and Services League sub-branch's plans, council officers consider them to be consistent with the current zoning.

Option 1 – The Officer's Recommendation

Council resolves to dispose of the identified portion of Lot 1 on SP 170940 to the Returned and Services League of Australia (Queensland Branch) Wide Bay and Burnett District Branch Inc. For Council to enter a lease with the RSL without a Tender or Auction process, Council must resolve that the exemption in s236(1)(b)(ii) of the *Local Government Regulation 2012* applies to the lease.

Option 2 – Reject the request

Council may elect to reject the Returned and Services League of Australia (Queensland Branch) Wide Bay and Burnett District Branch Inc's Expression of Interest and seek another use for the property.

Stakeholder Engagement:

Officers from Governance and Risk, Asset and Environment and Community Partnerships have been consulted in considering the RSL's proposal.

Legal and Regulatory Implications:

Under s227 of the Local Government Regulation 2012 ("LGR"), Council cannot enter a valuable noncurrent asset contract (a contract for the lease or sale of freehold land) unless it first invites written tenders or offers the non-current asset for sale by auction. There is an available exception to s227 of the LGR, that is where:

- a) s236(1)(b)(ii): the valuable non-current asset (land) is disposed of to a community organisation.

Financial and Resource Implications:

The costs of surveying the land and registration of the negotiated lease will be recovered from the lessee.

Anticipated Resolution Completion Date:

Following Council endorsement, Returned and Services League Queensland endorsement is required prior to finalisation of lease negotiations. It is estimated a lease should be able to be executed between parties within three months of Council's resolution.

Attachments:

Nil.

G/4.5. COUNCILLOR EXPENSES REIMBURSEMENT AND PROVISION OF FACILITIES POLICY

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Governance Business Partner (Acting)

Council Meeting Date: 16 July 2024

File Ref: CM28.2

Purpose:

For Council to consider the adoption of the proposed revised Councillor Expenses Reimbursement and Provision of Facilities Policy.

Officer's Recommendation:

That Council:

1. Repeal P-2021-18 – Councillor Expenses Reimbursement and Provision of Facilities Policy; and
2. Adopt P-2024-03 – Councillor Expenses Reimbursement and Provision of Facilities Policy provided as Attachment 1.

Summary:

This report considers minor changes to the Councillor Expenses Reimbursement and Provision of Facilities Policy.

Link to Corporate Plan:

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

Pursuant to section 250 of the *Local Government Regulation 2012*, Council is required to adopt an expenses reimbursement policy by resolution. The current policy meets the requirements of the *Local Government Regulation 2012*.

The policy provides for accountability and transparency in the reimbursement of expenses and the provision of facilities provided to or incurred by councillors in the conduct of Council business. Councillor remuneration is provided in accordance with determinations by the Local Government Remuneration Commission and is not accounted for in the policy.

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The Councillor Expenses Reimbursement and Provision of Facilities Policy (the Policy) was last adopted on 2 November 2021. An administrative review and consultation have occurred identifying the following minor amendments:

- removed reference to rate per kilometre and referenced Australian Tax Office document for current figure;
- removed individual meal and incidental limits and replaced with daily total of \$150;
- reimbursement percentage for the private use of vehicle reduced from 25% to 10%;
- included limited personal use for administrative tools; and
- increased uniform allocations.

Risk Management Summary:

Council has established a minimal risk appetite for reputational risk (Council takes a cautious approach) and a moderate risk appetite for financial, regulatory and legal, and service delivery risks (Council takes a balanced approach). All options will seek to control the risk by meeting Council's legislative obligations.

Options and Opportunity Analysis:

Option 1 – Adopt the revised policy

It is the Officer's Recommendation that Council adopt the revised Councillor Expenses Reimbursement and Provision of Facilities Policy.

The proposed revised policy provides clarification on entitlement amounts.

Option 2 – Adopt the revised policy with amendments

Council may seek further amendments to the policy. An alternative recommendation could be:

That Council:

1. *Repeal P-2021-18 - Councillor Expenses Reimbursement and Provision of Facilities Policy; and*
2. *Adopt P-2024-03 - Councillor Expenses Reimbursement and Provision of Facilities Policy provided as Attachment 1 subject to the following amendments:*
 - a. _____

Option 3 – Retain existing policy without any changes

There is an option for Council to retain the existing policy in its current format.

Stakeholder Engagement:

Elected Members were invited to provide feedback during the review of the Policy. The General Manager Finance Governance and Risk has contributed to the development of the proposed policy.

Legal and Regulatory Implications:

Section 250 of the *Local Government Regulation 2012* requires a local government to adopt by resolution an expenses reimbursement policy. In addition, section 250 also provides for a local government to amend its expenses reimbursement policy by resolution. The proposed policy meets the requirements of the *Local Government Act 2009* and regulations.

Financial and Resource Implications:

There is not anticipated to be any additional financial or resource implications associated with the proposed policy. Implementation of the policy occurs as part of Council's core services with budgets set annually. Principles of the policy remain subject to approval in line with budgets adopted.

Anticipated Resolution Completion Date:

Within two weeks of Council resolution.

Attachments:

1. Proposed P-2024-03 Councillor Expenses Reimbursement and Provision of Facilities Policy;
2. Proposed P-2024-03 Councillor Expenses Reimbursement and Provision of Facilities Policy (Tracked Changes Version);
3. Existing P-2021-18 Councillor Expenses Reimbursement and Provision of Facilities Policy

G/4.6. CEMETERY AND CREMATORIUM POLICY

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Governance Business Partner (Acting)

Council Meeting Date: 16 July 2024

File Ref: CM28.2

Purpose:

For Council to consider the adoption of the proposed revised Cemetery and Crematorium Policy.

Officer's Recommendation:

That Council:

1. Repeal P-2019-03 - Cemetery and Crematorium Policy; and
2. Adopt P-2024-04 - Cemetery and Crematorium Policy provided as Attachment 1.

Summary:

This report considers changes to the Cemetery and Crematorium Policy (the Policy).

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.

Background:

Gladstone Region Cemetery Plan 2022:

Council's Gladstone Region Cemetery Plan 2022 was developed to provide an action plan for Council controlled cemeteries and crematorium and sets the future direction for cemeteries in the Gladstone Region. The Cemetery Plan includes an action to review Council's Cemetery and Crematorium Policy.

Reservations:

The Cemetery Plan highlighted the mix of reservations by product and cemetery, and highlights that reservations of burial plots should not be permitted due to the significant capital required to develop burial capacity. The high reservation rate as a percentage of available plots was flagged as a concern. Ashes plot reservations were not flagged as a concern. However, since the Cemetery Plan was completed, a new columbarium wall (officially opened 8 January 2024) has been installed at Boyne Tannum Memorial Parklands. Concerns were raised about the capacity of the wall being exhausted at a rapid rate if reservations were permitted, therefore requiring further capital expenditure for a new wall.

The current Policy only allows for reservations of burial plots at the Bororen, Mount Larcom and Rosedale Cemeteries and reservations of ashes plots at the Bororen, Boyne Tannum Memorial Parklands, Calliope and Port Curtis Cemeteries.

It is possible to achieve family members being interred together without reservations, in single burial or ashes plots. Within Council's cemetery network, adult burial plots take up to four interments per plot with combinations of one to four urns, one to two coffins, one coffin and three urns (coffin below) or two coffins and two urns (coffins below).

Ashes interment options include columbarium niche, which take single interments (Port Curtis Cemetery) or both single and double interments (Bororen and Boyne Tannum Memorial Parklands). Freestanding stone ashes plots at Boyne Tannum Memorial Parklands take four interments, and ashes walkway plots at Calliope and Boyne Tannum Memorial Parklands take two interments.

Muslim Burials:

Members of the Muslim community have requested that Muslim burials are accommodated within the Gladstone Region. To date, Muslim burials have not been catered for in the Gladstone Region. The primary issues associated with Muslim burials are, the timing, the site-specific requirements and handling the bodies for interment. The Policy has been updated to remove any impediments for Muslim burials.

Request for Burial or Cremation Other Than via a Funeral Director

There is a growing trend not to use a funeral director, the proposed Policy sets out the criteria for which Council may accept burials where it is proposed not to use a funeral director.

Risk Management Summary:

Council has established a minimal risk appetite for reputational risk (Council takes a cautious approach) and a moderate risk appetite for financial and service delivery (Council takes a balanced approach). By implementing the proposed Policy Council will reduce risks associated with Councils Cemeteries and Crematorium by ensuring there is sufficient capacity to meet future demand that is efficient and financially sustainable for both the community and Council.

Options and Opportunity Analysis:

Option 1 – Adopt the revised policy

It is the Officer's Recommendation that Council adopt the revised Cemetery and Crematorium Policy.

The draft proposed policy incorporates the following changes:

- does not prohibit entry to the excavated plot which allows no impediments for Muslim burials;
- no new plot and interment reservations (burial and ashes) but honours existing reservations; and
- sets out the criteria for which Council may accept burials where it is proposed not to use a funeral director.

Option 2 – Adopt the revised policy with amendments

Council may seek further amendments to the policy. An alternative recommendation could be:

That Council:

1. Repeal P-2019-03 - Cemetery and Crematorium Policy; and
2. Adopt P-2024-04 - Cemetery and Crematorium Policy provided as Attachment 1 subject to the following amendments:
 - a. _____

Option 3 – Retain existing policy without any changes

There is an option for Council to retain the existing policy in its current format. However, this option is not recommended as the identified amendments support the direction of the Gladstone Region Cemetery Plan 2022.

Stakeholder Engagement:

Elected Members were invited to provide feedback during the review of the Policy. The Parks Program Delivery, Customer Solutions and Asset Planning Teams have contributed to developing the proposed revised policy.

Legal and Regulatory Implications:

There is no legal requirement that obligates Council to adopt a Policy on the strategic management of Cemeteries and Crematoriums. Council's Local Laws outline the types of activities that are prohibited or restricted to occur within local government cemeteries identified in the subordinate local law. The proposed policy complements these restrictions.

Financial and Resource Implications:

Not accepting any new reservations reduces financial and resource implications associated with developing burial and ashes interment capacity.

Anticipated Resolution Completion Date:

Within two weeks of Council resolution.

Attachments:

1. Proposed P-2024-04 Cemetery and Crematorium Policy;
2. Proposed P-2024-04 Cemetery and Crematorium Policy (Tracked Changes Version);
3. Existing P-2019-03 Cemetery and Crematorium Policy

G/4.7. ANNUAL INSURANCE RENEWALS

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Manager Governance and Risk

Council Meeting Date: 16 July 2024

File Ref: PE1.1, RM1.1

Purpose:

This report seeks resolution from Council, in accordance with Council's register of financial delegations, to approve expenditure for our liability insurance.

Officer's Recommendation:

That Council authorises the Chief Executive Officer to finalise the 2024-2025 LGM Liability insurance renewal with Queensland Local Government Mutual.

Summary:

Council maintains insurance policies to assist with the mitigation of risks associated with operating a local government. Each year as part of the annual insurance renewal process, officers work with our insurer Local Government Mutual Services to obtain suitable coverage. The insurance premium for liability insurance exceeds the Chief Executive Officer's financial delegation and therefore requires a resolution of Council to authorise the expenditure.

Link to Corporate Plan:

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

Background:

Council is a member of the Local Government Mutual Scheme (LGMS); a scheme entirely owned by Queensland Local Government. LGMS incorporates three self-insurance schemes for Local Government in Queensland including LGM Liability, LGM Assets and LGW Workcare. Council participates in all three schemes. A summary of the three schemes are provided below:

LGM Liability

LGM Liability provides coverage for the legal liability confronting local government with a long-term goal of achieving cost stability and minimising the impacts of volatility experienced in the general insurance and financial sectors.

LGM Assets

LGM provides coverage for asset-based risk exposures and provides a comprehensive range of services and resources as part of scheme membership including claims management, risk management, insurance placement and associated fund management and consulting services.

LGW - Local Government Workcare

The first workers’ compensation self-insurance licence issued under the WorkCover Queensland Act 1996 was granted to LGW. The Scheme commenced in 1998 and is committed to providing best practice claims and injury management solutions to assist scheme members to meet their statutory obligations and contain the cost associated with workplace injury.

Presented for Council’s decision today is the LGM Liability premium.

Risk Management Summary:

Overall, Council takes a conservative approach to risk. Insurance is essential to mitigate the risks associated with the operation of Council.

Options and Opportunity Analysis:

Council has renewed the following covers with LGM Liability:

Liability Cover	Limit of Indemnity
Public Liability	\$600 million
Products Liability	\$600 million in the aggregate
Professional Indemnity	\$600 million in the aggregate
Councillors & Officers Liability	\$10 million *Council has also acquired an additional \$30m coverage
Employment Practices Liability	\$2 million in the aggregate
Cyber Liability	\$2 million in the aggregate
Casual Hirers Liability – Public Liability	\$10 million
Causal Hirers Liability – Products Liability	\$10 million

Total contribution due to LGM Liability is \$968,551.42. This contribution amount includes deductions for:

- Risk Management Rebate of \$20,639.10 recognising Council’s participation in a risk management self-assessment and for our risk management performance; and
- Council’s share of a \$4.45 million operating surplus distribution which is distributed to members of the scheme which this year amounted to \$143,896.08.

Council has not yet received contribution notices for the LGM Assets Scheme and LGW Workcare Scheme. It is anticipated that these invoices will be received in the near future and these contributions will also be above the Chief Executive Officer’s financial delegation of \$500,000 and a further report will be required to be presented to Council.

To expedite the payment of the premiums, an alternative to the officer’s recommendation could be:

“That Council authorises the Chief Executive Officer to finalise each of the insurance renewals under each of the Local Government Self Insurance Scheme, operated by Local Government Mutual Schemes (LGMS) and a summary report be provided to Council at the end of the renewal period:

- *LGM Liability;*
- *LGM Assets;*
- *LGW Workcare.”*

Stakeholder Engagement:

The Governance and Risk Team engaged with the business to determine insurance requirements and to ensure that accurate information is provided to our insurer as a basis for our coverage.

Legal and Regulatory Implications:

LGM Liability Scheme is part of a LGA arrangement and Council is not required to undertake a tender process: s234(1) Local Government Regulation 2012.

Financial and Resource Implications:

The 2024-2025 liability contribution represents an increase of \$23,519.89 or 2.5% on last year's contribution. The proposed expenditure is within the 2024-2025 operating budget.

An allowance of \$3.428m has been made in total for all insurance covers over the 2024-2025 financial year.

Anticipated Resolution Completion Date:

The suite of insurance renewals will be finalised within the next four weeks.

Attachments:

Nil

G/4.8. SPECIALISED SUPPLIER - REDEYE APPS PTY LTD

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Manager Governance and Risk

Council Meeting Date: 16 June 2024

File Ref: PE1.1

Purpose:

For Council to consider the renewal of the Contract with Redeye Apps Pty Ltd for the provision of an engineering drawing management system.

Officer's Recommendation:

That:

1. In accordance with s235(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 for an engineering drawing management platform; and
2. The Chief Executive Officer is authorised to negotiate and finalise a contract with Redeye Apps Pty Ltd for the provision of an engineering drawing management platform.

Summary:

This report requests Council to apply the provisions in section 235 of the Local Government Regulation 2012, allowing exceptions to the requirement for written quotes or tenders for specific suppliers. Redeye Apps Pty Ltd is the provider of the Redeye Drawing Management System. Council has had a contract in place with Redeye Apps Pty Ltd since 2019 and the contract is due for renewal. Due to the resources and costs associated with the implementation of the system it would be both impractical and disadvantageous for Council to seek quotes or tenders for a drawing management system.

Link to Corporate Plan:

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Background:

On 20 August 2019, following a tender process, Council resolved at its General Meeting to enter into a contract with Redeye Apps Pty Ltd for their cloud based engineering drawing management system ("Redeye") for a period of five years.

Redeye provides for the creation, storage, version control, sharing and overall lifecycle management of engineering drawings within Council. Redeye not only ensures that officers have access to the correct engineering drawings but it also assists Council to meet its obligations under the Public Records Act 2002.

Over the past five years, Council has captured over 100,000 artefacts in Redeye and there are still a large number of legacy documents yet to be captured within the system. Redeye's fees are based on the number of artefacts stored within the system and over the past five years Council has been able to reduce the number of artifacts to 66,795. This reduction is part of ongoing system administration.

Risk Management Summary:

Council has established a minimal risk appetite for Health, Safety & Wellbeing and Reputational risk and a Moderate risk appetite for Service Delivery risk. An engineering drawing management system is an important risk control related to several operational risks. The continued use of Redeye will not impact Council's risk profile.

Options and Opportunity Analysis:

Effective management of engineering documents is essential to the delivery of design, capital project delivery and maintenance activities. It also assists Council to meet its obligations under the Public Records Act 2002.

A substantial financial and resource investment has been made to implement Redeye as Council's engineering drawing management system and the costs associated with implementing a new system mean that it would be both impractical and disadvantageous to change systems.

Identifying Redeye Apps Pty Ltd as a specialised supplier prevents the business from allocating resources to an activity (quote or tender process) that would provide no benefit to the business.

Officers are satisfied with the performance of Redeye throughout the contract period and the business continues to add artefacts to the system as they are created or when legacy documents are discovered.

RedEye has provided Council with a contract fee of \$170,176.92 excluding GST per year for a period of three years. This includes an allowance for up to 100,000 artifacts. The total contract value of \$510,530.76 is over the Chief Executive Officer's financial delegation and a resolution is required from Council to support the completion of the execution and completion of the contract.

If Council would like officers to investigate alternate systems, it is proposed that this be done within the following three years so that the activity can be appropriately resourced. The information could then be at hand for the 2027 contract renewal.

Stakeholder Engagement:

Key internal stakeholders have been consulted.

Legal and Regulatory Implications:

It is a requirement of the Local Government Regulation 2012 (LGR) 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.

GLADSTONE REGIONAL COUNCIL GENERAL MEETING AGENDA - 16 JULY 2024

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

a) 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:

Costs associated with software systems are captured within the 2024-2025 Operating Budget.

Anticipated Resolution Completion Date:

The officers recommendation can be effected within two weeks of resolution.

Attachments:

Nil

G/4.9. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 30 JUNE 2024

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Management Accounting Specialist

Council Meeting Date: 16 July 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 30 June 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 30 June 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 figures provided in this report are preliminary, with end of year processing still underway. These figures will not reflect the final figures included in Councils audited Financial Statements.

The 2023-24 budget was adopted on 20 June 2023 with a projected operating surplus of \$5.9m. Council officers have undertaken a further forecasting process, resulting in a forecasted operating surplus of \$7.0m.

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	\$247.7m	
Budget	\$272.2m	90.98%
Forecast	\$251.8m	98.37%

Of note:

Net rates and utility charges	2023-24	Actual as %
Actual	\$173.4m	
Budget	\$181.4m	95.56%
Forecast	\$183.0m	94.74%

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.

Discounts of \$14.5m have been granted 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 with the July-December readings completed, generating \$13.2m. The January – June 2024 cycle read will be completed in July and accrued into June.

Total interest revenue	2023-24	Actual as %
Actual	\$8.4m	
Budget	\$4.8m	174.03%
Forecast	\$8.2m	102.65%

Interest revenue at a rate of 4.76% has been received from Queensland Treasury Corporation for the month of June and current term deposit rates are yielding up to a 5.43% return to Council.

Sales revenue	2023-24	Actual as %
Actual	\$8.7m	
Budget	\$3.3m	265.66%
Forecast	\$8.0m	107.92%

The Q3 forecast was adjusted to reflect the Dawson Highway Drynan Drive Intersection recoverable works project final claim and Road Maintenance Performance Contract (RMPC) recoverable works revised unit rates.

To date \$7.6m has been received for recoverable works compared to the forecasted amount of \$6.6m. Revenue will be offset by the associated operating expenditure relating to recoverable work activities.

Income tax equivalents	2023-24	Actual as %
Actual	\$27.6m	
Budget	\$14.1m	195.89%
Forecast	\$14.1m	195.95%

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The Gladstone Area Water Board (GAWB) income tax equivalent of \$27.4m was received on 24 June 2024. This was significantly higher than the forecasted amount of \$14.1m.

Also included are income tax equivalents from the Gladstone Airport Corporation (GAC), which are received and recognised after the end of each quarter. The quarter 4 payment will be received in July and accrued back into June.

General purpose grant	2023-24	Actual as %
Actual	\$0.4m	
Budget	\$9.0m	4.54%
Forecast	\$9.8m	4.15%

On 2 July 2024, council received an \$8.3 million payment from the Department of State Development for the 2024-25 Financial Assistance Grant. This amount represents 85% of the 2024-25 allocation and is required to be treated as income when received, therefore will be recorded in the 2024-2025 financial year. Consequently, the \$0.4m shown above represents the total General Purpose Grant receipt for the 2023-24 financial year.

Grants, subsidies, contributions and donations (excluding the general-purpose grant)	2023-24	Actual as %
Actual	\$4.7m	
Budget	\$36.7m	12.92%
Forecast	\$4.6m	103.44%

Reconstruction of Essential Public Assets (REPA) capital revenue and expenditure was captured in the Q3 capital forecast, with majority of the operating revenue and contractor costs removed as a profit and loss line item.

The Disaster Recovery Funding Agreements (DRFA) funding application for counter disaster operations, was activated for the Lowmead/Baffle creek bushfire. \$0.4m has been recognised to date compared to a forecasted \$0.3m, with expenses offsetting revenue.

Capital Revenue

Capital revenue	2023-24	Actual as %
Actual	\$40.4m	
Budget	\$19.6m	206.04%
Forecast	\$38.4m	105.27%

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 Q3 forecast based on forecasted expenses for the projects. This includes REPA funding, which was revised and included in the capital forecast, as per the note above.

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

Capital grants revenue budgeted, forecast and recognised for significant projects is detailed below along with the corresponding expenses for these funded projects.

Project	Revenue Budget	Revenue Forecast	Revenue Actual	Expense Actual
State Government Grants & Subsidies				
TBG - Bonsai House Utility Services	\$1.8m	\$1.0m	\$0.2m	\$0.2m
Tom Jeffrey Memoria Park Bridger Renewal	\$1.0m	\$0.6m	\$0.6m	\$0.7m
Bindaree Road, Miriam Vale - Investigate replacement options	-	-	\$1.5m	\$0.0m
Agnes Street New Carpark	\$0.3m	\$0.4m	\$0.1m	\$0.1m
Gladstone Sewer Manhole Replacement	\$0.4m	\$0.4m	\$0.4m	\$0.5m
AWWTP Back Up Generator Supply	\$1.0m	\$1.0m	\$0.4m	\$0.8m
REPA Projects	-	\$29.6m	\$14.9mm	\$15.1m
Other State Government Funding	\$4.8m	\$4.3m	\$2.0m	\$5.9m
TOTAL State Government Funding	\$9.3m	\$37.2m	\$20.0m	\$23.3m

Project	Revenue Budget	Revenue Forecast	Revenue Actual	Expense Actual
Federal Government Grants & Subsidies				
Miriam Vale Community Centre Upgrade	\$1.7m	\$1.7m	\$1.7m	\$2.0m
Apex Park Retaining Wall Renewal	\$0.4m	\$0.3m	\$0.4m	\$0.8m
Red Rover Road Bridge Renewal	\$0.5m	\$0.4m	\$0.1m	\$0.1m
Round Hill Road Pavement Renewal	\$1.5m	-	\$0.0m	\$2.3m
Glenlyon/Tank/ Derby Streets Traffic Calming Scheme	\$0.7m	\$0.4m	-	\$0.1m
Lowmead Road Safety and Sealing Upgrade	\$4.1m	\$3.3m	\$2.8m	\$3.5m
Asphalt overlays	\$0.1m	\$0.8m	\$1.6m	\$2.5m
Other Federal Government Funding	\$0.2m	\$0.4m	\$1.1m	\$4.0m
TOTAL Federal Government funding	\$9.2m	\$7.3m	\$7.8m	\$15.3m

ExpenditureRecurrent expenditure

End of year accruals may result in additional costs recorded against the various categories of expenditure.

Total recurrent expenditure	2023-24	Actual as %
Actual	\$236.7m	
Budget	\$266.3m	88.89%
Forecast	\$244.8m	96.72%

Of note:

Employee benefits	2023-24	Actual as %
Actual	\$73.8m	
Budget	\$72.2m	102.17%
Forecast	\$74.5m	99.04%

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 7.7%.

Consultants	2023-24	Actual as %
Actual	\$4.4m	
Budget	\$6.7m	65.95%
Forecast	\$5.9m	74.97%

Majority of the consultants' forecast relating to the Works Delivery Improvement Plan will now be completed in 24-25 which has been reflected in the Q3 forecast.

The remaining lag in consultant spending is attributable to the below areas where consultancy services were not required:

- Strategic Information and Technology - \$0.5m - spend \$0.3m
- Asset Management - \$2.0m - spend \$1.5m
- Finance - \$0.5m - spend - \$0.3m
- Waste services -\$0.3m - spend \$0.2m

End of year accruals are expected to increase the costs for consultants and contractors, based on historical trends.

Contractors	2023-24	Actual as %
Actual	\$30.2m	
Budget	\$57.6m	52.50%
Forecast	\$31.3m	96.61%

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Savings are currently reflected against the forecasts for:

- Pest Management (\$0.1m),
- Parks and Cemeteries (\$0.1m),
- Economic Development and Strategy (\$0.1m),
- Environment (\$0.1m),
- Events and Entertainment activities (\$0.2m),
- Waste (\$0.2m) and
- Sewerage (\$0.2m.)

End of year accruals are expected to increase the costs for consultants and contractors, based on historical trends.

Donations and Sponsorships Expenses	2023-24	Actual as %
Actual	\$2.7m	
Budget	\$3.3m	83.40%
Forecast	\$3.1m	87.98%

Donations and Sponsorship expenses are reflecting low YTD primarily due to the timing of sponsorship rounds and invoicing for Regional Arts Development Fund (RADF) (\$0.1m) and community support (\$0.2m).

Funding has recently been finalised for the latest round of RADF and the Community Investment Program, with payments still to be made and accrued back to June.

Other Materials and Services	2023-24	Actual as %
Actual	\$9.4m	
Budget	\$10.4m	90.17%
Forecast	\$12.1m	77.53%

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

- Audit fees from the Queensland Audit Office minimal for the year. An accrual is yet to be processed (\$0.2m)
- Lag in service payments for the Gladstone Aquatic Centre due to contract extension negotiations. (\$0.1m)
- Valuation fees (\$0.2m), traditionally paid in July and accrued back to June.
- Legal fees lower than forecast. (\$0.3m)
- Approximately 20 projects with work in progress (WIP) balances totalling \$2 million are expected to be expensed rather than capitalised. This adjustment will impact the statement of comprehensive income and the overall operating result.

Staff and Councillor Associated Expenses	2023-24	Actual as %
Actual	\$2.5m	
Budget	\$2.9m	84.54%
Forecast	\$2.8m	89.08%

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The Australian Electoral Commission (AEC) invoice for local government election expenses has recently been received. This will be paid in July and accrued back to June.

Statement of Financial Position

	Current Value	Budget	Variance (Actual to Budget)	Forecast	Variance (Actual to Forecast)
Year-to-date Assets	\$2.9b	\$2.8b	2.63%	\$2.9b	0.47%
Year-to-date Liabilities	\$183.3m	\$179.7m	2.03%	\$184.1m	1.97%

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

Balance sheet movement is still expected to occur as year-end processes are undertaken.

Capital Expenditure

Regular forecasting is undertaken by the project delivery team. The current estimate of capital expenditure for the 2023-24 year is \$81.5m

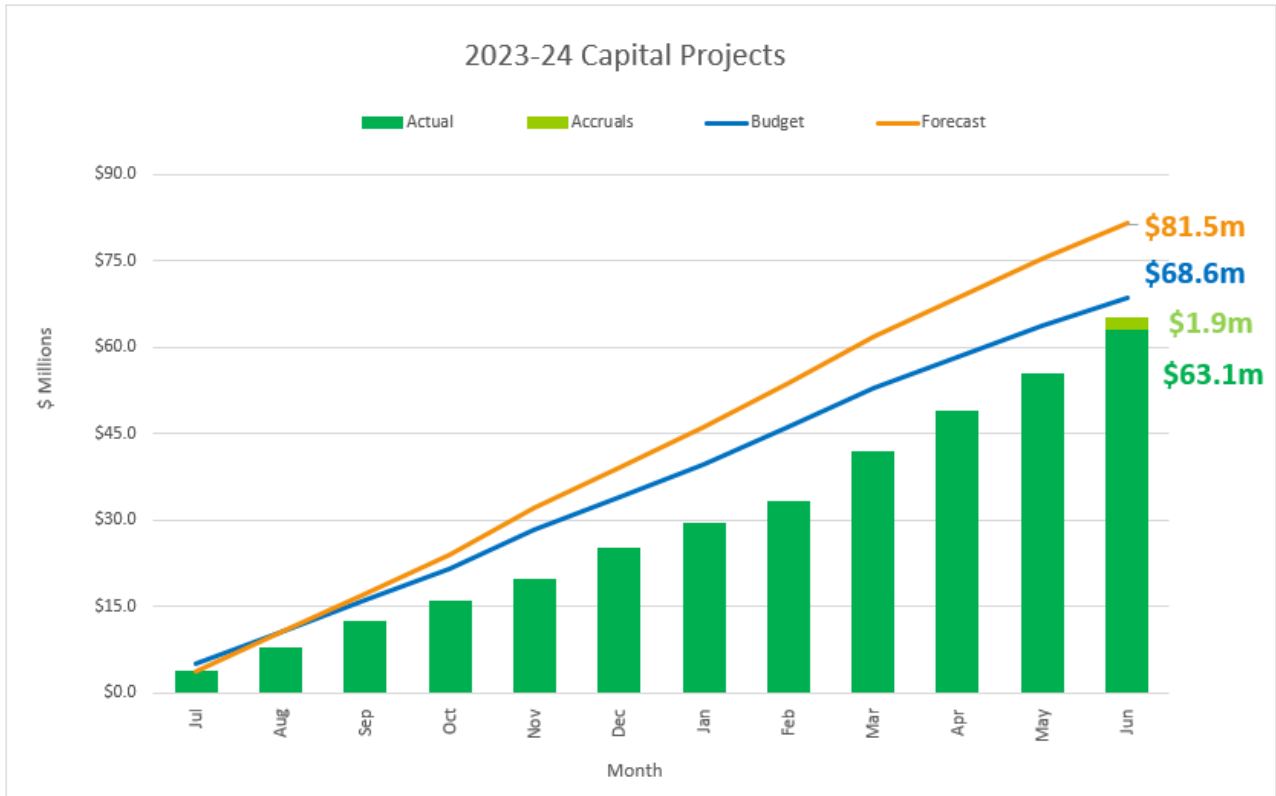
	Actual	Budget	Actual as % of Budget	Forecast	Actual as % of Forecast
Year to date capital expenditure	\$65.0m	\$68.6m	94.74%	\$81.5m	79.78%

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	\$18.6m	\$22.9m	81%	\$24.6m	76%
Roads REPA	\$15.1m	\$0.0m	0%	\$20.6m	73%
Sewerage	\$7.9m	\$12.4m	64%	\$8.8m	90%
Delivery Support and Performance	\$6.8m	\$6.0m	114%	\$10.4m	65%
Property Assets	\$6.1m	\$6.1m	100%	\$6.1m	101%
Asset Governance	\$0.0m	\$2.1m	0%	\$0.0m	-
Waste	\$0.2m	\$1.0m	23%	\$0.3m	75%
Parks	\$2.4m	\$3.5m	68%	\$2.6m	92%
Community & Lifestyle	\$0.6m	\$0.9m	73%	\$0.5m	129%
Water	\$4.0m	\$5.7m	70%	\$4.2m	96%
Strategic Projects	\$0.8m	\$6.0m	14%	\$1.1m	77%
Other	\$2.4m	\$1.9m	126%	\$2.4m	101%
Total	\$65.0m	\$68.6m	94.74%	\$81.5m	79.78%

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Accrual estimates of \$1.9m have been included in the actuals, to account for major claims relating to June work. Additional accruals will be completed as part of year end, bringing the total spend closer to the forecasted amount.



REPA

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

Submission	Approved Funding amount	YTD Expenditure	YTD Claims Received	YTD work yet to be claimed	Percent complete
South	\$14.3m	\$10.5m	\$10.4m	\$0.1m	73.57%
Central	\$1.6m	\$1.3m	\$1.3m	-	85.66%
Western	\$12.7m	\$4.5m	\$4.4m	\$0.1m	35.32%
Sealed Roads	\$1.6m	\$0.6m	\$0.6m	-	36.15%
Granite Creek	\$1.7m	\$0.2m	\$0.2m	-	11.44%
REPA Admin	-	\$0.0m	-	\$0.0m	
TOTAL	\$31.9m	\$17.1m	\$16.9m	\$0.2m	

Outstanding Rates

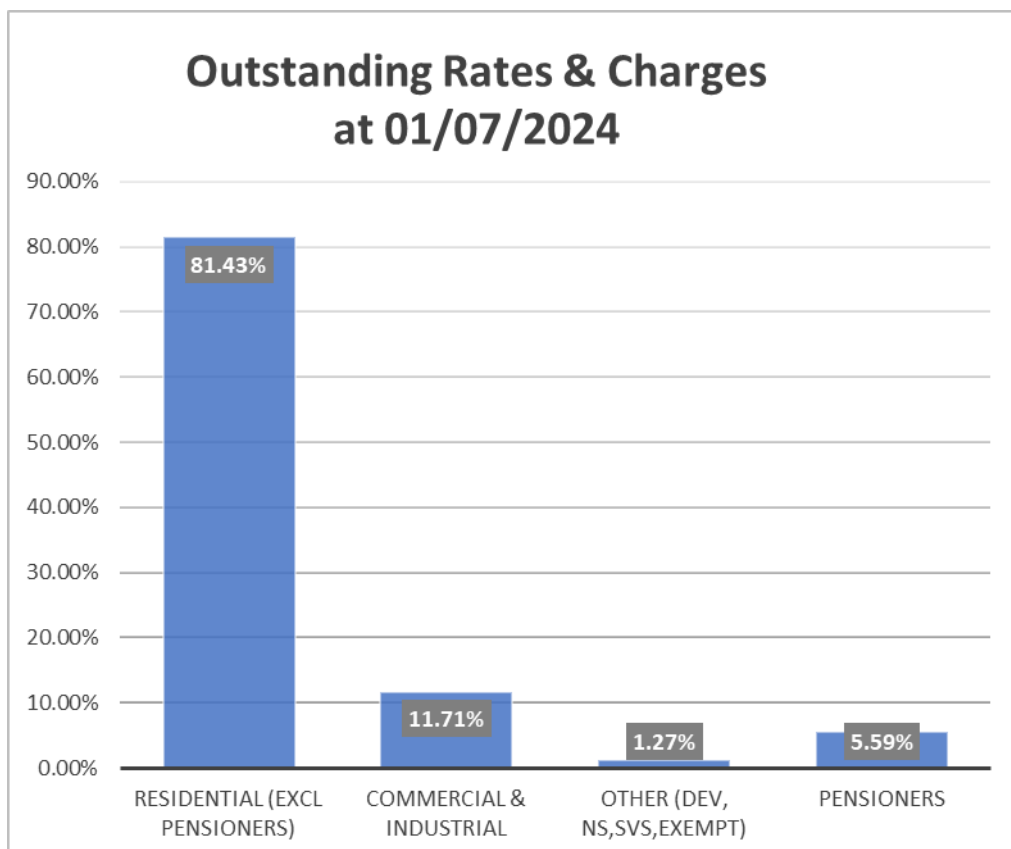
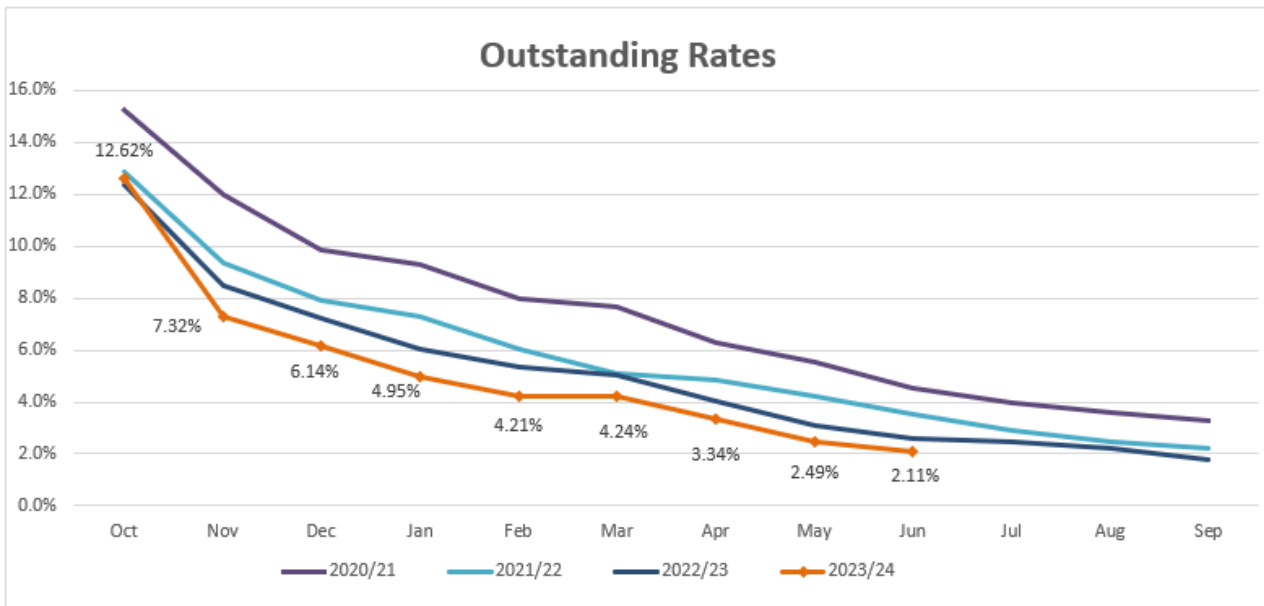
Outstanding rates, as a percentage of gross rates levied 2023-24, and collectible, is at 2.11% at the end of June 2024, compared to 2.59% for the same period last year 2022-23.

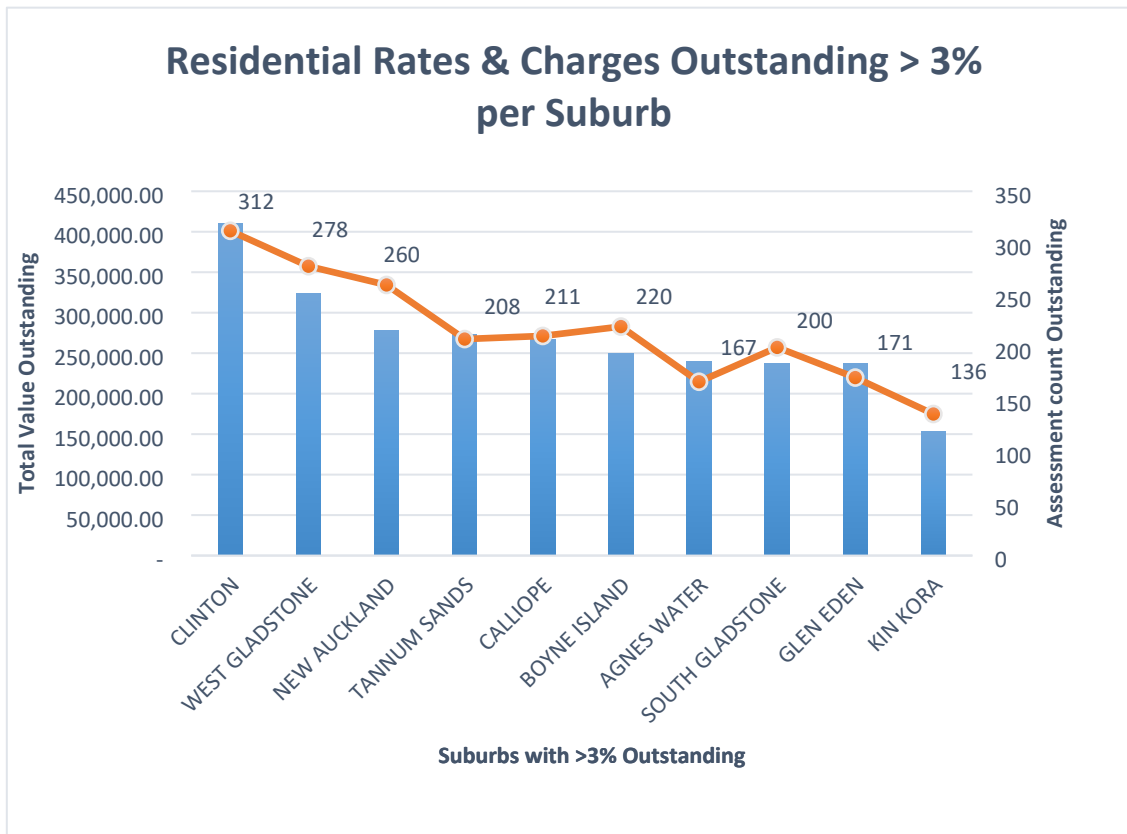
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Of the \$4.4m of outstanding rates 11.71% relates to commercial/ industrial assessments and 88.29% represents residential assessments.

These figures include \$0.4m of rates that are currently being repaid under an authorised payment plan, for which there were 8 commercial/industrial assessments and 329 residential assessments. A total of 337 assessments, which is a decrease from 1016 assessments in May 2024 (this movement is a result of removal of arrangements on sold property, default arrangements and paid up arrangements).

There were 6,972 ratepayers who had paid their rates in advance, totalling \$12.5m.





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.

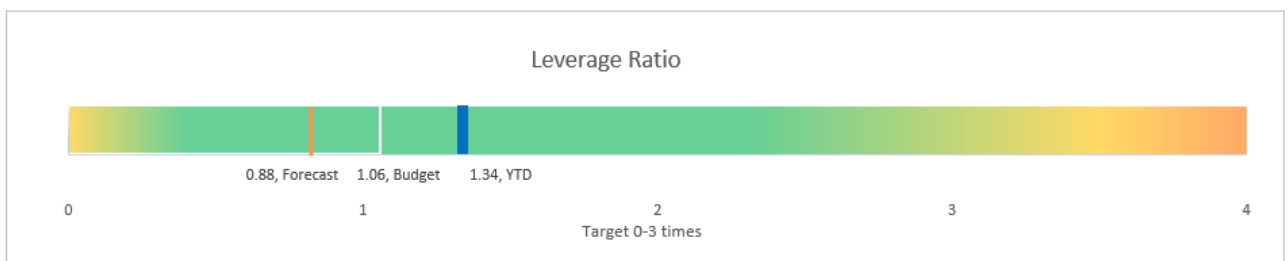
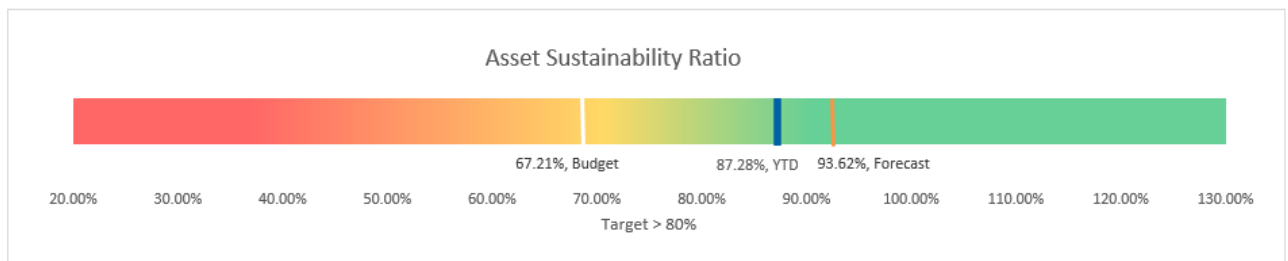
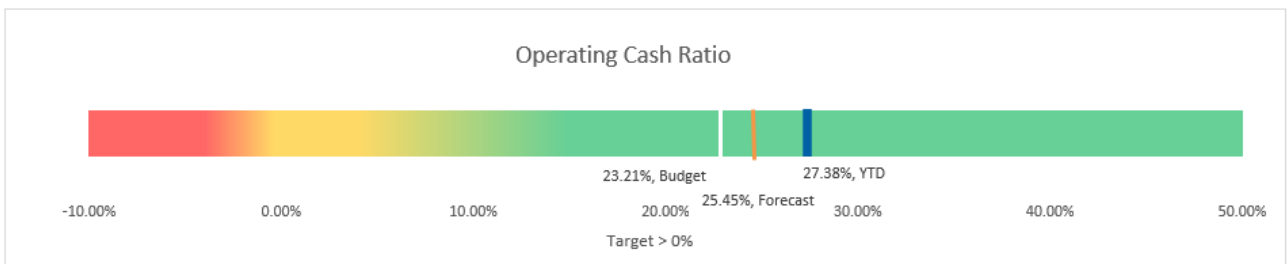
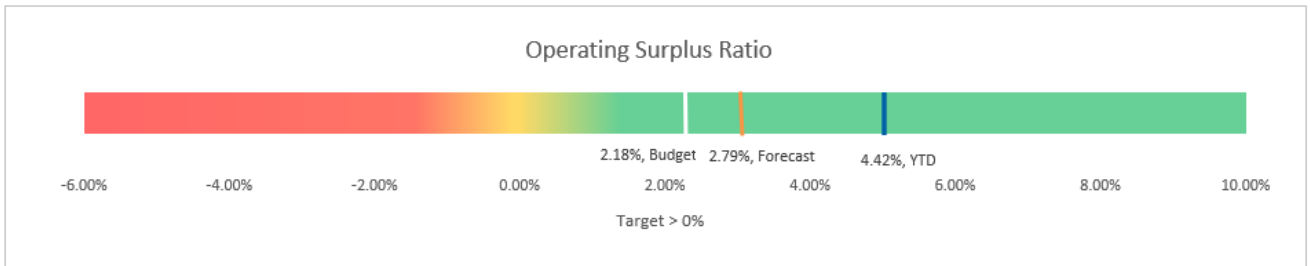
The June monthly report includes five of the nine ratio measures, with the remaining measures to be introduced in the 2024-25 FY.

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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%	79.92%	77.42%		83.35%		Although there is no target for this ratio, the high 5 year average and current YTD indicates Council's strong position to generate revenue without heavy reliance on other external sources.
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%	2.79%	4.42%	●	-4.84%	●	<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 YTD ratio result is showing a positive operating surplus above forecast for 2023-24 due to the substantial GAWB income tax equivalent received in June.</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%	25.45%	27.38%	●	24.08%	●	Both the YTD and 5 year average result of this ratio reflects the continuing strong cash position of Council proportional to operating costs.
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 the 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%	93.62%	87.28%	●	79.57%	●	<p>Infrastructure renewals have accounted for 70.77% of capital expenditure YTD with the balance on new and upgrade projects.</p> <p>REPA projects have been revised to capital works in the forecast. As these projects are for renewal works the asset sustainability ratio forecasted result has increased.</p>

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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>Target measured over a five-year average</p>	0-3 times	1.06	0.88	1.34	●	0.43	<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 30 June 2024
2. Operating Statements for the month end 30 June 2024

G/5. COUNCILLORS REPORT

G/6. URGENT BUSINESS

G/7. NOTICE OF MOTION

G/8. CONFIDENTIAL ITEMS