



GLADSTONE
REGIONAL COUNCIL

**GENERAL MEETING NOTICE
AND AGENDA**

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

On Tuesday 19 November 2024

Commencing at 9.00am

**Leisa Dowling
CHIEF EXECUTIVE OFFICER**

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G/1. MAYORAL STATEMENT OF CURRENT ISSUES

G/2. CONFIRMATION OF MINUTES

G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 5 NOVEMBER 2024

Responsible Officer: Chief Executive Officer

Prepared By: Executive Secretary

Council Meeting Date: 19 November 2024

File Ref: CM7.2

Purpose:

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

Officer's Recommendation:

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

Attachments:

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

G/3. DEPUTATIONS

G/3.1. STANWELL CQH2

Responsible Officer: Chief Executive Officer

Prepared By: Executive Secretary

Council Meeting Date: 19 November 2024

File Ref: CM7.6

Purpose:

For Stanwell CQH2 to provide an update on the CQH2 project and progress.

Officer's Recommendation:

That the deputation from Stanwell CQH2 be received.

Background:

Deputation details are as follows:

Time of Presentation	9:10am
Duration of Presentation plus question time	15 mins
Speakers to present	Phil Richardson Michael McGroarty Rob Uilly

Attachments:

Nil

G/4. OFFICERS' REPORTS

G/4.1. 2023-24 ANNUAL REPORT

Responsible Officer: General Manager Finance Governance and Risk and General Manager People and Strategy

Prepared By: Manager Strategy and Improvement

Council Meeting Date: 19 November 2024

File Ref: CM14.2

Purpose:

The purpose of this report is to seek Council endorsement of the Gladstone Regional Council 2023/24 Annual Report.

Officer's Recommendation:

That Council adopt the Gladstone Regional Council 2023/24 Annual Report provided as Attachment 1 to the report.

Summary:

Council's performance, achievements and challenges during the 2023/24 financial year are showcased in the Annual Report. This report marks the third Operational Plan delivering Council's goals as defined in our 2021-26 Corporate Plan. It also details Council's financial performance and governance behind our operations in 2023/24, including the final audited financial statements.

Operational Plan

Eight initiatives were successfully achieved on time and within budget, with one initiative being extended into the 2024/25 financial year.

INITIATIVE	Progress	Status	
Access and Inclusions Action Plan	100%	●	● Complete
Social Infrastructure Strategic Plan	100%	●	● Incomplete
Review and Update			
Planning Scheme Review	100%	●	
Works Delivery Improvement Program	100%	●	
Community Waste Education	100%	●	
Future of Fleet	45%	●	
Creating Constructive Culture	100%	●	
Psychosocial Safety	100%	●	
Information Management	100%	●	

Financials

The report shows total **revenue** and **expenditure** including our Capital Works Program.



This year, there has been an increase to the value of our assets and an increase to our operating surplus.



Link to Corporate Plan:

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

Background:

The 2023/24 Annual Report marks the third Operational Plan delivering against Council's 2021-26 Corporate Plan and goals to Connect Communities, Deliver Value, build a Resilient Economy, look after Our People, and be an Accountable Council. It also details Council's financial performance and governance behind our operations in 2023/24, for example the final audited financial statements for the period of 1 July 2023 to 30 June 2024, as audited by the Queensland Audit Office.

The theme for the 2023/24 financial year was *Proudly GRC* and is reflected throughout this report. There are many examples of proud moments for Council and our people as we worked together, both internally and with our communities, businesses, industries and other agencies to meet the needs of our region and communities.

Some notable outcomes for the year were:

- **Endorsed** the Community Waste Education and Engagement Plan
- **Developed** our Access and Inclusion Action Plan
- **Updated** our Social Infrastructure Investment Priorities using evidence-based resources for investors
- **Developed** our Integrated Planning Framework
- **Introduced** our Leadership Capability Framework and Leadership Development Program
- **Award for excellence** for our organisation's Culture Journey

Risk Management Summary:

The completion of this Annual Report meets our legislative obligations as well as providing community confidence and transparency into what we do. Annual Reports also help us in addressing two of our Corporate Risks: Corporate Governance and Financial Sustainability.

Completion Analysis:



The Annual Report features performance outcomes of our 2023/24 Operational Plan initiatives. Each year the delivery of our Operational Plan moves us closer to achieving the goals set out in our five-year Corporate Plan and delivering for our community. The 2023/24 year delivered the third Operational Plan outworked from our 2021-2026 Corporate Plan.

In 2023/24 Council successfully **delivered 8/9 Operational Plan initiatives**.

The Operational Plan initiative "Future of Fleet" is currently experiencing delays due to several cumulative factors, including an expanded scope of stakeholder consultation, shifts in resources and organisational priorities (i.e. the onboarding process for new Councillors). As a result, the project timeline has been extended from July 2024 to March 2025.

In March 2025, we expect that the "Future of Fleet" initiative will ultimately enhance our operational efficiency and promote sustainability by enabling real-time location data to ensure staff safety, support better informed fleet management, increase utilisation, and improve efficiency in Fringe Benefit Tax logbook information. Additionally, the data will inform and improve our carbon reduction strategies.

Stakeholder Engagement:

Development of the Annual Report was completed with a strong cross functional team focus. The Annual Report Working Group was reformed in mid-2024 and included officers from Strategy and Improvement, Brand and Communications, Finance, Governance and Risk and Internal Audit. Officers from across the business supplied content for inclusion in the report, which was reviewed by the Executive Leadership Team before being finalised and presented to Council.

Following endorsement, the Annual Report will be uploaded onto Council's website and shared with our community as part of a communications campaign.

Legal and Regulatory Implications:

Local Government Regulation 2012 s182 legislates the requirement for Council to prepare an Annual Report within one month from the date the Auditor General certifies the annual financial statements. The financial statements were certified on 18 October 2024.

Local Government Act 2009 s104(5)(b) requires the preparation of the Annual Report to be a core integrated part of Councils financial management systems.

Financial and Resource Implications:

The 2023/24 Annual Report has been completed internally by Council officers.

Anticipated Resolution Completion Date:

26 November 2024.

Attachments:

1. 2023/24 Gladstone Regional Council Annual Report

G/4.2. SPECIALISED SUPPLIER - EVENTS QUEENSLAND PTY LTD

Responsible Officer: General Manager Community and Lifestyle

Prepared By: Manager Arts and Entertainment

Council Meeting Date: 19 November 2024

File Ref: CP8.2, CR2.11

Purpose:

This report seeks a resolution from Council to make use of this provisions in Section 235 of the *Local Government Regulation 2012* that allows for the exception to the requirement for the written quotes or tenders.

The use of this provision is sought in relation to a one-year arrangement with Events Queensland Pty Ltd to deliver the Brisbane to Gladstone (B2G) Village program of events as part of Council's Easter in Gladstone initiative.

Officer's Recommendation:

That Council:

1. Resolve, in accordance with Section 235(a) of *Local Government Regulation 2012*, that it is satisfied that due to the specialised nature of the service sought, Events Queensland Pty Ltd is the only supplier reasonably available; and
2. Authorise the Chief Executive Officer to enter into a contract with Events Queensland Pty Ltd to deliver the B2G Village for 2025.

Summary:

Council launched its signature destination event, Easter in Gladstone in 2019 as an overarching event to bring together two iconic and long-standing local events, the Gladstone Harbour Festival and Brisbane to Gladstone Yacht Race. Following a thorough procurement process, Council engaged Events Queensland Pty Ltd to deliver the B2G Village as part of the Easter in Gladstone event. Council is seeking to engage Events Queensland Pty Ltd as a specialised supplier due to their experience in delivering the event and timeframe for delivery.

Link to Corporate Plan:

- Connecting Communities - We work with you and for you, supporting the success of our communities.
- Resilient Economy - We play our part in supporting the success of our region.

Background:

Easter in Gladstone is aligned with Council's adopted Regional Events and Visitor Economy Strategy and provides opportunities to enhance the Gladstone regional profile and drive tourism and economic benefit to the region.

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Following a thorough procurement process ran in late 2018, Council engaged Events Queensland Pty Ltd to deliver the B2G Village; a series of experiential, bespoke events over the long weekend to complement the existing festivities, including but not limited to, a Long Lunch, Seafood Festival and Line Crossing Party.

In order to maintain community expectations, Council continued to engage Events Queensland Pty Ltd in 2019, 2020*, 2021, 2022, 2023, 2024 and this report seeks approval to engage Events Queensland for 2025 to deliver the B2G Village within its Easter in Gladstone program and maintain its continued growth as a highly anticipated event on the Gladstone Region tourism calendar.

It is intended to re-test the market in 2025 for a proposed 3-year period for the delivery of the Easter in Gladstone events. This process will be undertaken in April 2025 ensuring ample time to test the market for the continued delivery of the Easter in Gladstone initiative.

**The Easter in Gladstone program of events was cancelled in 2020 and significantly impacted in 2021 due to the global COVID pandemic.*

Risk Management Summary:

Council faces a moderate to high reputational risk should the B2G Village not proceed as a featured event within the Easter in Gladstone program of events, which could lead to significant impacts on stakeholders, residents, visitors, yacht race competitors and commercial relationships.

This type of community event would usually be delivered by Council's dedicated Events and Entertainment professionals. However, all available resources are committed to supporting the delivery of the Gladstone Harbour Festival, a separate event within the Easter in Gladstone program.

A number of contributing factors have led to the confirmation of the event provider for 2025 being behind schedule. Easter in Gladstone stakeholder meetings are scheduled to commence in November and a delay beyond that point of an appointed service provider to deliver the B2G Village would have significant impact on the ability to deliver the event.

Options and Opportunity Analysis:

OPTION 1 – Engage Events Queensland Pty Ltd as a Specialised Supplier for 2025 (recommended)

Engage Events Queensland Pty Ltd to deliver events associated with the B2G Village across the Easter weekend in 2025 as part of the Easter in Gladstone destination event.

Events Queensland will be responsible for the delivery of the following:-

- Provide all personnel, equipment and materials to deliver the B2G Village events;
- Promote and market the events;
- Participate in collaborative meetings with Easter in Gladstone key stakeholders;
- Use its best endeavours to use local suppliers for the events.

The B2G Village events designed and delivered by Events Queensland are to meet the following objectives:

- Provide an opportunity to welcome the arrival of the competitors in the Brisbane to Gladstone Yacht Race and their families;
- Build community pride;
- Create opportunities for increased engagement with Gladstone Region locals with the Brisbane to Gladstone Yacht Race;
- Encourage local residents to 'Holiday at Home' over the Easter weekend;
- Increase visitation to the Gladstone Harbour Festival and activate new spaces on the harbour;

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- Increase the profile of the Gladstone Region as a holiday destination;
- Contribute to the success of Easter in Gladstone as a destination event for the Gladstone Region;
- Provide an experience that will attract and retain visitors and encourage return visitation.

Undertake a full procurement process to test the market in 2025 for delivery of Easter in Gladstone events for a three-year period of 2026, 2027 and 2028,

OPTION 2 – Engage the market to deliver events under the Easter in Gladstone banner

Conduct a Request for Service for an event management organisation to deliver events under the Easter in Gladstone banner, along Flinders Parade (adjacent to O’Connell Wharf) for 2025. This approach is not considered feasible given the timing of the event, lead time for procurement and delays due to the holiday season.

Stakeholder Engagement:

The following key stakeholders have been identified for the Easter in Gladstone destination event:

- Gladstone Regional Council
- Gladstone Entertainment Convention Centre
- Gladstone Ports Corporation Pty Ltd.
- Gladstone Festivals and Events Association Inc.
- Queensland Cruising Yacht Club
- Gladstone Yacht Club / Port Curtis Sailing Club
- Events Queensland Pty Ltd.

Regular meetings will be schedule with key stakeholders in preparation for Easter long weekend.

Legal and Regulatory Implications:

It is a requirement of the Local Government Regulation 2012 section 225 to invite written quotations or tenders where the supply of goods or services with a cost greater than \$15,000 ex GST. Section 235 of the regulation does provide some exceptions, relevant to this report is section 235(a) which provides an exception where:

- The local government resolves that it is satisfied that there is only 1 supplier reasonably available.

Financial and Resource Implications:

Council currently budgets \$90,000 per annum to deliver the B2G Village events as part of its community events budget. In 2024, the estimated return on investment for the B2G Village events was \$4,581,256 respectively. A report outlining the Return on Investment is attached.

The current proposal submitted by Events Queensland requests an investment of \$150,000 from Council. Should Council approve this specialised supplier request, the CEO or delegate will negotiate the amount within the Community Events budget parameters.

Anticipated Resolution Completion Date:

Anticipated completion of the sole supplier agreement following council endorsement is 30 November 2024.

Attachments:

1. Events Qld – Company Overview
2. Return On Investment and Community Impact Summary of Easter in Gladstone 2024
3. CONFIDENTIAL – Events Qld – EOI Proposal 2025-2028

G/4.3. AMENDMENT TO THE ANIMAL MANAGEMENT SUBORDINATE LOCAL LAW

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Governance Business Advisor

Council Meeting Date: 19 November 2024

File Ref: LE3.1

Purpose:

This report proposes an amendment to *Subordinate Local Law No. 2 (Animal Management) 2011* to correct an administrative error that occurred in drafting the amendments to the Subordinate Local Law adopted on the 20 June 2023.

Officer's Recommendation:

That Council:

1. Propose to make *Animal Management (Amendment) Subordinate Local Law (No. 1) 2024* presented as Attachment 1 to this report.
2. Resolve that proposed *Animal Management (Amendment) Subordinate Local Law (No. 1) 2024* which amends an existing subordinate local law of Council, and in particular, *Subordinate Local Law No. 2 (Animal Management) 2011*, only makes an insubstantial change.
3. Proceed with the making of, and make, *Animal Management (Amendment) Subordinate Local Law (No. 1) 2024*.
4. Adopt, pursuant to section 32 of the *Local Government Act 2009*, a consolidated version of *Subordinate Local Law No. 2 (Animal Management) 2011* in the form contained in Attachment 2 to this report.

Summary:

The proposed subordinate local law amendment will correct Item 7 of Schedule 7 in the Animal Management Subordinate Local Law requiring dogs to be on-leash at the Seventeen Seventy SES Grounds during the Rainbow Bee-Eater bird nesting season.

Link to Corporate Plan:

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

Background:

At the General Meeting on the 20 June 2023, after an extensive public consultation process, Council agreed to make a change to *Subordinate Local Law No. 2 (Animal Management) 2011* including a change to the off-leash designation for the Seventeen Seventy SES grounds from all year round, to only the six months when the Rainbow Bee-Eater Birds are not nesting at the site.

In drafting the amendments in 2023 the proposed designation was incorrectly interpreted which has resulted in the restriction being reversed with dogs being off-leash during nesting season and on-leash the balance of the year. The error was only identified recently (24 September 2024) when a customer noticed an error in the online mapping. The proposed amending local law would correct this designation.

The process of amending a subordinate local law generally takes considerable time following the legislated process and involves public consultation. However, there is provision in the legislation for a shortened process to allow local government to make minor amendments where a change is deemed to be 'insubstantial'. Given that the community has already considered this amendment and provided its support for this change in 2023, applying the shortened subordinate local law making process to correct the drafting error was considered appropriate.

Risk Management Summary:

The Rainbow Bee-Eater Birds are colonial breeders and a 'special least concern species' prescribed in the *Nature Conservation (Animals) Regulation 2020*. As a prescribed species it is an offence to intentionally harm the birds and their breeding sites. Allowing dogs off-leash in the Seventeen Seventy SES Grounds, which is a known nesting site for the birds during breeding season increases the risk of individuals breaching the *Nature Conservation (Animals) Regulation 2020*.

It is clear that the Agnes Water community values Rainbow Bee-eaters as part of local biodiversity and is seeking for the breeding colony at the SES Grounds to be protected. Not correcting the administrative error attracts reputational risk as the expectation was set during 2023 amendment process that the off-leash designation would be changed.

Options and Opportunity Analysis:

Council has the following options:

1. Option 1 – Adopt the Officer Recommendation which will see the error corrected and provide legislative protection for the Rainbow Bee-Eater Bird nesting sites at the Seventeen Seventy SES Grounds from off-leash dogs during the nesting season.
2. Option 2 – Not proceed with making the amending Subordinate Local Law which will result in Council being unable to enforce the on-leash requirement for dogs at the Seventeen Seventy SES Grounds during nesting season. If this option is adopted, Council would have to rely on public education and cooperation in protecting the nesting sites from off-leash dogs during breeding season and dog owners would be prevented from having dogs off-leash during those times of the year when there is no need for the restriction.

Stakeholder Engagement:

In addition to the internal consultation with Teams involved in monitoring and enforcing the subordinate local law, a comprehensive public consultation process was undertaken in the lead up to the adoption of amendments to the Subordinate Local Law in June 2023. Community consultation involved a community survey and the opportunity for individuals or groups to make written submissions on the proposed changes.

The community survey posed a question on whether respondents supported a change to the Seventeen Seventy SES Grounds dog off-leash designation, to require dogs to be on-leash during the Rainbow Bee-Eater Bird Nesting Season. Approximately 80% of respondents supported the change. The results are shown below.

Response	Percentage %	Count
Yes	79.89	433
No	12.36	67
Neutral	7.75	42
Total	100	542

Legal and Regulatory Implications:

The development and amendment of Local Laws and Subordinate Local Laws is governed by:

- *Local Government Act 2009* (chapter 3, division 2);
- *Local Government Regulation 2012* (chapter 3, part 1); and
- Gladstone Regional Council Local Law-Making Process Policy (P-2018-10).

All regulatory requirements have been met in the making of this amending subordinate local law including:

- An assessment of any potential anti-competitive provisions conducted by legal counsel King and Company with no anti-competitive provisions identified (Refer Attachment 3)
- King and Company have also certified that the amending subordinate local law has been drafted in compliance with the guidelines issued by the Parliamentary Council under the *Legislative Standards Act 1992* (Section 9).

Human Rights

The decision to make or amend a subordinate local law requires consideration of human rights in accordance with the *Human Rights Act 2019* (“HRA”). In this instance, the Human Rights potentially impacted by Council’s decision are:

- Property rights;
- Recognition and equality before the law.

Under the HRA, section 58, it is unlawful for Council:

- to make a decision in a way that is not compatible with human rights; or
- in making a decision, to fail to give proper consideration to a human right relevant to the decision.

As the human rights identified above may be limited by Council’s decision, Council must make a determination about whether each limit on a person’s human rights, and its impact on the person, is reasonable and demonstrably justifiable.

The change proposed does impact on an individual’s property rights as it governs where and how dog owners must manage their dogs in public spaces. It also impacts on an individual’s duty under the law, namely if the individual seeks to take a dog into a public place, there are additional responsibilities for the individual under the law.

These individual rights have been balanced against the rights of individuals and the community to the safe and peaceful enjoyment of public spaces which can be impacted by animals. It has been traditionally accepted in Queensland that there are limitations on how domestic animals are to be kept and controlled in public spaces in the interests of public safety, community health and wellbeing, residential amenity and environmental impacts. It has been assessed that the proposed change aligns with those accepted traditions and therefore the proposed change is reasonable and demonstrably justifiable.

Financial and Resource Implications:

There will be minimal costs involved in making the amendment which can be accommodated within the existing budget. Costs and resources required include:

- Costs associated with legal advice from King and Company;
- Updating Council's information resources; and
- Advertising the making of the amending subordinate local law in the Government Gazette.

As signage for the Seventeen Seventy SES Grounds resulting from the 2023 changes had not been finalised prior to picking up the error, production of signage was delayed so as to not incur additional costs in replacing it. If Council adopts the recommendation signage will be printed with the correct information and installed on site.

Anticipated Resolution Completion Date:

1 December 2024

Attachments:

1. Proposed Animal Management (Amendment) Subordinate Local Law (No.1) 2024
2. Proposed Consolidated Subordinate Local Law No. 2 (Animal Management) 2011
3. King and Company Statement of Assessment of Anti-Competitive Provisions

G/4.4. AUDIT RISK AND IMPROVEMENT COMMITTEE EXTERNAL MEMBER APPOINTMENTS

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: General Manager Finance Governance and Risk

Council Meeting Date: 19 November 2024

File Ref: CM 26.2

Purpose:

This report provides a recommendation on the appointment of two external members for the Audit Risk and Improvement Committee to replace the two existing members who have reached the end of their tenure on 31 December 2024, and to appoint a Chairperson for the Committee commencing 2025.

Officer's Recommendation:

That Council:

1. Offer Mary Goodwin and John Halliday external member positions on the Audit Risk and Improvement Committee for an initial period of 18 months commencing 1 January 2025 with the option to extend for a maximum tenure being a further period of 3.5 years subject to the extension being mutually agreed.
2. Appoint Mary Goodwin to the position of Committee Chair commencing 1 January 2025 for a period of 18 months.

Summary:

This report recommends the appointment of Mary Goodwin and John Halliday to the two external general member positions on the Audit Risk and Improvement Committee with Mary Goodwin as Committee Chair commencing 1 January 2025.

Link to Corporate Plan:

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

Background:

Under Section 105 of the *Local Government Act 2009* Council is required to have an Audit Committee. Council's Audit Risk and Improvement Committee is Council's 'Audit Committee' as defined under the Act. Its role is to provide an independent forum where representatives of Council, independent specialists and management work together to fulfil specific governance responsibilities in the area of financial reporting, internal control systems, risk management, legal, legislative and regulatory compliance, audit and business improvement functions.

Membership of the Committee is currently comprised of two Councillors and three external members with one external member being a financial expert. The Mayor attends on an ex-officio basis. It has been resolved to limit external membership on the Committee to a maximum term of 5 years to ensure that sufficient independence is maintained.

One of the Members reaching the end of their tenure on the 31 December 2024 is the current Chair of the Committee. Council has previously resolved that, to enhance the independence and expertise of its audit, risk and improvement processes, one of the external members will be appointed to the role of Chairperson.

An expression of interest process was advertised closing on the 20 September 2024 to replace the two external general members (not the appointed financial expert) whose tenure expires on the 31 December 2024. Council received 32 expressions of interest which were shortlisted to 5 candidates for interview.

Interviews were conducted with the shortlisted candidates to fill the impending vacancies of external members Sandra Collins and Stephen Coates (Chair) who provided Project Management, Workplace Health and Safety, Business Systems, Audit Process, Business Process and Information Technology Systems experience to the table as external members.

The interview panel, comprised of Cr Holzheimer, General Manager Finance Governance and Risk, and General Manager People and Strategy, shortlisted candidates who complimented the skillsets of the continuing member (financial expert) Mr Peter Sheville.

The two candidates whom at the end of the interview process unanimously ranked the highest were:

- Mary Goodwin – Mary has extensive experience in procurement, transformation and business processes working in strategic leadership roles in local, national and global organisations and is currently an independent member on Audit and Risk Committee's at: Redland City Council; Western Downs Regional Council; and Whitsunday Regional Council. Further, Mary is a Fellow of Advisory Boards Centre.
- John Halliday – John is a Fellow of CPA Australia and has demonstrated an expert level of proficiency in Information Technology Governance and in trend analysis and holds multiple qualifications in Information Technology and Cyber Security. John is currently an independent member of the Audit and Risk Committee at Logan City Council and Queensland Department of Justice and Attorney – General.

The interview panel further considered the Chair experience of Mary Goodwin and believe that she would be an appropriate future chair from 1 January 2025.

Risk Management Summary:

Council takes a balanced approach towards taking risk when it has potential regulatory and legal consequences. All options presented seek to control the risk whilst meeting Council's legislative obligations.

Options and Opportunity Analysis:

Option 1 – Adopt the recommendation as presented.

The *Local Government Regulation 2012* requires that an audit committee consists of at least three (3) but no more than six (6) members and one (1) but no more than two (2) Councillor appointments.

Council's Audit Risk and Improvement Committee Policy further states that a minimum of two (2) external members will be appointed to the audit committee.

There are currently three (3) external members appointed to the audit committee. The process conducted provides for the continuation of that level of external oversight and recommends (2) members to replace the external members whose tenure is expiring which will satisfy Council's legislative and policy requirements.

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It is noted that Stephen Coates currently holds the position of Chair of the Audit Risk and Improvement Committee, and his tenure is also expiring.

The appointment of a chair of the committee is at the absolute discretion of Council. Neither the Regulation or Council's policy do not stipulate who the chairperson must be (i.e. Councillor or external member), however, it is the officer's recommendation that the appointed chairperson be an external member.

Option 2 – Adopt the recommendation with an amendment to the position of Chair

The alternate resolution could be:

That Council appoint _____ as the chairperson of the Audit Risk and Improvement Committee.

Stakeholder Engagement:

Council advertised the expression of interest widely including advertising on Council's website recruitment page, with the Institute of Internal Auditors Australia and on the Seek online employment platform. In addition, the existing ARIC committee members shared the expression of interest within their professional networks.

Legal and Regulatory Implications:

Under Section 105 of the *Local Government Act 2009*, Council is required to have an Audit Committee that also meets the requirements of Chapter 5, Subdivision 2 of the *Local Government Regulation 2012*.

Financial and Resource Implications:

A meeting fee of \$2,400 (exclusive of GST) applies for members attending meetings which covers meeting participation and the necessary agenda reading / preparation and review of meeting minutes. Meetings are currently 4 hours in duration and agendas are approximately 200 - 400 pages in length with varying content.

An hourly rate of \$240 applies for any additional work required outside of the meeting cycle, such as additional teleconferences or Council meeting presentations, inductions, workshops or planning.

Council will meet the members reasonable travel expenses to attend meetings in person at the Council Chambers, 101 Goondoon Street, Gladstone.

Anticipated Resolution Completion Date:

1 January 2025

Attachments:

1. CONFIDENTIAL – Mary Goodwin Submission Cover Letter
2. CONFIDENTIAL – Mary Goodwin Application Form
3. CONFIDENTIAL – John Halliday Application.

G/4.5. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 OCTOBER 2024

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Management Accounting Specialist

Council Meeting Date: 19 November 2024

File Ref: FM15.1

Purpose:

This report seeks Council adoption of the Monthly Financial Statements for the year 2024-25 to date, for the period ended 31 October 2025

Officer's Recommendation:

That Council adopt the Monthly Financial Statements attached to the officer's report for the 2024-25 year to date, for the period ended 31 October 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 2024-25 budget was adopted on 16 July 2024, with a projected operating surplus of \$3.0m.

Comparatives in both the Statement of Income & Expenditure and Statement of Financial Position have been updated and are reflecting the 30 June 2024 audited Financial Statements.

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

The percentage of year passed (pro-rata rate) as at 31 October 2024 is 33.70%

Major movements and variances from budget are as follows:

Statement of Income and Expenditure**Income**Recurrent Revenue

Total recurrent revenue	2024-25	Actual as %
Actual	\$72.1m	
Budget	\$246.1m	29.30%
Forecast	\$246.1m	29.30%

Of note:

Net rates and utility charges	2024-25	Actual as %
Actual	\$48.0m	
Budget	\$194.5m	24.69%
Forecast	\$194.5m	24.69%

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

To date discounts of \$15.3m have been granted in 2024-25 for payments received by the due date, 98.00% of budget. Rate discounts are applied in the period received, not split across the year.

Water consumption revenue is raised upon completion of the bi-annual water meter reading cycles during the year (July-December 2024 and January-June 2025).

Total interest revenue	2024-25	Actual as %
Actual	\$2.9m	
Budget	\$6.8m	42.52%
Forecast	\$6.8m	42.52%

Interest revenue at a rate of 5.08% has been received from Queensland Treasury Corporation for the month of October and current term deposit rates are yielding up to a 5.10% return to Council.

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Income tax equivalents	2024-25	Actual as %
Actual	\$0.1m	
Budget	\$4.5m	1.26%
Forecast	\$4.5m	1.26%

The income tax equivalents budget for 2024-25 includes \$4.0m from the Gladstone Area Water Board (GAWB), this income is generally confirmed and paid in the final quarter of the year.

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

General purpose grant	2024-25	Actual as %
Actual	\$8.3m	
Budget	\$10.3m	80.93%
Forecast	\$10.3m	80.93%

Council received a payment of \$8.3 million from the Department of State Development on 2 July 2024 for the 2024-25 Financial Assistance Grant. This amount represents circa 85% of the 2024-25 allocation.

The budget for 2024-25 was based on the assumption that the above prepayment for the 2024-25 allocation would be received in June 24. With the balance expected in the 24-25 FY along with a prepayment of 25-26 financial assistance grant allocation. Necessary adjustments will be reflected in the Q1 forecast.

Capital Revenue

Capital revenue	2024-25	Actual as %
Actual	\$13.4m	
Budget	\$50.1m	26.70%
Forecast	\$35.6m	37.58%

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.

Regular forecasting is undertaken by the Grants team. The estimate for capital revenue for the 2024-25 year is \$35.6m

GLADSTONE REGIONAL COUNCIL GENERAL MEETING AGENDA - 19 NOVEMBER 2024

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

Project	Revenue YTD Actual	Expense YTD Actual
State Government Grants & Subsidies		
TBG - Bonsai House Utility Services	\$0.4m	\$1.5m
Captain Cook Drive, Agnes Water - Relocate sewer main	\$0.0m	\$0.0m
Stage 2 - GWWTP Inlet Distribution Structure Replacement	\$0.0m	\$0.1m
REPA Projects (see REPA breakdown) Joint Federal/ State funded	\$8.7m	\$10.7m
Other State Government Funding	\$0.8m	\$1.3m
TOTAL State Government Funding	\$9.9m	\$13.7m

Project	Revenue YTD Actual	Expense YTD Actual
Federal Government Grants & Subsidies		
Glenlyon/Tank - traffic calming scheme	\$0.0m	\$0.0m
Lowmead Road Safety and Sealing Upgrade	\$3.1m	\$4.6m
Gravel Road Resheeting	\$0.0m	\$0.0m
Agnes Water Skate Park	\$0.0m	\$0.0m
Turtleway - Pedestrian bridge replacements	\$0.0m	\$0.0m
Round Hill 2 Reservoir	\$0.1m	\$0.1m
Other Federal Government Funding	\$0.1m	\$0.1m
TOTAL Federal Government Funding	\$3.1m	\$4.7m
TOTAL State and Federal Funding	\$13.0m	\$18.4m

Expenditure

Recurrent expenditure

Total recurrent expenditure	2024-25	Actual as %
Actual	\$78.3m	
Budget	\$243.1m	32.23%
Forecast	\$243.1m	32.23%

Of note:

Employee benefits	2024-25	Actual as %
Actual	\$25.7m	
Budget	\$77.5m	33.15%
Forecast	\$77.5m	33.15%

Employee benefits are the largest component of Councils recurrent expenditure. A vacancy rate of 7.5% has been factored into the 2024-25 budget. The average vacancy rate for the 23-24 FY was 7.2%.

Consultants	2024-25	Actual as %
Actual	\$1.0m	
Budget	\$6.2m	16.62%
Forecast	\$6.2m	16.62%

Spending on consultants typically lags throughout the year. The amounts included in the budget will be revisited in the forecast process.

Significant consultant budgets and spend include:

- Asset management - Budget \$1.4m, spend \$0.3m
- Strategic Information and Technology - Budget \$0.6m, spend \$0.0m
- Transformation - Budget \$1.6m, spend \$0.3m
- Environment - Budget \$0.4m, spend \$0.1m
- Finance - Budget \$0.4m, spend \$0.1m
- Governance and Risk - Budget \$0.2m, spend \$0.0m
- Waste - Budget \$0.1m, spend \$0.05m

Contractors	2024-25	Actual as %
Actual	\$8.9m	
Budget	\$26.6m	33.35%
Forecast	\$26.6m	33.35%

Activities with significant contractor forecasts include:

- Water & Sewerage – Budget \$7.7m, spend \$2.6m
- Waste - Budget \$7.0m, spend \$1.7m
- Parks & Cemeteries - Budget \$3.3m, spend \$1.0m
- Roads, Bridges, Stormwater - Budget \$2.3m, spend \$0.7m
- Recoverable Works - Budget \$1.0m, spend \$0.7m. Recoverable works expenditure will be offset by revenue.
- Entertainment and Events - Budget \$1.6m, spend \$0.2m
- Corporate and Community Buildings maintenance - Budget \$0.5m, spend \$0.8m. Unfavourable variance year-to-date, primarily due to the unexpected asbestos removal at Derby Street. This adjustment will be included in the Q1 forecast.

Waste disposal and tipping fees	2024-25	Actual as %
Actual	\$3.8m	
Budget	\$8.5m	44.35%
Forecast	\$8.5m	44.35%

Spending on waste disposal fees trends high YTD predominantly due to costs for disposal of unexpected asbestos removal at Derby Street, and disposal and processing of Yarwun Wastewater Treatment Plant (WWTP) sewerage at Gladstone WWTP. These are both internal disposal fees and are offset by increased tipping and waste fee revenue.

Statement of Financial Position

	Current Value	Budget	Variance (Actual to Budget)	Forecast	Variance (Actual to Forecast)
Year-to-date Assets	\$3.0b	\$2.9b	3.82%	\$2.9b	3.82%
Year-to-date Liabilities	\$316.1m	\$179.7m	75.94%	\$179.7m	75.94%
Year-to-date Liabilities (excl. unearned rates revenue)	\$190.5m	\$179.7m	6.03%	\$179.9m	6.03%

Liabilities have been presented both including and excluding unearned rates revenue. The two will converge and be the same by June 2025, as all rates revenue is recognised on the profit and loss.

The budget for assets and liabilities reflects the expected positions at 30 June 2025.

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

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

Capital Expenditure

Regular forecasting is undertaken by the Capital Program team. The estimate for capital expenditure for the 2024-25 year is \$116.3m

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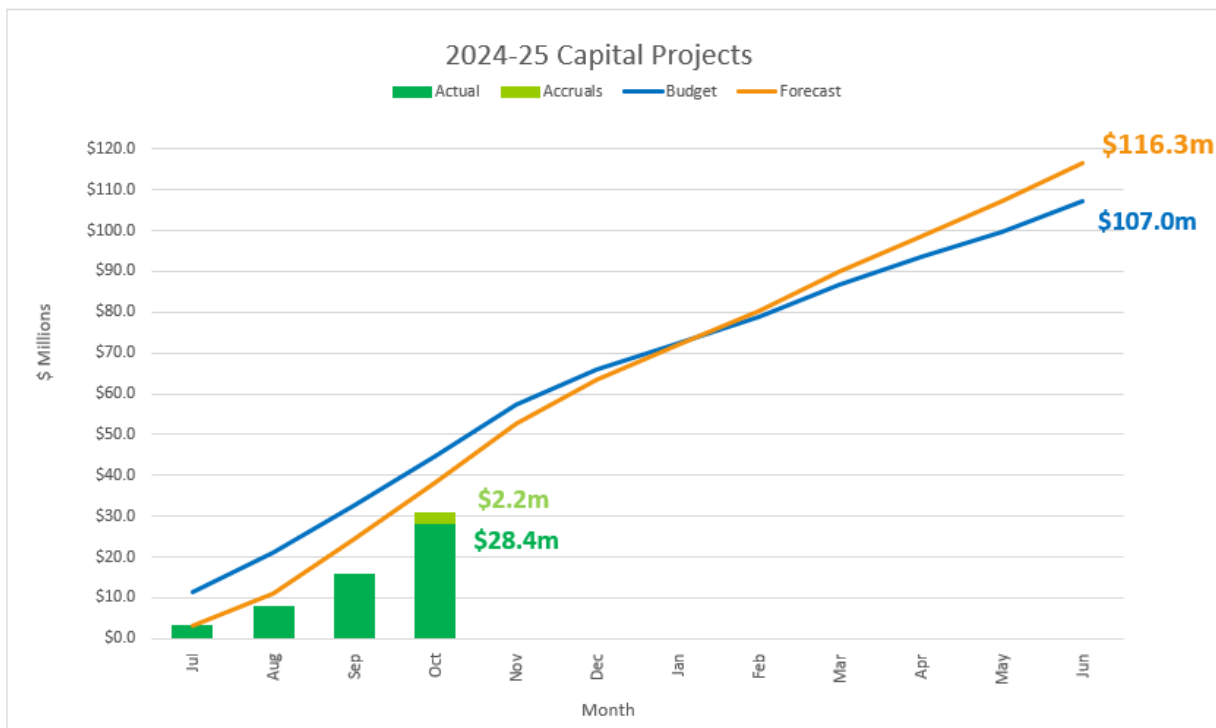
Capital YTD expenditure, budget and forecast is provided throughout the tables and graphs below.

	Actual	Budget	Actual as % of Budget	Forecast	Actual as % of Forecast
Year to date capital expenditure	\$30.6m	\$107.0m	28.61%	\$116.3m	26.32%

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	\$17.2m	\$51.7m	33%	\$56.4m	30%
Sewerage	\$3.0m	\$25.9m	12%	\$21.8m	14%
Delivery Support and Performance	\$0.9m	\$6.1m	15%	\$5.9m	16%
Property Assets	\$1.6m	\$1.3m	118%	\$1.7m	91%
Asset Governance	\$0.0m	\$3.3m	0%	\$3.3m	-
Waste	\$0.6m	\$3.8m	15%	\$6.0m	10%
Parks	\$0.3m	\$3.3m	10%	\$2.3m	14%
Community & Lifestyle	\$0.1m	\$0.8m	17%	\$0.3m	49%
Water	\$0.7m	\$7.5m	9%	\$9.3m	8%
Strategic Projects	\$0.1m	\$2.1m	3%	\$2.1m	3%
Other	\$6.2m	\$1.3m	482%	\$7.1m	86%
Total	\$30.6m	\$107.0m	28.61%	\$116.3m	26.32%

Accrual estimates of \$2.2m have been included in the actuals, to account for major claims relating to October work.



Reconstruction of Essential Public Assets (REPA)

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

Submission	Life of Project Funding	24-25 Funding Carryover	24-25 Expense Forecast	24-25 YTD Expenditure	24-25 YTD Claims Received	YTD work yet to be claimed	Percent complete
South	\$14.3m	\$2.9m	\$6.2m	\$4.2m	\$2.2	\$1.9m	66.83%
Central	\$1.5m	\$0.2m	\$0.2m	\$0.0m	\$0.0m	\$0.0m	29.86%
Western	\$12.1m	\$6.2m	\$8.9m	\$5.1m	\$5.1m	-	57.50%
Sealed Roads	\$1.6m	\$1.0m	\$1.5m	\$0.4m	\$0.4m	-	25.77%
Granite Creek (Lowmead Rd)	\$6.7m	\$6.4m	\$4.9m	\$1.2m	\$1.1m	\$0.1m	24.63
TOTAL	\$36.3m	\$16.7m	\$21.7m	\$10.9m	\$8.9m	\$2.0m	50.32%

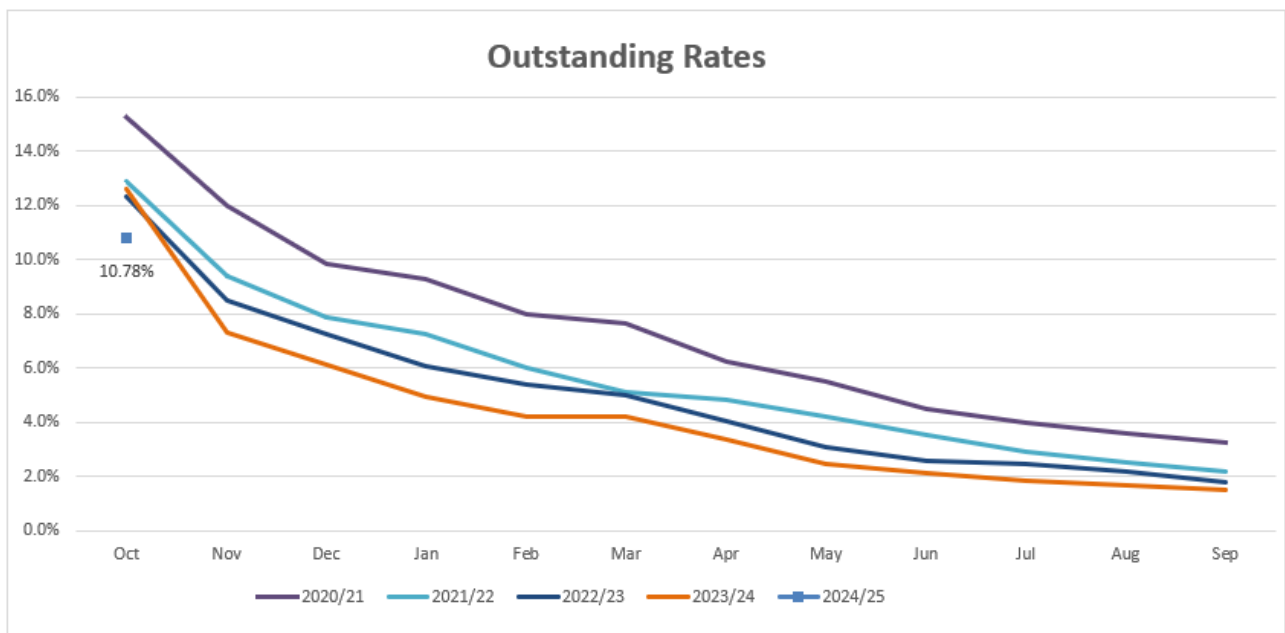
Outstanding Rates

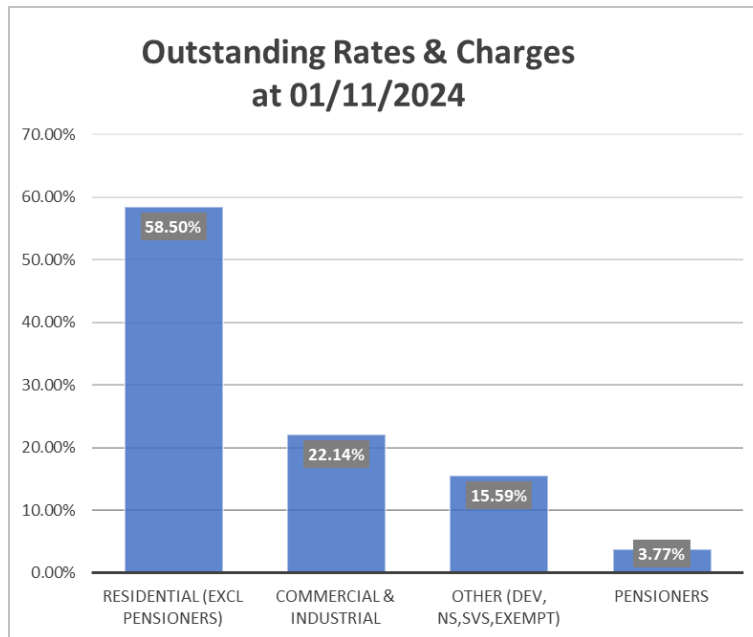
Outstanding rates, as a percentage of gross rates levied 2024-25, and collectible, is at 10.78% at the end of October 2024, compared to 12.62% for the same period last year.

Of the \$22.3m of outstanding rates 22.14% relates to commercial/industrial assessments and 77.86% represents residential assessments.

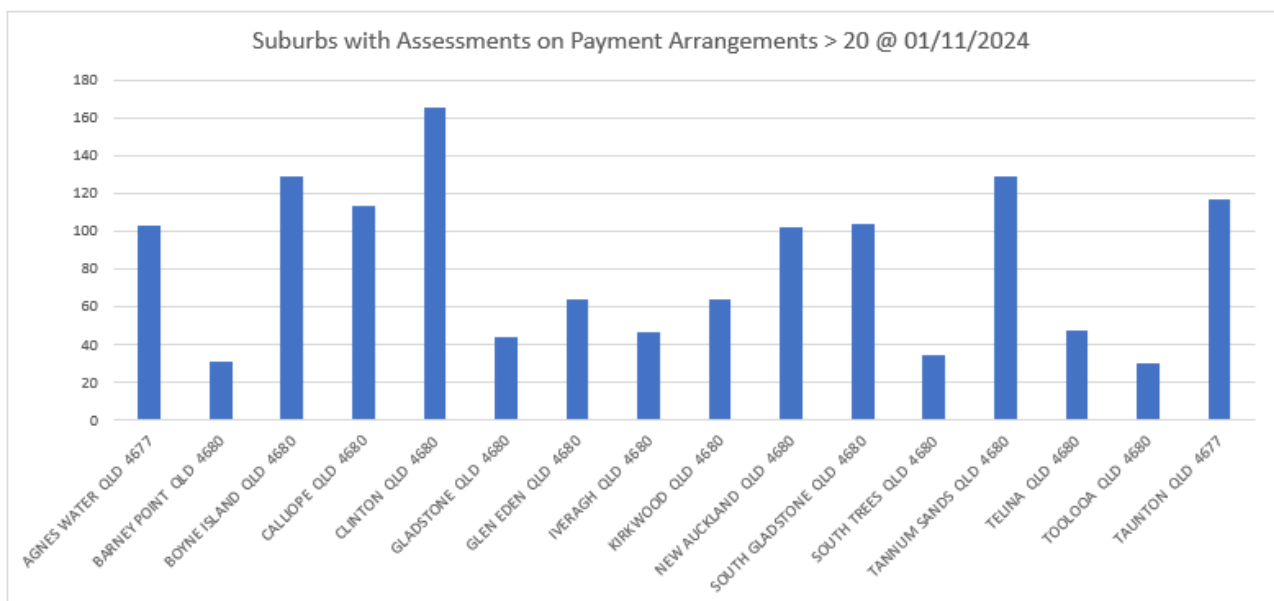
These figures include \$5.2m of rates that are currently being repaid under an authorised payment plan, for which there were 32 commercial/industrial assessments and 1,519 residential assessments. A total of 1,551 assessments, which is an increase from 1,022 assessments in September 2024 (this movement is a result of new arrangements being entered into since rates notices were issued).

There were 4,942 ratepayers who had paid their rates in advance, totalling \$4.5m.





Suburb's Residential >3% Outstanding	Amt Outstanding	% Outstanding	Count o/s balance >\$50	Payment Arrangements
Clinton	\$1.42m	6.36%	367	101
Tannum Sands	\$1.16m	5.19%	254	84
Agnes Water	\$1.10m	4.92%	275	65
West Gladstone	\$1.07m	4.81%	285	77
Boyne Island	\$0.98m	4.41%	243	83
New Auckland	\$0.96m	4.32%	243	72
Calliope	\$0.91m	4.09%	255	66
South Gladstone	\$0.88m	3.95%	233	68



Sustainability Ratios

Sustainability 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 2024 has been released.

Eight of the nine ratio measures will be reported in 2024-25, with the ninth measure to be introduced in the 2025-26 annual statutory financial reporting period.

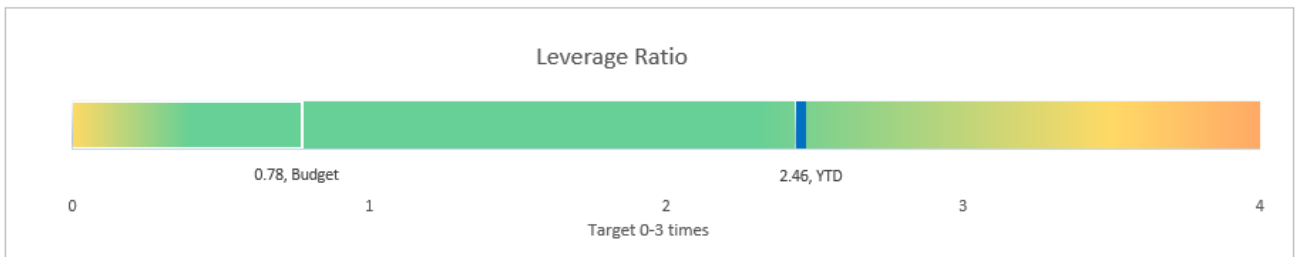
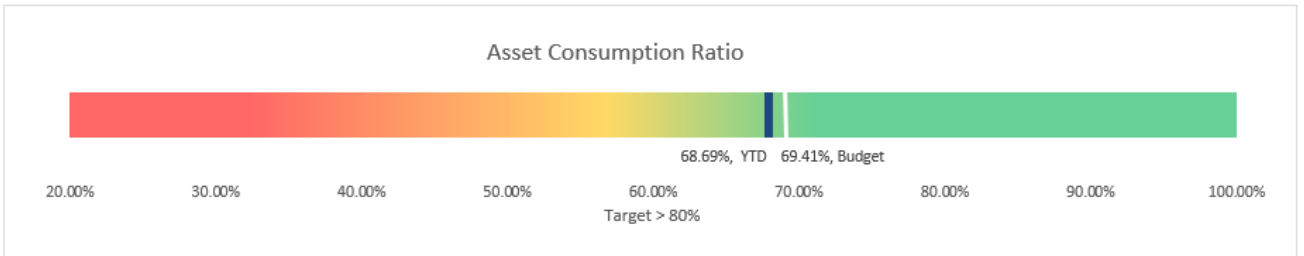
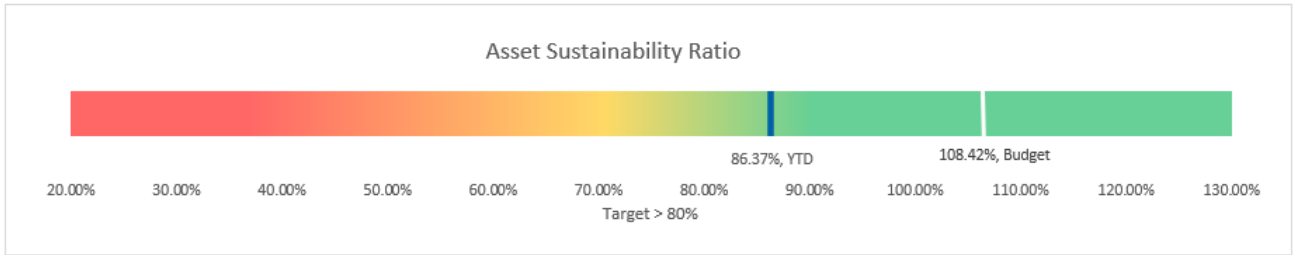
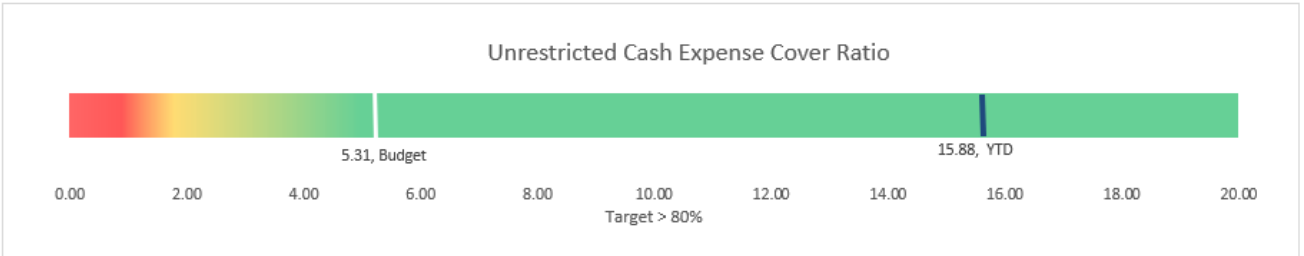
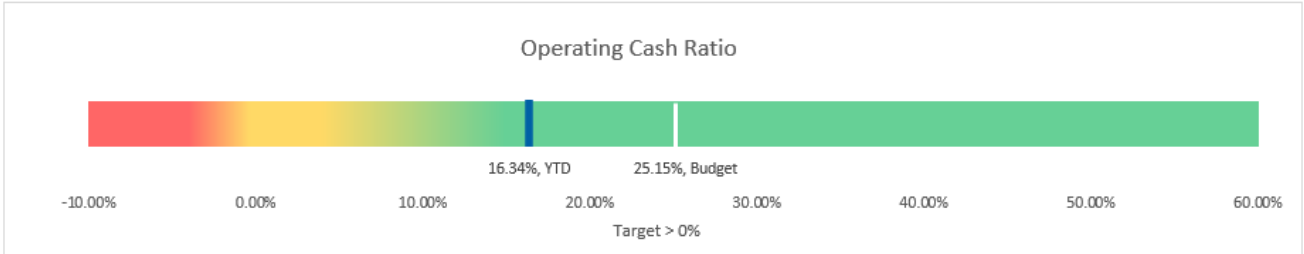
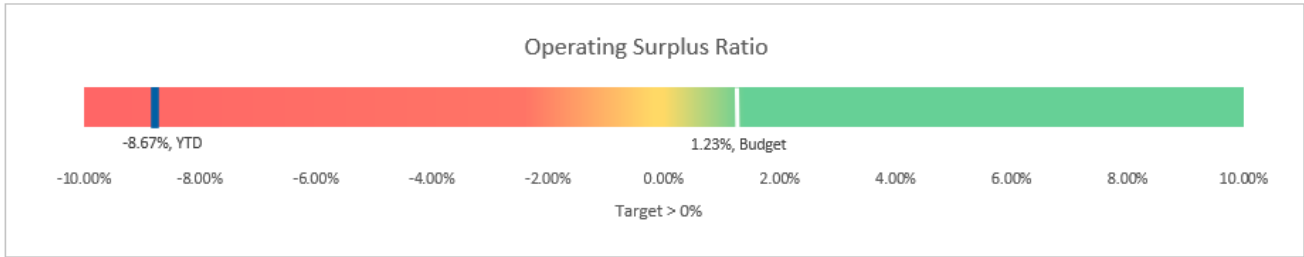
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Ratio Explanation	Target	2024 -25 Budget	Current YTD		5 Year Average		Commentary
Financial Capacity							
<p>Council Controlled Revenue Ratio: Council controlled revenue is an indicator of councils financial flexibility, ability to influence its operating 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 funding, sales and recoverable works contracts and rental income.</p> <p>This ratio is contextual only therefore has no target measure</p>		86.62%	77.84%		82.01%		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.
<p>Population Growth Ratio: Population growth is an annual measure and is a key driver of councils operating income, service needs and infrastructure requirements into the future.</p> <p>A growing council indicates a greater capacity to source its own revenue through rates and statutory charges. Population growth also puts additional pressure on councils to invest in new community infrastructure to support service needs</p> <p>This ratio is contextual only therefore has no target measure Ratio is measured annually</p>		2.35%	2.35%		1.17%		<p>The population growth ratio for Gladstone will significantly impact Council's financial sustainability, especially as the region faces periods of both rapid growth and stagnation. During growth phases, increased demand for infrastructure and services will provide opportunities for revenue growth and possibly also strain Council's financial resources, requiring careful management to avoid overextension. Conversely, in periods of slower growth or population decline, maintaining existing infrastructure and service levels can become a financial burden without corresponding increases in revenue.</p> <p>Emphasis on the population growth ratio is on a rolling 5-year average thus will help Council smooth out the financial impacts of any fluctuations, providing a clearer picture of long-term sustainability.</p> <p>Overall, for Gladstone, maintaining financial sustainability amidst its unique population growth patterns will require a balanced approach, integrating both proactive infrastructure investment and cautious financial management.</p>
Operating Performance							
<p>Operating Surplus Ratio: The operating surplus ratio is an indicator of the extent to which operating revenues generated cover operational expenses. Any operating surplus would be available for capital funding or other purposes.</p> <p>An operating surplus ratio below 0% is an indication that a councils operating expenses exceed its revenue. An operation deficit in any one year is not a cause for concern if, over the long term, a council achieves a balanced operating result or small surplus.</p> <p>Target measured over a five-year average</p>	> 0%	1.23%	-8.67%	●	-6.01%	●	<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. These were both one-off events.</p> <p>The YTD ratio result shows a negative operating surplus primarily due to rate discounts. Rates are applied across the year, however, rate discounts are applied in the period received. The ratio should trend closer to the forecasted positive operating surplus as the year progresses.</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%	25.15%	16.34%	●	19.46%	●	Both the YTD and 5 year average result of this ratio reflects the continuing strong cash position of Council proportional to operating costs.

GLADSTONE REGIONAL COUNCIL GENERAL MEETING AGENDA - 19 NOVEMBER 2024

Liquidity						
<p>Unrestricted Cash Expense Cover Ratio: The unrestricted cash expense cover ratio is an indicator of the unconstrained liquidity available to a council to meet ongoing and emergent financial demands, which is a key component to solvency. It represents the number of months a council can continue operating based on current monthly expenses</p> <p>A higher unrestricted cash expense cover ratio indicates that a council has sufficient free cash available to contribute to the cost of future planned and unplanned expenditure such as infrastructure investment or disaster recovery. An excessively high ratio may be indicative of hoarding, poor cash management or large upcoming capital investment requirements.</p> <p>A low ratio suggests limited unconstrained liquidity available to council to use for capital investment or in an emergency. For councils with efficient cash management practices or strong borrowing capacity this is not a concern. Where council also has a negative operating cash ratio a very low or negative unrestricted cash expense cover ratio is an indicator of potential solvency concerns.</p> <p>Target measured over a single-year</p>	<p>> 3 mths</p>	<p>5.77</p>	<p>15.88</p>	<p>●</p>	<p>NA</p>	<p>The high budget and YTD result of this ratio shows Council is in a strong cash position to cover planned and unplanned expenditure into the future.</p> <p>The payment of the Financial Assistant Grant in July 2024 has resulted in the higher YTD ratio. The results are expected to trend closer to the budget as the year progresses, and expenses are realised.</p>
Asset Management						
<p>Asset Sustainability Ratio: The asset sustainability ratio approximates the extent to which the infrastructure assets managed by council are being replaced as they reach the end of their useful lives</p> <p>An asset sustainability ratio close to 100% suggests that a council is spending enough on the renewal of its assets to compensate for the deterioration in its asset base as loosely proxied by its reported depreciation, with 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>	<p>> 80%</p>	<p>108.42%</p>	<p>86.37%</p>	<p>●</p>	<p>88.08%</p>	<p>Infrastructure renewals have accounted for 51.15% of capital expenditure YTD with the balance on new and upgrade projects.</p> <p>It is typical for capital spending to be lower in the first quarter of the year. As capital spending progresses the ratio is expected to trend closer to budget.</p> <p>Councils capital program has increased in 2024-25, as indicated by the budget ratio result.</p>
<p>Asset Consumption Ratio: The asset consumption ratio approximates the extent to which councils infrastructure assets have been consumed compared to what it would cost to build a new asset with the same benefit to the community.</p> <p>The minimum target of 60% indicates that a councils assets are being broadly consumed in line with their estimated useful lives.</p> <p>Councils with lower than target ratio will need to invest more in those assets (in terms of replacement or maintenance) to ensure they are maintained at a standard that will meet the needs of the community. On the other hand if the ratio is much higher than the target ratio, councils may need to revisit their asset management plans to assess their current service levels or whether their estimates of the assets' useful lives are appropriate</p> <p>Target measured over a five-year average</p>	<p>> 60%</p>	<p>69.41%</p>	<p>68.69%</p>	<p>●</p>	<p>70.82%</p>	<p>Both the YTD and budgetd ratio results indicates that Councils assets are being broadly consumed in line with their estimated useful lives.</p>
Debt Servicing Capacity						
<p>Leverage Ratio: 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>	<p>0-3 times</p>	<p>0.78</p>	<p>2.46</p>	<p>●</p>	<p>0.35</p>	<p>Both the YTD and 5 year average result of this ratio reflect Councils ongoing ability to manage its debt.</p> <p>This position is reinforced with each year that no new borrowings are undertaken.</p>

GLADSTONE REGIONAL COUNCIL GENERAL MEETING AGENDA - 19 NOVEMBER 2024



Stakeholder Engagement:

This report seeks specialist input from relevant internal sources.

Legal and Regulatory Implications:

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

Anticipated Resolution Completion Date:

N/A

Attachments:

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

G/5. COUNCILLORS REPORT

G/6. URGENT BUSINESS

G/7. NOTICE OF MOTION

G/8. CONFIDENTIAL ITEMS

G/8.1. OUT OF POLICY WATER LEAK CONCESSION

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Manager Revenue Services

Council Meeting Date: 19 November 2024

File Ref: FM7.1

Reason for Confidentiality:

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

(d) rating concessions.