



GLADSTONE
REGIONAL COUNCIL

**GENERAL MEETING NOTICE
AND AGENDA**

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

On Tuesday 3 December 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 19 NOVEMBER 2024

Responsible Officer: Chief Executive Officer

Prepared By: Executive Secretary

Council Meeting Date: 3 December 2024

File Ref: CM7.2

Purpose:

Confirmation of the minutes of the General Meeting held on 19 November 2024.

Officer's Recommendation:

That the minutes of the General Meeting of Council held on 19 November 2024 be confirmed.

Attachments:

1. Minutes of the General Meeting of Council held on 19 November 2024.

G/3. DEPUTATIONS

G/4. OFFICERS' REPORTS

G/4.1. SALE OF LAND

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Manager Revenue Services

Council Meeting Date: 3 December 2024

File Ref: FM7.1

Purpose:

This report identifies properties that have outstanding rates in excess of three years and recovery action is available under the Local Government Regulation 2012.

Officer's Recommendation:

That Council, pursuant to section 140(2) of *Local Government Regulation 2012*, resolve to sell the 30 properties listed in Attachment 1 to the officer's report, for overdue rates and charges.

Summary:

This report identifies 30 properties with outstanding rates which have now exceeded the three-year period, and the one-year period for vacant land or commercial properties as of 26 November 2024 and recovery action is available under the Local Government Regulation 2012. The loss in revenue to Council amounted to \$548,842.20.

Link to Corporate Plan:

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

Background:

Under Section 140(2) of the *Local Government Regulation 2012* Council is enabled to resolve to sell land for recovery of overdue rates or charges where rates or charges have been overdue in excess of three years, or where default judgment has been obtained for vacant land or commercial properties.

Attachment 1 provides a list of properties with outstanding rates which have now exceeded the three-year period, and the one-year period for vacant land or commercial properties.

Once notice of its intention to sell land has been issued, if payment is not made within three months, Council may within 6 months of giving notices of intention to sell, start the procedures for selling the land by auction under section 142.

An Auction must be held within 35 days of issuing an Auction Notice. The reserve price will be set in accordance with section 143. If the reserve is not reached, either by auction or subsequent negotiation, Council may decide to continue to offer sale under section 144 but the selling procedure must end within 12 months of giving the notice of intention to sell.

Interest will continue to accrue until the outstanding balances are paid in full. Section 141 requires that overdue rates and charges must be paid in full for sale procedures to be stopped.

It is possible that Queensland Land Tax owed to the Office of State Revenue will apply to several of the listed properties. Specific information regarding Land Tax is obtained closer to the auction date if applicable.

Risk Management Summary:

Council takes a cautious approach when it has potential regulatory and legal consequences and further a moderate approach towards risk when it has potential financial or service delivery consequences. Both options will seek to control the risk by meeting Council's legislative obligations whilst ensuring the sale of land process is consistent with and guided by principles.

Options and Opportunity Analysis:

30 Properties are identified in Attachment 1 as being eligible for sale of land action. This year's number of properties decreased by 6 properties in comparison to 2023/24 financial year. The properties are a mixture of land use types, including residential and vacant land. Only 9 properties identified in Attachment 1 are not encumbered by registered mortgages.

The utility of sale of land action to Council does not lie in the actual sale of properties. Historically, only a very small percentage of properties on the sale listed are sold;

2021/22 - 5 properties out of the original 71 were taken for sale on auction.

2022/23 - 1 property out of the original 42 was taken for sale on auction.

2023/24 - 3 properties out of the original 36 were taken for sale on auction.

The true utility of the sale of land action lies in its unique and powerful ability to focus the minds of owners (as well as mortgagees) on the implications of non-payment of rates, or alternatively, on the implications of not abiding by the terms of a payment arrangement which Council has granted in good faith.

Currently we have one property that was not included as it is on an approved payment plan which they are maintaining a payment plan under legal action taken.

Sale of land action is an effective means of encouraging ratepayers to comply with their legislative responsibilities, as indeed most ratepayers already do, in order to ensure that a fair and equitable financial contribution to the Gladstone Region is made by all.

Option 1 (Officer's recommendation):

That Council, pursuant to section 140(2) of *Local Government Regulation 2012*, resolve to sell the 30 properties listed in Attachment 1, for overdue rates and charges.

Option 2

That Council resolve not to proceed with selling the 30 properties listed in Attachment 1 for overdue rates and charges.

Stakeholder Engagement:

General Manager Finance Governance and Risk

Senior Legal Advisor

Senior Rates Officer

Debt Recovery-Rates Officers

The above stakeholders were engaged in preparing the report. Further engagement will be required in outworking the resolution.

Legal and Regulatory Implications:

Chapter 4 Part 12 of the *Local Government Regulation 2012* deals with the collection of overdue rates and charges by court proceedings and the sale of land.

Council may sell land for overdue rates and charges where the rates and charges remain unpaid for a period of more than three years for residential properties and one year for commercial properties and vacant land Council has obtained Court Judgment.

Financial and Resource Implications:

Rates and charges arrears are due and payable to Council. Failure to collect these amounts will result in a reduction of funds available to be expended for the benefit of the Gladstone Region by Council in accordance with its adopted budget.

All costs associated with the debt recovery process for the listed properties are recoverable either from the sale of land or can be added as a charge against the land.

Anticipated Resolution Completion Date:

It is anticipated that sale of land proceedings with respect to this resolution will be completed by 30 June 2025.

Attachments:

1. Sale of Land Property List

G/4.2. QUEENSLAND AUDIT OFFICE - FINAL MANAGEMENT REPORT 2023-24

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Financial Controller

Council Meeting Date: 3 December 2024

File Ref: FM4.4

Purpose:

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

Officer's Recommendation:

That Council note the Final Management Report (Attachment 1 to the report) provided to Council in accordance with Section 213 of the Local Government Regulation 2012.

Summary:

The Queensland Audit Office has completed the 2023/24 financial audit and provided a Final Management Report addressed to Mayor Burnett. Highlights from the Final Management Report include:

- No new significant deficiencies were identified
- One new deficiency was identified
- One new deficiency was identified in the interim letter
- Five unresolved deficiencies remain from a prior year

Link to Corporate Plan:

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

Background:

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

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

The final letter for 2023/24 reported no new significant deficiencies in Council's internal controls. There are however two current year deficiencies and five prior year unresolved deficiencies which management have committed to resolving within the noted timeframes.

Current year issues identified in Final Letter	
Observation	Status Update
Entertainment and Hospitality Expenditure Policy	The Entertainment and Hospitality Policy will be reviewed, with consideration given to the recommendations. Council will ensure that assessments of the public interest will be undertaken prior to incurring entertainment and hospitality expenditure for internal functions. Council approval of the budget for internal events will be documented, including an assessment of the estimated cost per head.
Current year issues identified in Interim Letter	
Observation	Status Update
Timely review and update of Council policies	Council maintains a Policy Corporate Standards and Local Laws Register. Council has 76 Policies and 57 Corporate Standards. Policies and Corporate Standards were being reviewed on a three yearly basis except where legislation required otherwise or on the direction of the CEO or feedback from Councillors. With limited Governance resources we have recently shifted to a risk-based approach to policy reviews with a maximum review period of 5 years. This allows us to direct resources towards business priorities and high-risk policies. To this end Council will agree on a risk assessment framework for all Policies and Corporate Standards and will commit to no Overdue Polices and Corporate Standards rated as High Risk
Prior year unresolved issues	
Observation	Status Update
GIS reconciliation to Fixed Asset Register	The GIS section are working with the Asset Officers to map missing assets and remove disposed assets on the GIS. The asset register migration project has provided an opportunity for increased data validation activity between the two systems. Technical Asset Officers are doing regular visits to projects and have more contact with Project Managers.
WIP capitalisation	Improvements to the WIP review process have been implemented in the 2023-24 year, with recurring meetings now set between Asset Accounting and Project Managers. A yearly review of aged WIP has also been implemented, with consultation occurring between Asset Accounting, the Capital Portfolio Working Group and Asset Management Leaders. As these processes are embedded over the next 12 months, it is expected that improvements to both the age and amount of closing WIP will be observed.
User driven TechOne delegation of authority	The first suite of position-based profiles have now been created. Further profiles will be created and all profiles will be rolled out by June 2025, in line with other system changes (primarily, works management).
Capital work in progress process improvements	Improvements to the capitalisation process have been implemented in the 2023-24 year, with regular meetings between Asset Accounting, Asset Governance and Project Managers to identify projects that are ready for capitalisation. As these processes are embedded over the next 12 months, it is expected that improvements in the timing of capitalisation will be observed (notwithstanding the time that the system will be unavailable due to the asset migration project).
Improvement of the three way-match process required	Management undertook a planning session with TechnologyOne to identify the correct sequencing of major projects across the 2023-2025 period. As a result, the procure-to-pay project has been scheduled for January-June 2025. Scoping of this work has occurred, with a project lead to be appointed prior to December.

Risk Management Summary:

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

Options and Opportunity Analysis:

N/A.

Stakeholder Engagement:

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

The Audit Risk and Improvement Committee have been provided with the closing report, which provides detailed audit findings.

Legal and Regulatory Implications:

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

Financial and Resource Implications:

N/A.

Anticipated Resolution Completion Date:

N/A.

Attachments:

1. 2024 Gladstone Regional Council - Final Management Report

G/4.3. STATUTORY DELEGATIONS OF POWER TO THE CHIEF EXECUTIVE OFFICER

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Governance Business Partner

Council Meeting Date: 3 December 2024

File Ref: CM9.2

Purpose:

This report seeks Council delegation of legislative powers to the Chief Executive Officer (CEO) to ensure that the CEO can exercise the powers and sub-delegate to relevant Officers within the organisation where appropriate.

Officer's Recommendation:

That the legislative powers listed in Attachment 1 'Delegations Register – Exercise of Statutory Powers – Council to CEO' excluding those identified as 'Remain with Council', be delegated to the Chief Executive Officer pursuant to Section 257 of the *Local Government Act 2009*.

Summary:

Section 257 of the *Local Government Act 2009* allows Council to delegate legislative powers to the Chief Executive Officer, who may further sub-delegate under Section 259 with the exception of those powers that legislatively cannot be delegated or sub-delegated. Council is required to review its delegations annually. Attachment 1 presents the powers that the previous Council delegated to the Chief Executive Officer. It also incorporates new / changed delegations as a result of recent legislative changes. Officers are seeking a Council decision on which powers it considers appropriate to delegate to the CEO.

Link to Corporate Plan:

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

Background:

Council has an obligation to administer or enforce a wide range of State legislation either in whole or in part. In many instances the power to make decisions under legislation is given to 'Local Government' or 'Council' or 'the entity'. Where a power is given in this way, it is expected that the power is to be exercised by the elected body of Council (i.e. via Council resolution at a Council Meeting) unless delegated. Council can share in the exercise of its powers through delegation to the Chief Executive Officer who may further sub-delegate to other positions within the organisation (except where legislation specifically prohibits delegation and sub-delegation).

It is important to note that Council as an elected body is not giving away this power by delegating; it can still exercise any power in its own right. The process of Council sharing its legislative powers through delegation and sub-delegation allows staff to administer Council's responsibilities and make operational decisions efficiently and within their area of expertise, without the need for a Council resolution.

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The Local Government Act 2009 (Section 260) requires the Chief Executive Officer of a Local Government to establish a register(s) of delegations that records all delegations by Council, the Mayor, or Chief Executive Officer. The Local Government Association of Queensland has developed a delegation register service for members, with the assistance of King & Company Solicitors, following a comprehensive review of State legislation impacting Local Government. The delegations register service covers all possible delegations from Council to the CEO and from the CEO to employees or contractors, for all legislation that Councils may have a role in administering, enforcing, monitoring or have other powers/obligations under.

The register is updated by King and Company during the two major Queensland Parliamentary recesses (summer and winter) when they have increased confidence that there will be no further changes to Acts and Regulations. Updates are also made when key legislation (e.g. LGA, EPA, PA) has major or important amendments impacting local government. In this circumstance, a special update is prepared and notified to members. King and Company have also included one Commonwealth Act (*Aged Care Act 1997* CTH) in the delegation register service as a number of Queensland Councils are involved in providing aged care facilities or services which falls within the Federal Government's legislative jurisdiction. Council Officers have also added to its Statutory (legislative) Delegations Register, powers that can be delegated under Councils Local Laws and Subordinate Local Laws. Attachment 1 to this report presents the Statutory Delegation Register as prepared by King and Company and released on the 1 September 2024 and incorporates delegable powers under Council's Local Laws and Subordinate Local Laws.

The Register is extensive and it is extremely unlikely that any Council will exercise all the powers identified in the Register. If Council is so inclined, it may exclude any Act and/or Regulation identified in the Register. That is a matter for each Council to decide. However, if a power which may be exercised by Council is excluded from the Register then Council only (not the CEO or Officers) can exercise the relevant power. Council has historically adopted the approach of including all the identified legislation in the King and Company Register in its Statutory Delegation Register along with its Local Laws and Subordinate Local Laws, rather than excluding particular Acts and Regulations.

The register presented to Council in Attachment 1 has excluded some powers from delegation to the CEO based on historic Council guidance where Councillors indicated that they preferred to be the sole decision maker on some strategic issues. This generally includes decisions such as acquiring, resuming and selling land, matters of compensation due to its potential budgetary impacts, appointments to key representative roles, high level review decisions, deciding to take legal action, permanently closing roads and other key infrastructure decisions. The powers identified for remaining with Council are highlighted in orange in Attachment 1. Alternatively, some Councils take the approach of delegating all the powers in the Register to the CEO. Council can elect to take this approach.

Councillors seeking additional information on individual delegations can obtain the context of the power by looking at the relevant Act and/or Regulation. All Queensland legislation can be found on the Queensland Government's website at <https://www.legislation.qld.gov.au>.

Risk Management Summary:

Council takes a moderate risk to legislative compliance and a minimal approach to reputational risk. The delegation of power to the Chief Executive Officer ensures that Council has legally shared relevant decision-making power and obligations with the Chief Executive Officer to ensure that legislative responsibilities are met in a timely and responsible way which minimises Council's reputational risk.

Options and Opportunity Analysis:

Option 1 – Adopt the Recommendation

The risk of not reviewing / renewing delegations to the CEO is that Council would be in breach of its statutory obligation under Section 257 of the *Local Government Act 2009* as there are current delegations to the Chief Executive Officer. Not sharing legislative power through delegation would result in Council having to make all decisions (by resolution) and meet all obligations under the broad range of Acts and Regulations that Council has responsibilities under.

Option 2 – Amend the Delegations presented in Attachment 1

Should Council elect not to delegate particular powers or grant particular powers currently reserved for Council decision only, to the Chief Executive Officer Council can pass an alternative resolution which excludes/includes those powers. The resolution to read as follows:

‘That the legislative powers listed in Attachment 1 ‘Delegations Register – Exercise of Statutory Powers – Council to CEO’ excluding those identified as ‘Remain with Council’, be delegated to the Chief Executive Officer pursuant to Section 257 of the Local Government Act 2009, subject to the following changes:

- 1. Insert proposed change*
- 2. Insert proposed change.’*

Option 3 – Delegate all the Powers contained in the Register to the CEO

Should Council elect to delegate all the powers as presented in the Register to the Chief Executive Officer, Council can pass an alternative resolution as set out below:

‘That under the provisions of Section 257 of the Local Government At 2009, Council delegates all powers in Attachment 1 ‘Delegations Register – Exercise of Statutory Powers – Council to CEO’, to the Chief Executive Officer, including those presented as ‘Remain with Council’.

Stakeholder Engagement:

Council’s Governance Team review legislative delegation updates as produced by King and Company. Once the amended delegation register is prepared, it is reviewed by the Manager Governance and Risk, General Manager Finance Governance and Risk and the Chief Executive Officer before being tabled at Council’s General Meeting.

Legal and Regulatory Implications:

Section 257 of the *Local Government Act 2009* allows Council to delegate powers to the Chief Executive Officer, who may further sub-delegate under Section 259 with the exception of those powers that legislatively cannot be delegated or further delegated, or that Council has requested not be further sub-delegated. Section 257(5) requires that Council review all delegations to the CEO annually and that a register of all delegations be kept (S.260).

Financial and Resource Implications:

There are no direct costs to Council in delegating statutory powers to the Chief Executive Officer. Delegating powers to the Chief Executive Officer results in time and resource savings in the operations of Council.

Anticipated Resolution Completion Date:

31 December 2024

Attachments:

1. Delegations Register – Exercise of Statutory Powers – Council to CEO.

G/4.4. SAIKI SISTER CITY COMMITTEE 2025

Responsible Officer: General Manager Community and Lifestyle

Prepared By: Community Development Officer

Council Meeting Date: 3 December 2024

File Ref: CR2.14

Purpose:

This report recommends appointments to the Gladstone Saiki Sister City Advisory Committee for 2025 and presents the annual President's Report for 2024.

Officer's Recommendation:

That Council:

1. Appoint the following Saiki Sister City Advisory Committee Members for the 2025 calendar year with appointments expiring on the 31 December 2025:
 - Jaclyn Iwasaka (President)
 - Chris Moore (Vice President)
 - Carolina Bocos
 - Robina Cupitt
 - Beverly Fellows
 - Maureen Mason
 - Yukiko Moore
 - Peter O'Dwyer
 - Mayumi Rey du Boissieu
 - Garry Scanlan

2. Receive the 2024 Saiki Sister City Advisory Committee President's Report.

Summary:

The Gladstone Region Sister City Advisory Committee provides a forum for cultural and educational interchange between the Gladstone Region and Saiki City. It encourages friendship, cooperation, understanding, goodwill and harmony. Each calendar year, expressions of interest are open to the community for membership and appointments are decided by Council.

Link to Corporate Plan:

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

Background:

A Declaration of Friendship between Gladstone and Saiki City in Japan was first signed on 4 September 1996. The Gladstone Saiki Sister City Advisory Committee was reconstituted on 16 July 1997 operating under a Committee Constitution. On 23 April 2024, Council reaffirmed the appointment of the Gladstone Saiki Sister City Advisory Committee as an advisory committee to Council constituted under Section 264 of the *Local Government Regulation 2012* and adopted a Terms of Reference.

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Under the Terms of Reference, membership of the Committee is reviewed annually with appointments made for the upcoming calendar year. Council received ten nominations for the 2025 committee, including nine return members and one new application. In 2022 the Terms of Reference were amended to allow for an increase in the number of ordinary members, now stating 'a minimum of 4 members.' This change allowed consideration of all applicants for appointment to the 2025 committee. All return members have proven invaluable to the committee, with a diverse set of skills and demonstrated commitment to upholding the values of the sister city relationship. The new applicant was interviewed by a panel of two Council Officers from the Community Partnerships Team and was determined that the committee could learn a lot from the new applicant who brings a wealth of knowledge in both economic development and sister city relations.

The Terms of Reference for the Committee require that the President provide an annual report to Council to brief members of the activities of the Committee for the past year and to outline the Committee's activities, achievements, notable challenges, foreseeable opportunities, and any proposed plans for the coming or future years. The 2023 President's Report is Attachment 1 of this report for Council's Information. Officers have extracted the following notable highlights from the report:

- Kaizen is a Japanese philosophy that encourages small, continuous changes, initiated by all members concerned. Throughout the year, all those involved in the Sister City relationship have, once again, enthusiastically and successfully demonstrated the philosophy of kaizen.
- The generous support of the Mayor, Councillor Matt Burnett, and the Gladstone Regional Council, cannot be overestimated. The enthusiastic efforts of our Secretary, Rebecca Creedy, and the involvement of the Councillors, Leanne Patrick and Simon McClintock, have been significant. The Mayor's commitment to the Sister City friendship was highlighted at the Annual Book Exchange at the Mayor's Youth Dinner. Also, regular communication between the Mayors of the Gladstone Region and Saiki City, including invitations for mayoral visits, are an integral part of the Sister City relationship. The major redesign and maintenance of the Sister City page on the Council website has had a highly positive impact.
- The staff and volunteers at the Gladstone Regional Art Gallery and Museum have all emphatically demonstrated the philosophy of kaizen. They are constantly striving to make their numerous events even more exciting and relevant for their wide range of audiences. They have inspired all ages at events including the Australia Day Primary School Art Exhibition, the Intercity Images Photographic Competition, Children's Day and Saiki Family Fun sessions.
- Similarly, the staff and volunteers of the Tondoon Botanic Gardens have initiated many changes. They have organised new signage to promote the Japanese Garden and displayed incredible bonsai. Throughout the year they have maintained the Japanese Garden and Tea House, and improved the plants, water quality of the pond, and the electricity supply as well as install the new tipping water feature at the entrance of the Japanese Garden.
- It is disappointing that the fantastic Student Exchanges, involving Toolooa State High School and Tannum Sands State High School, have not yet resumed, post pandemic. Even here, though, there are positive signs in the most recent communication that obstacles to exchanges are being overcome. It was also disappointing that no member of the Youth Council could accept our invitation to become a member of the Committee. Previous Youth Council Members have played significant roles and have provided valued insight.

- The hard-working, enterprising Committee has also maintained its community involvement at events and exceeded the philosophy of kaizen. There have been major achievements. To mark the 28th anniversary of the Signing of the Declaration of Friendship on 4 September 1996, the Evening in the Japanese Garden was a unique and exciting event. Highlights were the display of bonsai, a history of the Sister City relationship, captivating Taiko Drummers and even an esteemed Koto player. We were privileged to welcome the Queensland Consul General, Mr Gomakubo, and the Consul, Mr Yamagida, as guests of honour. In addition, three community Taiko Drumming Sessions and two Koto visits to local High Schools were informative and enjoyable. The drumming workshops and performance were sponsored by an RADF grant, and Mr David Shield, the talented Koto player, kindly donated his time.

It is also worth noting that 2024 is the final year of service for outgoing president Mrs. Wendy Marsh who has volunteered close to thirty years in enhancing the friendship between the Gladstone Region and Saiki City.

Risk Management Summary:

Council has a low appetite for Reputational risk, and a moderate appetite for Regulatory and Legal risk. The committee consists of long-term members who uphold the values of the sister city relationship, understand the committee governance, and will pass their skills and knowledge along to new members.

Options and Opportunity Analysis:

Option 1 – Adopt the Recommendation

The opportunities associated with this option are that Council can facilitate the growth in knowledge of the Committee through appointing all ten nominations for the 2025 Gladstone Saiki Sister City Committee. This will benefit further development of the relationship and allow new avenues for exchanges to be explored. It also builds the capacity of the Committee, expanding connections and drawing in new and varied skill sets that will broaden the perspective and experience of the Committee.

Option 2 – Retain current committee without appointing new applicant

Officers can see no tangible opportunities in this option. The risk of this option is disincentivising community members from volunteering with the Committee by excluding them from ordinary membership. The Saiki Sister City Committee Members have expressed their excitement in the new applicant and will welcome him to the committee, open to innovative ideas and opportunities.

Stakeholder Engagement:

Expressions of interest for committee membership for 2025 were sought in several ways including social media, Gladstone Regional Council website, local school newsletters, email distribution through local networks and community groups, and flyer distribution through committee members.

After consultation with the Community Partnerships Team, it was evident that from the applications received, the committee would have a strong skill set and all applicants were suitable. As advised in 2022 by Council's Governance Advisor, an interview process is unnecessary for return members who have already demonstrated their commitment, some for over 25 years. The new applicant was interviewed by a panel of two Council Officers, and it was determined that they would be an asset to the committee. At the Annual General Meeting on the 14 November 2024, the committee have nominated and recommended the appointment of Jaclyn Iwasaka as President and Chris Moore as Vice President in 2025.

Legal and Regulatory Implications:

On 23 April 2024, Council reaffirmed the appointment of the Gladstone Saiki Sister City Advisory Committee as an advisory committee to Council constituted under Section 264 of the *Local Government Regulation 2012* and adopted a Terms of Reference.

Financial and Resource Implications:

In 2024/25 Council has allocated a budget of \$10,500 for Sister Cities activities and will retain control of finances, accounting, and administration of these funds. The Committee may recommend through delegated Officers how these funds will be apportioned to the Committee's annual program of activities.

Anticipated Resolution Completion Date:

17 December 2024

Attachments:

1. 2024 Saiki Sister City Advisory Committee President's Annual Report

G/4.5. REGIONAL ARTS DEVELOPMENT FUND - OUT OF ROUND FUNDING APPLICATION

Responsible Officer: General Manager Community and Lifestyle

Prepared By: Acting Curator, Gladstone Regional Art Gallery and Museum

Council Meeting Date: 3 December 2024

File Ref: CC7.16

Purpose:

The purpose of this report is to seek Council endorsement of the Regional Arts Development Fund Committee's recommendations for projects submitted as an Out of Round Response.

Officer's Recommendation:

That Council accepts the recommendations of the Regional Arts Development Fund Committee and approve funding for out of round application as detailed in the table below:

Applicant	Requested Funding	Recommended Funding
Jennifer Hollstein	\$2,000	\$2,000

Summary:

The Regional Arts Development Fund (RADF) and the funding partnership between Gladstone Regional Council and Arts Queensland is an important component of arts and culture development in the Gladstone Region. The RADF Committee is an independent group of industry representatives selected for their expertise in creative and cultural industries. The Committee assesses each application and provides recommendations for funding and independent advice to support the RADF program. Applications must demonstrate how the project will directly benefit the arts and culture ecology of the Gladstone Region. They are assessed in line with the RADF Guidelines with consideration of Arts Queensland General Guidelines and the region's Arts and Cultural Development Plan.

Link to Corporate Plan:

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

Background:

RADF is a Queensland Government and Gladstone Regional Council partnership to support the sustainable development of local arts and culture in Regional Queensland. Round 2 opened on 19 August 2024 and closed on 15 September 2024. Committee members met on 24/09/24 to review the applications. The Out of Round Applications or Quick Response Applications are open year round, for those seeking funds up to \$2000.

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Applicant	RADF44 -22/23
Recipient	Jennifer Hollstein
Project Title	Agnes Water Celebration Mural
Project Description	The 'Agnes Water Celebration Mural' is a public artwork to be created by local artist Jen Hollstein on the fence of a small, local business, Agnes Scooter Hire, at 8 Agnes St. The mural will honour the vibrant community and astounding natural beauty of the Agnes Water and 1770 area through an expressive use of vibrant colour exploring the themes of nature and community. The mural will contribute towards the concept of place-making by strengthening the connection between the community and the environment. The artwork aims to foster a proud sense of identity and belonging to a community that takes care of each other and nature, in turn supporting the health and wellbeing of the community and a sustainable tourism stream of visitors to the region who want to enjoy this unique and special place.
Total Value	\$6,760.94
Total Funding Requested	\$2,000
RADF Recommendation	Recommendation for funding
Further information	This project assists an emerging artist to develop new work. She is partnering with a local business and will gain a new audience for her work. Her approach to making art is engaging for the community. RADF funds are flexible funds, utilised to support artists in creating a sustainable career and allow community members to access quality artworks. Making this public mural that celebrates the Agnes Water community is in alignment with RADF funds purpose.

Risk Management Summary:

Applications for RADF are administered through the online portal, Smarty Grants. The Committee has independently assessed the Out of Round applications using the assessment form on Smarty Grants and had follow up consultation through emails.

Options and Opportunity Analysis:

The RADF Committee is committed to the development of arts and culture in the region and recognise that the fund is a development fund. The RADF Committee seeks to follow a fair and transparent process and use the Community Investment Policy (CIP) as a guide for good governance principles. The RADF Committee reviews each application against the Arts Queensland General Guidelines and the Gladstone Regional Council Arts and Cultural Development Policy, ensuring that each prospective applicant contribute to the sustainability and growth of Queensland's arts and cultural sector. The final decision of what applicant is approved and for how much funding is dependent upon the Council's decision. It is recommended that the decision from the Council is aligned with the Arts Queensland guidelines to ensure a good reputation and the integrity of the RADF program.

Stakeholder Engagement:

The Regional Arts Development Fund Committee consists of local artists, arts and cultural workers, members of cultural groups, local organisations or associations and people active within the arts community. The committee assessed the application on Smarty Grants. The RADF Committee is bound by the Terms of Reference.

Members can be invited to join the RADF Committee by Gladstone Regional Council.

Legal and Regulatory Implications:

The RADF Committee has no legislative standing under the Local Government Act 2019 or Local Government Regulation 2012. Council endorsement of funding recommendations is required. RADF is a financial partnership between the Queensland Government (Arts Queensland) and Gladstone Regional Council to support local arts and culture in regional Queensland. RADF is informed by Council's Arts and Culture Policy and bound by the Regional Arts Development Fund Terms of Reference.

Financial and Resource Implications:

This application will draw on the 2024/2025 funds. If the Council approves this amount of funding, there will be \$90,263.50 remaining for FY 2024/25 Rounds.

Anticipated Resolution Completion Date:

17 December 2024

Attachments:

Nil

G/5. COUNCILLORS REPORT

G/6. URGENT BUSINESS

G/7. NOTICE OF MOTION

G/8. CONFIDENTIAL ITEMS