



**GLADSTONE**  
REGIONAL COUNCIL

**GENERAL MEETING NOTICE  
AND AGENDA**

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

**On Tuesday 4 February 2025**

**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 21 JANUARY 2025**

**Responsible Officer:** Chief Executive Officer

**Prepared By:** Executive Secretary

**Council Meeting Date:** 4 February 2025

**File Ref:** CM7.2

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#### **Purpose:**

Confirmation of the minutes of the General Meeting held on 21 January 2025.

#### **Officer's Recommendation:**

That the minutes of the General Meeting of Council held on 21 January 2025 be confirmed.

#### **Attachments:**

1. Minutes of the General Meeting of Council held on 21 January 2025.

**G/3. DEPUTATIONS**

## **G/4. OFFICERS' REPORTS**

### **G/4.1. PHILIP STREET COMMUNITIES AND FAMILIES PRECINCT ADVISORY COMMITTEE ANNUAL REPORT FOR 2024**

**Responsible Officer:** General Manager Community and Lifestyle

**Prepared By:** Community Development Specialist

**Council Meeting Date:** 4 February 2025

**File Ref:** CR3.2

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#### **Purpose:**

The purpose of this report is to provide Council with a progress update on the operations of the Philip Street Communities and Families Precinct Advisory Committee.

#### **Officer's Recommendation:**

That Council receive the Philip Street Communities and Families Precinct Advisory Committee Annual Report 2024.

#### **Summary:**

The Philip Street Communities and Families Precinct Advisory Committee is a dedicated formal Advisory Group of passionate community members representing different sectors in the community. The Committee offer feedback and advice to Council on strategic planning, management, and service delivery to ensure services, programs and activities are responsive to the community needs.

#### **Link to Corporate Plan:**

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

#### **Background:**

Council is committed to creating healthy communities that are engaged, involved, proud and connected. Council continues to demonstrate its commitment to this goal through the ongoing development of the Philip Street Communities and Families Precinct.

The Philip Street Communities and Families Precinct Advisory Committee ('the Advisory Committee') is a dedicated formal advisory group of passionate community members representing different sectors of the community. The Terms of Reference for the Committee require that the Advisory Committee provide a written Annual Report outlining the committee's activities, achievements, notable challenges, foreseeable opportunities, and any proposed plans for the coming or future years. The 2024 Annual Report is Attachment 1 of this report for Council's information.

#### **Risk Management Summary:**

There are no foreseeable risks associated with this recommendation.

## Options and Opportunity Analysis:

The design of the Advisory Committee provides opportunity to ensure the voice of our community is captured and channelled to inform the strategic intent of the Precinct and its programs. The Advisory Committee roles target several demographics such as First Nation, Youth, Seniors, Culturally and Linguistically Diverse and Disability. Bringing different ideas and perspectives to the table, their primary function is to channel the 'community voice' into the Precinct.

The Committee held six meetings during 2024, with key focus areas including:

- Advocating for the Precinct;
- Providing recommendations for improvements;
- Gathering feedback from precinct users;
- Ensuring alignment with community trends and emerging needs;
- Strategic place-making.

There were several community events hosted at the precinct that were in strong alignment with the Precinct's values of Wellbeing, Learning and Connection.

The emphasis on Wellbeing was evident through numerous health and wellness activities such as the Gladstone Health Expo and the CQ Health, Sport & Recreation Expo, which provided individuals opportunities to focus on their physical, mental and emotional health.

From skill-building workshops to guest speakers, *Learning* was central to many events held at the Precinct. Events such as the Disability Forum and the 16 Days of Activism encouraged the exchange of knowledge and ideas, creating a learning opportunity for individuals of all ages, abilities and backgrounds.

The value of *Connection* was demonstrated through the events that brought people together, such as the Community Family Fun Day hosted by Strong Communities and End Loneliness Day hosted by the Community and Neighbourhood Centre. These occasions fostered strong bonds among participants, encouraging a spirit of cooperation, empathy and belonging within the community.

Other events hosted at the precinct, include:

- Neighbour Day
- NAIDOC Week
- Dorrie Day
- Red Nose Day
- Gladstone Homeless Connect
- First 5 Forever Superhero Day and Oceans Plan Day
- Bee Story & Play Day

Across the Precinct, there are 15 consult rooms that are available to hire during business hours, 4 in the Ngallil building, 3 in the Nutchee building, and 8 in the Gumar Building. The Nutchee building also has a program space that is equipped for playgroups and childminding activities.

Occupancy as at December 2024:

- Gumar Building (Salvation Army) – 6 hirers – 76% occupancy
- Nutchee Building (Communities 4 Children) – Multiple hirers – 48% occupancy\*
- Ngallil Building (Gladstone Regional Council) – 3 hirers – 95% occupancy

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The program space at the Nutchee building is similar to the Maxine Brushe Community Meeting Place in that groups hire the room by the hour, and gaps between hirers are inevitable. This results in a lower occupancy rate than other buildings.

### **Stakeholder Engagement:**

The development of the Annual Report has been a collaborative work of the Advisory Committee with guidance and assistance from the Committee's secretariat.

### **Legal and Regulatory Implications:**

The Philip Street Communities and Families Precinct Advisory Committee is an advisory committee to Council, constituted under ss264 and 265 of the Local Government Regulation 2012 and operates under a Council adopted Terms of Reference.

### **Financial and Resource Implications:**

Administrative and secretarial costs and resources to support the Committee are absorbed as a part of the existing operational budget of Community Partnerships.

### **Anticipated Resolution Completion Date:**

11 February 2025

### **Attachments:**

1. Philip Street Communities and Families Precinct Advisory Committee Report 2024



**G/4.2. 2024/25 OPERATIONAL PLAN QUARTER TWO PERFORMANCE REPORT****Responsible Officer:** General Manager People and Strategy**Prepared By:** Manager Strategy and Improvement (Acting)**Council Meeting Date:** 4 February 2025**File Ref:** CM14.2**Purpose:**

To present Council with the second quarterly performance report for the 2024/25 Operational Plan.

**Officer's Recommendation:**

That Council endorse the 2024/25 Operational Plan Quarter Two Performance Report.

**Summary:**

This 2024/25 Operational Plan Quarter Two Performance Report showcases our achievements from October to December 2024, demonstrating progress on our 2021-26 Corporate Plan. More specifically, it details the outcomes of our 48 core services and eight initiatives from the 2024/25 Operational Plan and one Initiative extended into this financial year from the 2023/24 Operational Plan.

Of these nine (9) initiatives, one initiative is completed, and eight initiatives are on track.

**2024/25 Operational Plan Initiative progress**

Table One: Quarter Two (Q2) 2024/25 Progress Overview

Goal	Initiative	Target Progress	Actual Progress	Status
Connecting Communities	Making community facilities more accessible and inclusive	35%	27%	●
	Finalising the Planning Scheme review	100%	100%	●
	Strengthening community involvement in our decision making	52%	52%	●
Delivering Value	Optimising maintenance delivery	46%	44%	●
Our People	Making it easier for our people to stay safe	32%	32%	●
	Embedding constructive culture	38%	38%	●
	Making employee facilities safer and more contemporary	55%	55%	●
Accountable Council	Towards Target Zero and a healthier environment	26%	38%	●

**2023/24 Operational Plan – Extended Initiative**

Table Two: Quarter Two (Q2) 2024/25 Progress Overview of Operational Plan 2023/24

Goal	Initiative	Target Progress	Actual Progress	Status
Delivering Value	Future of Fleet	55%	50%	<span style="color: grey;">●</span> <span style="color: blue;">●</span>

A summary of progress for each initiative is shared on the following page with detailed progress included in the attached report.

**Link to Corporate Plan:**

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

**Background:**

The 2024/25 Operational Plan, endorsed by the Council on 16 July 2024, is designed to deliver the goals of our Corporate Plan, and consists of eight (8) initiatives and 48 core services. Progress of this Operational Plan is monitored through quarterly performance reports, with this report focusing on the second quarter of 2024/25.

**Risk Management Summary:**

Based on the progress to date, there is a low risk of the 2024/25 Operational Plan not being delivered in full, on time and within budget.

**Options and Opportunity Analysis:**

**Making community facilities more accessible and inclusive - on track**

Access and inclusion considerations have been included and embedded in the design process. Ground truthing of a prioritised list on actions from the audit has been completed and a Facilities Hierarchy draft has been established.

**Strengthening community involvement in our decision making - on track**

Eight community forums were delivered in Calliope, Boyne Island, Rosedale, Gladstone, Nagoorin, Mount Larcom, Agnes Water and Miriam Vale.

**Finalise the Planning Scheme review - complete**

Council has adopted the Planning Scheme Review Report to implement major amendments. The next step is to scope and execute the report's findings and recommendations as part of our business-as-usual activities. The proposed changes were presented to Council for endorsement before the end of 2024.

**Optimising Maintenance Delivery - on track**

TechnologyOne Asset Register and Work Management (new scheduling methods) went live along with implementing Procure to Pay (purchasing system) improvements to the system.

**Making it easier for our people to stay safe - on track**

Developed a simple Health Safety Management System (HSMS) Framework and Priority Action Plan to close the gaps on our HSMS.

**Embedding Constructive Culture - on track**

Connected with our people and shared recent successes. Supported other Initiatives Leads to reinforce constructive behaviour and good change management practices within their Initiative deliverables and practices. Activated leadership and business partner support, removing roadblocks and developed a 'we recognise our part' video for our Regional Libraries.

**Making employee facilities safer and more contemporary - on track**

Priority work has been defined, scoped and execution commenced.

**Towards Target Zero - on track**

Scoped the Plume and Receiving Environmental Monitoring Program contract and following an assessment of the switchboard, there is an investigation into alternate locations for the solar array.

**Future of Fleet - on track**

A contract has been awarded for the supply and installation of GPS devices, and planning and scheduling for installation of the GPS devices is underway.

**Stakeholder Engagement:**

Engagement has occurred across the business with Initiative Leads, Sponsors and subject matter experts to produce the 2024/25 Operational Plan Quarter Two Performance Report. Following Council endorsement, the attached report will be published on our website. The outcomes within the report will be shared with our community on social media and promoted internally with our people to share how we are progressing our goals and playing our part in the success of our community.

**Legal and Regulatory Implications:**

Section 174(3) *Local Government Regulation 2021* (Preparation and adoption of annual operational plan) states that: *The Chief Executive Officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than three (3) months.*

**Financial and Resource Implications:**

Initiatives with an allocated budget and subsequent commitments are identified within the attached report. Development of and communications for quarterly performance reports are delivered using internal resources only.

**Anticipated Resolution Completion Date:**

18 February 2025

**Attachments:**

1. 2024/25 Operational Plan – Quarter Two Performance Report

**G/5. COUNCILLORS REPORT**

**G/6. URGENT BUSINESS**

**G/7. NOTICE OF MOTION**

**G/8. CONFIDENTIAL ITEMS**