



GLADSTONE
REGIONAL COUNCIL

GENERAL MEETING NOTICE AND AGENDA

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

**On Tuesday 6 May 2025
Commencing at 9.00am**

**Mark Francis
CHIEF EXECUTIVE OFFICER, Acting**

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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 15 APRIL 2025

Responsible Officer: Chief Executive Officer

Prepared By: Executive Secretary

Council Meeting Date: 6 May 2025

File Ref: CM7.2

Purpose:

Confirmation of the minutes of the General Meeting held on 15 April 2025.

Officer's Recommendation:

That the minutes of the General Meeting of Council held on 15 April 2025 be confirmed.

Attachments:

1. Minutes of the General Meeting of Council held on 15 April 2025.

G/3. DEPUTATIONS

G/4. OFFICERS' REPORTS

G/4.1. AMENDMENT TO CEMETERY AND CREMATORIUM POLICY ALLOWING BURIAL RESERVATIONS

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Manager Governance and Risk

Council Meeting Date: 6 May 2025

File Ref: CM28.2

Purpose:

To allow Councillors to consider a change to Council's Cemeteries and Crematorium Policy with regard to reservations.

Officer's Recommendation:

That:

1. From 1 July 2025, reservations will be accepted at all cemeteries where a close family member is being interred in the adjacent plot.
2. Council adopt the Cemeteries and Crematorium Policy provided as Attachment 1 to the Officer's Report.

Summary:

Councillors requested a review of the adopted Policy position in respect to reservations which is detailed in Council's Cemetery and Crematorium Policy as 'Council will not accept new Plot and Interment Reservations'.

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

Background:

Council adopted an amended Cemetery and Crematorium Policy in 2024 ("the Policy") which did not allow for cemetery reservations (i.e. burial, ashes or other memorial plots).

The recommendation as part of the policy review in 2024, derived from Council's Cemetery Plan aimed to maximise supply, and delay capital investment to increase capacity. The recommended policy also recognised the fact that each burial plot currently has the capacity to accommodate up to four persons, with a maximum of two burials, and two ashes urns, or a combination thereof. In summary, the current policy position allows for family members to be interred together without the need to reserve adjacent plot/s. The assumption was that this would meet most demand for interments for family members.

Councillors have requested the opportunity to review the resolved position to better reflect community expectations and recognise the circumstances where the inability to reserve an adjacent plot to a family member could cause increased and unnecessary upset to surviving family members.

Risk Management Summary:

Council takes a balanced approach to service delivery risks. Whilst allowing reservations may increase the service delivery risk for those cemeteries that currently have a low level of available supply (for example: Port Curtis Cemetery) this risk is mitigated to an extent through the planned works to deliver additional supply. The trends away from burial, the relative affordability of the technology and land available for expansion provides further mitigation.

Options and Opportunity Analysis:

Option One – Reservations accepted on application from close family members for one adjacent plot at time of an Interment

This option would allow close family members to reserve one plot at the time that a burial or ashes interment occurs. For example, should a child or spouse pass and be interred at a Council facility, one reservation can be made at that time, for an adjacent plot or niche. It is recommended that no other defined criteria attach to this option to allow flexibility in terms of the relationship between the individual who makes the reservation and the deceased person. The reservation option would need to be made at the time of the interment to avoid the potential for another person to be buried/interred into the adjacent plot.

Section 3.5 of the Proposed Cemeteries and Crematorium Policy in Attachment 1 has been amended to reflect the proposed policy position to accept reservations.

Option Two - Retain the Staus Quo

Retain the current policy position and deal with reservation requests as out of policy requests to be considered on a case-by-case basis by resolution at General Meeting.

Stakeholder Engagement:

Officers have consulted internally with all Teams involved in planning and delivery of cemetery facilities and services. Councillors have also provided feedback received through their informal engagement with members of the community.

Legal and Regulatory Implications:

Council is not legislatively required to have a Cemetery and Crematorium Policy. Consideration of out of policy requests are reserved for Council.

Human Rights Act 2019

The decision to make, amend or remove a policy requires consideration of human rights in accordance with the *Human Rights Act 2019*. In this instance, it has been assessed that the amendments proposed to the policy do not impact on the human rights of individuals.

Financial and Resource Implications:

Fees and charges for reservations currently apply and will be reviewed through the preparation for 2025/26 budget.

Anticipated Resolution Completion Date:

It is anticipated that the amended policy position will be implemented from 1 July 2025.

Attachments:

1. Proposed Cemeteries and Crematorium Policy
2. Proposed Cemeteries and Crematorium Policy (tracked changes)
3. Existing Cemetery and Crematorium Policy

G/4.2. 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: 6 May 2025

File Ref: CM9.2

Purpose:

This report seeks Council delegation of legislative power to the Chief Executive Officer (CEO). The delegations presented are a result of legislative changes during the Queensland Parliament sittings for the recent six-months prior to the summer recess and delegations for existing legislation that King and Company have now included in the Local Government Association of Queensland (LGAQ) Delegations Register Service.

Officer's Recommendation:

That the legislative powers listed in Attachment 1 'Delegations Register – Exercise of Statutory Powers – Council to CEO' to the Officer's Report 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 (CEO), 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 at least annually.

Attachment 1 presents the powers that are proposed to be added to Council's Delegation Register as a result of legislative changes during the Queensland Parliament sittings for the recent six-months prior to the summer recess. It also includes the addition of delegations for existing legislation that King and Company have added to the Queensland Local Government Delegation Register Service during the previous six months at the request of member Councils and/or as part of the progressive review and inclusion of all legislation relevant to local government.

Link to Corporate Plan:

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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 can be deemed 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 CEO 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 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 officers to administer Council's responsibilities and make operational decisions efficiently and within an Officer's area of expertise.

The Local Government Act 2009 (Section 260) requires the CEO of a Local Government to establish a register(s) of delegations that records all delegations by Council, the Mayor, or CEO. LGAQ 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 in an Act or Regulation, and from the CEO to employees or contractors.

The delegations register service 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 for a period of time. Attachment 1 to this report presents proposed new additions to the Statutory Delegation Register as prepared by King and Company and released in March 2025. It includes the changes to delegations as a result of amendments to legislation and incorporates new delegable powers that have been added to the LGAQ Delegation Register Service, either at the request of a member Council and/or the progressive inclusion of all existing legislation under which Queensland local governments have obligations/responsibilities.

The proposed additions to the register presented in Attachment 1 include new entries as outlined below:

1. Existing legislation that King and Company have added to the Delegation Register Service:
 - a. Electrical Safety Act 2002 and Regulation 2013
 - b. Peaceful Assembly Act 1992
 - c. Security of Critical Infrastructure Act 2018 (Commonwealth legislation)
 - d. Soil Conservation Act 1986.
2. Changes to delegable powers as a result of amendments to legislation:
 - a. Mining and Quarrying Safety and Health Act 1999
 - b. Nature Conservation (Protected Areas Management) Regulation 2024
 - c. Petroleum and Gas (Production and Safety) Act 2004
 - d. Planning Act 2016
 - e. Stock Route Management Act 1992
 - f. Stock Route Management Regulation 2023
 - g. Workers Compensation and Rehabilitation Act 2003.
3. New legislation adopted replacing previous Acts/Regulations:
 - a. Public Records Act 2023 (replaces Public Records Act 2002).

Councillors seeking additional information on individual delegations in Attachment 1 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 balanced approach to legislative risk and a minimal approach to reputational risk. The delegation of power to the CEO ensures that Council has legally shared relevant decision-making power and obligations with the CEO 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 updating delegations to the CEO is that not sharing legislative power through delegation may result in Council having to make some legislative decisions by resolution.

Option 2 – Amend the Delegations presented in Attachment 1

Should Council elect not to delegate particular powers to the Chief Executive Officer, Council can pass an alternative resolution which excludes 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’ to the Officer’s Report, 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.’*

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 CEO 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 CEO, 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 CEO. Delegating powers to the CEO results in time and resource savings in the operations of Council.

Anticipated Resolution Completion Date:

20 May 2025

Attachments:

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

G/4.3. TENDER RPQS 73-25 TRAINING SERVICES

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Manager Contracts and Procurement

Council Meeting Date: 6 May 2025

File Ref: FM21.1

Purpose:

This report seeks resolution from Council to enter into agreements for the provision of Training Services under a Register of Pre-Qualified Suppliers.

Officer's Recommendation:

That Council:

1. Endorse the Tender Evaluation Panel's recommendation to appoint the following 64 service providers on RPQS 73-25 Training Services:
 - 4 T Consultants Pty Ltd (*local business*)
 - Ab Quality Homes Pty Ltd
 - Academy Green Learning
 - Academy Global Pty Limited
 - ALL STATES TRAINING
 - Articulous Pty Ltd
 - ASPL Australia Pty Ltd. Trading as ASPL Group
 - Auditor Training Online Pty Ltd
 - Australian Red Cross Society (*local branch business*)
 - BE YOU Pty Ltd As Trustee for The JG & BA Unit Family Trust
 - Blanchard International Pty Ltd
 - Blue Visions Management T/A Institute of Management
 - Career Coaching and Training
 - Coherics Pty Ltd
 - Computer Smart Training Pty Ltd
 - ConnectedLE Pty Ltd
 - CountryCo Ag Services Pty Ltd
 - Current Training (QLD) Pty Ltd
 - Online Compliance Training Australia Pty Ltd (Equal Opportunity Training)
 - EEO Specialist (Equal Opportunity Training)
 - Elemental Projects (Australia) Pty Ltd
 - Endless Sunsets T/A The CPEM Consulting Group
 - Excel Consulting Solutions Pty Limited (Nexacu)
 - Get Skilled Access Pty Ltd
 - Governance Risk & Compliance Solutions Pty Ltd trading as GRC Solutions
 - Griffith University, a body corporate established pursuant to the Griffith University Act 1998
 - Harness Energy (*local business*)
 - Helix Legal Pty Ltd
 - Honeylight Enterprises Pty Ltd
 - Australian Institute of Resources Training Pty Ltd trading as Host Safety and Training

- HRS Connect Pty Ltd
- Ian Crothers & Associates
- Inspyr Pty Ltd
- Intele Training Pty Ltd
- Smart First Aid Pty Ltd (Intuitive Training)
- Investigation Compliance and Enforcement Training Systems Pty Ltd
- LG Services Group Pty Ltd
- Link Resources Training Pty Ltd
- Liquid Learning Group Pty Ltd
- Lumian Consulting Pty Ltd
- Melbourne Business School
- Guinea Enterprises P/L T/A Narbil Training Services (*local business*)
- Playground Safety Inspectors Australia Pty Ltd T/A Playground Safety Inspectors Australia (PSIA)
- Project Management Partners Pty Ltd Trading as PM-Partners group
- OVA Educational Systems Pty Limited t/a Resolution Education
- Strategic Health Services Pty Ltd T/A SDS Training
- B M REID & I R RANKIINE ATF 4T TRUST TRADING AS SMALL COMPANY BIG BUSINESS
- St John Ambulance Australia Queensland Limited
- SUTHERLAND COMPUTER TRAINING PTY LTD
- The AusHealth Hospital Research Fund Ltd – AusHealth Work
- The Gallup Organisation Pty Ltd
- The Hinwood Institute Pty Ltd
- The Trustee for Corporate Edge Coaching Trust
- College for Adult Learning Pty. Ltd. as the Trustee for Golding/Sabell Trust
- The Trustee for the Monsigneur Family Trust
- The Trustee for WK Chan and Associates Trust t/a Paradigm Infinitum and Australian
- Leadership Skills Centre
- The University of Sydney
- Total Training Group Pty Ltd
- Trainers Direct Pty Ltd
- Trility Services Pty Ltd (*local branch business*)
- Upskilled Pty Ltd
- Abrahamson Holdings as Trustee of the Abrahamson Family Trust t/a Upskills QLD
- Vertical Hoizonz Australia Pty Ltd
- Evolve HR Solutions (*local branch business*)
- Health & Wellness Hub P/L

2. Authorise the Chief Executive Officer to enter into panel arrangements for a fixed term of 5 years, with the above service providers.

Summary:

An open market tender was conducted in accordance with s232 of the Local Government Regulation 2012, and the Officer's recommendation is to appoint 64 service providers to the Register of Pre-Qualified Suppliers ('RPQS') 73-25 Training Services for period of up to five years.

Link to Corporate Plan:

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

Background:

Council seeks to establish a Register of Pre-Qualified Suppliers (RPQS) for a diverse range of training services for Council employees. The training panel aims to enhance employee competency, foster continuous professional development, and align individual performance with the organisation's strategic goals, ultimately improving overall productivity and job satisfaction.

An RPQS is a list of companies that have been assessed and deemed capable of providing specific goods or services, allowing them to be considered for future procurement opportunities. Appointment to an RPQS is based on a schedule of rates, it does not commit financial resources. Engagements with service providers under this arrangement will be exempt from tender or quote requirements in accordance with s232 of the Local Government Regulation 2012, however will be subject to the Sound Contracting Principles and Register of Delegations - Exercise of Statutory Powers and Financial Delegation Register.

From time to time the Service Provider may be required to provide tailored, high-quality programs aligning with Council's goals, whilst ensuring industry standards are met.

A general overview of the type of training that may be required is listed below:

- Software programs (e.g. Microsoft Suits, Adobe, Outlook, Power BI, Computer Skills);
- Leadership and Personal Development;
- Engineering and Technical;
- Local Laws;
- Environmental and Biosecurity;
- Apprentice and Traineeships;
- Governance and Internal Auditing;
- Managing Challenging Interactions;
- Due Diligence;
- Accounting;
- Mental Health;
- Procurement & Contracting;
- Project Management;
- Health and Safety Training;
- Plant and Equipment Training; and
- Customer Solutions.

Risk Management Summary:

Council takes a balanced approach to Service Delivery and Financial risk. The intent of the RPQS is to allow access to service providers within the market, reducing Council exposure caused by delaying access to services not held by Council and is consistent with Council's risk appetite.

Options and Opportunity Analysis:

An Invitation to Tender (ITT) was released to the open market 14 September 2024 with targeted emails to current companies on RPQS 76-22 Training Services (current RPQS) and additional companies.

The ITT was originally to close 15 October 2024, however, was extended until 18 October 2024 and received 78 offers. Various companies were initially deemed non-conforming for missing various mandatory tender returnable documents. A decision was made to allow all non-conforming offers to be provided a 24-hour extension to provide the missing documents (which can be evidenced as not edited after the closing date).

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The offers were evaluated by a panel of subject matter experts, and was evaluated based on the criteria disclosed in the ITT which included:

Objective Evaluation Criteria	Weighting
Offer demonstrates understanding of the scope and GRC's requirements and includes a Resourcing Plan which addresses all aspects of the scope and GRC's requirements.	50%
Nominated past projects performed meet GRC's experience and requirements	30%
Proposed Key Personnel have the qualifications, experience and allocation to the scope as required by GRC	20%

All other conforming offers which exceeded a technical score of 50/100 were agreed by the evaluation panel to be awarded to the panel as they met the technical requirements to provide various training services to assist Council to equip our employees with the necessary knowledge, skills, and tools in accordance with the evaluation criteria listed in the ITT.

Six companies either have a head or branch office within the Gladstone Region. As a Request for Proposal (RFP) process will be used for each for each engagement, costs were not assessed as part of this evaluation. Value for money will be assessed on an as per engagement basis with confirmation against the schedules of rates proposed in the submissions or as per the offer (when sending out for a Request for Proposal).

Council may also refresh the Contract at any time during the contract term by issuing a new Invitation to Tender based on the same evaluation criteria as this ITT, seeking offers from Service Providers wishing to be added to the RPQS. Service Providers already on the RPQS will not be required to resubmit.

If Council were not supportive of establishing an RPQS for Training Services, procurement would be required to be undertaken in accordance with Council's Procurement Policy and Corporate Standard. Procurement activities may be less efficient, and Council will not have the benefit of agreed schedule of rates.

Stakeholder Engagement:

The following stakeholders have been engaged in the preparation of this report:

- Learning and Development

Legal and Regulatory Implications:

Council sought offers via VendorPanel in accordance with the Local Government Regulation 2012, Local Government Act 2009 and Council's Procurement Policy P-2021-01.

Council's endorsement of this tender award is in accordance with the Register of Delegations - Exercise of Statutory Powers and Financial Delegation Register.

The Officer's recommendation is based on the evaluation methodology and criteria in the ITT. There are risks associated with Council awarding a contract contrary to the officer's recommendation. If Council is not satisfied with the evaluation methodology and criteria or the application thereof, Council may refer the matter back to officers for re-evaluation.

In the interests of probity, an amendment to the evaluation methodology and/or criteria may require referral back to tenderers so that they can each have the opportunity to make any changes to their offers having regard to the amended criteria prior to re-evaluation.

Financial and Resource Implications:

The establishment of an RPQS does not commit financial resources. Engagements with service providers under this arrangement will be exempt from tender or quote requirements in accordance with s232 of the Local Government Regulation 2012 allowing for expedited procurement processes where appropriate.

Anticipated Resolution Completion Date:

The contracts will be awarded in April 2025.

Attachments:

1. CONFIDENTIAL – Signed – 73-25 Award Report – Training Services

G/4.4. CODE OF CONDUCT POLICY

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Governance Business Partner

Council Meeting Date: 6 May 2025

File Ref: CM28.2

Purpose:

This report seeks Council consideration of minor amendments to the existing Code of Conduct Policy associated with an administrative review of the Policy.

Officer's Recommendation:

That Council adopt the Code of Conduct Policy provided as Attachment 1 to Officer's Report.

Summary:

The Code of Conduct Policy (the Policy) provides a guide for our people to make decisions and engage in conduct that is conducive to developing our desired culture and achievement of organisational objectives.

As part of the commitment to review all high-risk policies prior to the 30 June 2025, an administrative review of the Policy was conducted. The review found that the existing Policy meets legislative requirements and is operating satisfactorily. Therefore, it is recommended that the Policy be adopted with only minor changes associated with transitioning the document to the new corporate policy template and with some refinement of definitions and related legislation.

Link to Corporate Plan:

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Our People - We look after our people, so they look after you.

Background:

The Policy is overdue for review having last been adopted in 2019. As a policy that is required by legislation, it is considered a high-risk policy as it guides the conduct standards of our people in providing services and facilities to our community.

In conducting the administrative review, it was found that the Policy meets the legislative requirements and aligns with corporate objectives adopted in Council's 2021 review of the Corporate Plan. It is however recommended that some minor amendments be made associated with transferring the existing policy content into the newly adopted policy template which was introduced in 2024 and some refinements to definitions and the legislative references as shown in the red text of Attachment 2 and summarised below:

1. The existing content of the Policy has been transferred into our new corporate template which required the inclusion of some measures of success and an assessment of human rights under the *Human Rights Act 2019*.
2. All the legislative references have been checked for currency with some inclusions and deletions to reflect the most relevant legislative drivers of the Policy that govern conduct.

3. Definitions have been amended to remove the definition of 'other person' as it is not used in the Policy and a definition for 'Our People' and 'Volunteer' have been added to reflect that the Code includes employees, contractors, students on work experience placements and volunteers.

It is acknowledged that Council will be commencing a review of its Corporate Plan during 2025 and it may be appropriate to conduct a more comprehensive review of the Policy once Council has completed that work to align the Policy with any changes Council may make to its corporate objectives.

Risk Management Summary:

Council takes a balanced approach to regulatory and legal risks. The options presented in this report are consistent with Council's risk appetite.

Options and Opportunity Analysis:

Option 1 – Adopt the Recommendation

This option provides Council with the opportunity to reaffirm its commitment to the existing Policy whilst maintaining consistency for our people in meeting Council's commitment to conduct standards that meet all legislative responsibilities and our service values.

Option 2 – Adopt the Policy with Changes

This option provides Council with the opportunity to make any interim changes it might consider appropriate ahead of a more comprehensive review of the Policy planned for after the review of Council's Corporate Plan. The resolution to give this option effect would be as follows:

'That Council adopt the Code of Conduct Policy presented in Attachment 1 to this report, subject to the following amendments:

1. *Insert amendment*
2. *Insert amendment.....'.*

Stakeholder Engagement:

The Chief Executive Officer, General Manager People and Strategy, Manager People Services and Manager Governance and Risk have reviewed the minor changes proposed in transferring the existing policy content into the new policy format. The minor amendments did not warrant organisation wide consultation as they do not change the obligations and responsibilities for our people.

Legal and Regulatory Implications:

Section 13 of the *Public Sector Ethics Act 1994* requires all public sector entities (which includes local government) to adopt a Code of Conduct for employees and other persons such as contractors, volunteers, work experience students and others engaged in providing services and facilities on behalf of Council. This Policy does not apply to Councillors. The Code of Conduct for Councillors is a requirement of the *Local Government Act 2009* and therefore is adopted separately in accordance with the requirements of the *Local Government Act 2009*.

Financial and Resource Implications:

There are no financial implications in revising the Policy other than resources already committed in conducting the administrative review.

Anticipated Resolution Completion Date:

13 May 2025

Attachments:

1. Proposed Code of Conduct Policy
2. Proposed Code of Conduct Policy (tracked changes)
3. Existing P-2019-04 Code of Conduct Policy

G/4.5. REPEAL OF WORKPLACE REHABILITATION AND RETURN TO WORK POLICY

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Governance Business Partner

Council Meeting Date: 6 May 2025

File Ref: CM28.2

Purpose:

This report seeks Council consideration of repealing P-2017-29 Workplace Rehabilitation and Return to Work Policy.

Officer's Recommendation:

It is recommended that Council repeal P-2017-29 Workplace Rehabilitation and Return to Work Policy.

Summary:

This report recommends the repeal of the Council adopted Workplace Rehabilitation and Return to Work Policy with the Rehabilitation and Return to Work Corporate Standard to serve as the administrative policy for managing this operational function under Section 277 of the *Workers Compensation and Rehabilitation Act 2003*.

Link to Corporate Plan:

Our People - We look after our people, so they look after you.

Background:

Under the *Workers Compensation and Rehabilitation Act 2003* (Part 4 of Chapter 4), employers who meet the *Workers Compensation and Rehabilitation Regulation 2014* criteria have an obligation to appoint a rehabilitation and return to work coordinator (Section 276) and must have workplace rehabilitation policies and procedures (Section 277). Employers must review policies and procedures on a regular basis (at least every 3 years) to ensure that they remain current and align with the purpose and intent of the legislation and Council practices. Council's rehabilitation and return to work procedures and other supporting information is regularly reviewed and amended operationally as required. The Workplace Rehabilitation and Return to Work Policy however is overdue for review with the last review being September 2021 (Attachment 1).

Council's administrative level/operational 'policies' are referred to in Council's hierarchy of documents as 'Corporate Standards'. This term has been used to ensure that there is a distinction between a Council adopted strategic policy and operational level administrative policies which are approved by the Chief Executive Officer. As the function of workplace rehabilitation and return to work is operational in nature, it was considered that a Corporate Standard would meet the requirements of Section 277 of the Act. Council's Rehabilitation and Return to Work Corporate Standard contains all the information in the existing policy with additional administrative guidance. It is currently being reviewed to ensure that it remains relevant and reflects current practice. Accordingly, it is recommended that the Policy be repealed which will assist Council in achieving its objective to reduce the number of Council adopted policies by 15%.

Risk Management Summary

Council takes a balanced approach to regulatory and legal risks. The options presented in this report are consistent with Council's risk appetite.

Options and Opportunity Analysis:

Option 1 – Adopt the Officer's Recommendation

This option will assist Council to achieve its objective of reducing the number of policies without impacting on how Council manages its workplace rehabilitation and return to work practices as the Corporate Standard reflects the current policy principles.

Option 2 – Retain the Workplace Rehabilitation and Return to Work Policy

This option will maintain Council's current position and the Policy will continue to guide the Workplace Rehabilitation and Return to Work function of Council. It will require three yearly reviews if it is retained. This option will not assist in achieving Council's objective of reducing policies by 15%. The policy was last reviewed in September 2021 which does not align with the review period stated in the document and legislation. If it is retained, then a further report will need to be brought back to Council.

Stakeholder Engagement:

As with all policies and corporate standards that effect our people, the review of the Rehabilitation and Return to Work Corporate Standard involves consultation with our people and the Joint Consultative Committee which includes internal and external Employee Union Representatives.

Legal and Regulatory Implications:

Under Section 227 of the *Workers' Compensation and Rehabilitation Act 2003* workplaces are required to have workplace rehabilitation policies and procedures. This requirement will be met through the CEO approved Corporate Standard and the other operational procedures and supporting information currently in place.

Financial and Resource Implications:

There are no financial implications in repealing the policy other than resources already committed in developing this report and that already committed in reviewing the Rehabilitation and Return to Work Corporate Standard.

Anticipated Resolution Completion Date:

30 May 2025.

Attachments:

1. Existing P-2017-29 Workplace Rehabilitation and Return to Work Policy

G/4.6. AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING SUMMARY 12 MARCH 2025

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Principal Internal Auditor

Council Meeting Date: 6 May 2025

File Ref: CM26.2

Purpose:

To provide a written report of the Audit Risk and Improvement Committee Meeting held 12 March 2025, pursuant to section 211(1)(c) of the Local Government Regulation 2012.

Officer's Recommendation:

That Council receive the summary of the Audit Risk and Improvement Committee Meeting that was held on 12 March 2025.

Summary:

The Audit Risk and Improvement Committee (the Committee), met on 12 March 2025. The detailed meeting minutes and papers presented at the meeting are available for Councillors in DocsOnTap.

Link to Corporate Plan:

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Risk Management Summary:

In accordance with Councils' Audit Risk and Improvement Committee Terms of Reference, the Committee has the following risk management responsibilities:

- Reviewing the effectiveness of governance, risk management & controls and fraud control measures.

Options and Opportunity Analysis:

Below is a summary of the Committee meeting held 12 March 2025:

1. No matters to report from the Committee in Camera and the Confidential Session.
2. Apologies were noted and there were no Conflicts of Interest to be declared.
3. Minutes of the Audit Risk and Improvement Committee Meeting held on the 4 December 2024 were approved.
4. External Audit
 - An overview of the External Audit Plan Queensland Audit Office (QAO) 2024/25 was provided with the 4 key areas of focus highlighted.
 - The Committee enquired regarding the risks associated with the transition of auditors and meeting the delivery timelines.
 - The following items were taken on notice with a response to be provided prior to the next meeting:

- Obtaining the ASAE3402 report from TechnologyOne as this would provide information for financial reporting and overall governance of the controls in a key outsourced entity.
- Completion of QAO's Financial Statement Preparation maturity model self-assessment tool, in particular relating to financial governance.
- The level of proactive testing of general information technology controls, particularly in relation to Active Directory off-boarding.
- An overview of the Queensland Audit Office (QAO) Briefing paper was provided, highlighting the Insights into Local Government Audit Committees report and The Local Government 2024 Report. Recommendations will be reviewed and actions assigned where required.
- There was no closed session required with the Audit Representatives.

5. Financial Reports

- The monthly financial reports were presented and the capital budgeting, the confidence in delivering the projects, measuring efficiency and an opportunity to develop efficiency indicators were discussed.
- The Committee noted potential changes to accounting processes and discussed the recognition of carbon credits and the potential deconsolidation of the Financial Statements of the Gladstone Airport Corporation.
- The Committee noted the timetables developed for year-end activities, associated risks to these milestones and the update on key valuation activities.

6. Internal Audit / Ethics Integrity and Audit

- An overview of the Ethics, Integrity and Audit progress report was provided. The Committee discussed overdue audit tasks and the process for agreeing to the extension of audit tasks. An update was provided on the review of policies and corporate standards.
- The following Internal Audit reports were discussed:
 - Review of Building Access Internal Audit Report and the importance of monitoring employee access.
 - The Committee complimented the high quality of the Capital Project Benefit Realisation Report and the work that was undertaken and encourage the sharing of the learnings.
- The draft Strategic 3-Year Internal Audit Plan and the proposed budget and resource requirements were presented to the Committee and feedback from the Committee was requested prior to the next meeting in June 2025.

7. The following Officer's Reports were presented to the Committee:

- a. Optimising Maintenance Delivery
The Committee requested that the context of this project be shared with the new Committee members.
- b. Business Continuity Update
An overview of the Business Continuity Update report was provided noting that the project is in the early stages of outworking how the team will deliver the project.
- c. Risk Management Report
A discussion was held regarding the upcoming external risk management maturity assessment.
- d. Information Communication Technology Update
The Committee highlighted the phishing testing and mentioned key learning from another organisation whose phishing test contained controversial content.
- e. People, Culture and Safety Quarterly Report
A discussion was held regarding excess leave and flexible work arrangements.
- f. Contracts and Procurement Report
The Committee highlighted the third-party risk management and enquired on the verification of the veracity of the third parties from an ICT perspective.
Discussions were held regarding the process undertaken when a non-compliance is discovered and the process for determining the Contract types.

8. The Committee members discussed their self-development.

9. There were no Council referrals.

10. General business

- It was mentioned that Councillor Kahn Goodluck has resigned from his position as councillor with his speech at his final General Meeting highlighted.

Stakeholder Engagement:

The minutes of the Committee are reviewed by the ARIC members, the Principal Internal Auditor, General Manager Finance Governance and Risk and the Chief Executive Officer.

Legal and Regulatory Implications:

The Local Government Act 2009 requires that the audit Committee of Council – the Audit Risk and Improvement Committee – oversee audit, annual financial reporting and other relevant governance functions to provide Council with an additional level of assurance that systems and controls are in place to minimise risk exposure.

The Committee also operates in accordance with Councils' Audit Risk and Improvement Committee Terms of Reference.

Financial and Resource Implications:

Nil

Anticipated Resolution Completion Date:

N/A - information only report.

Attachments:

Nil

G/5. COUNCILLORS REPORT

G/6. URGENT BUSINESS

G/7. NOTICE OF MOTION

G/8. CONFIDENTIAL ITEMS