



GLADSTONE
REGIONAL COUNCIL

**GENERAL MEETING NOTICE
AND AGENDA**

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

On Tuesday 3 June 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 20 MAY 2025

Responsible Officer: Chief Executive Officer

Prepared By: Executive Secretary

Council Meeting Date: 3 June 2025

File Ref: CM7.2

Purpose:

Confirmation of the minutes of the General Meeting held on 20 May 2025.

Officer's Recommendation:

That the minutes of the General Meeting of Council held on 20 May 2025 be confirmed.

Attachments:

1. Minutes of the General Meeting of Council held on 20 May 2025.

G/3. DEPUTATIONS

G/4. OFFICERS' REPORTS

G/4.1. DEFINED CLEANSING SERVICE AREA

Responsible Officer: General Manager Assets and Environment

Prepared By: Asset Planning Forecast Analyst, Strategic Program Lead - Waste

Council Meeting Date: 3 June 2025

File Ref: WM12.2

Purpose:

The purpose of this report is to update the designated area within the Gladstone Regional Council local government area, known as the Defined Cleansing Service Area, where Council may conduct a general waste or green waste collection service in accordance with *Local Law No. 8 (Waste Management) 2018*.

Officer's Recommendation:

That in accordance with section 5 of *Local Law No. 8 (Waste Management) 2018*, Council:

1. Designate the area provided as Attachment 1 to the Officer's Report as the area (Defined Cleansing Service Area) in which Council may conduct general waste or green waste collection effective 1 July 2025; and
2. Adopt the frequency for domestic general waste collection to be undertaken on a weekly basis and for domestic recycling general waste to be undertaken on a fortnightly basis.

Summary:

A review of the existing Defined Cleansing Service Area (DCSA) has been completed, resulting in the development of a new boundary line that provides a clear, geographic representation of the DCSA area within the region. The proposed DCSA incorporates over 8,700 new base parcels into the DCSA that allows for future growth of general waste collection services for domestic, commercial and island waste services, activated by the criteria contained in the Revenue Statement.

Section 5 of *Local Law No. 8 (Waste Management) 2018* allows Council to adopt the proposed DCSA, as the designated area in which it will conduct general waste or green waste collection.

Link to Corporate Plan:

Accountable Council - We are providing good stewardship built on a foundation of trust.
Delivering Value - We work efficiently to deliver value for your rates.

Background:

Existing DCSA

The existing DCSA was adopted by Council on 3 July 2018, comprising of a general waste collection service constitutes a red (general waste) and yellow (recycling) bin.

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The existing DCSA represents the individual domestic and commercial properties currently receiving a general waste collection service only. Section 6.4.3 of Councils' Revenue Statement supports the DCSA by providing the conditions that apply to the general waste collection service in addition to identifying the criteria for inclusion of new properties in the DCSA. These conditions include:

- Domestic properties:
 - a cleansing charge will be levied on all land within the DCSA where a domestic premises has been constructed for residential use (where a plumbing final has been issued);
 - vacant urban properties (including those with structures other than an approved dwelling) and where economically feasible, rural areas adjoining the DCSA may receive a service by request;
 - once a property has been provided a service, current and future owners cannot opt-out except for properties where a residential premise has been demolished with Council approval;
 - a waste service contribution charge is levied on all rate assessments with a dwelling located on islands (Facing Island and Curtis Island).
- Commercial properties:
 - a service (at a commercial rate) is only provided where a service equivalent to a domestic service is sought;
 - where it is identified that a private waste collection arrangement has not been entered, Council will provide a service at a commercial rate.

The type of service a property may receive varies depending on the property's attributes i.e. ability for the waste collection truck to physically access the property. The types of service that may be provided are:

- kerbside collection;
- collection point (centralised location where multiple properties place bins for collection);
- transfer station access (island service).

Proposed DCSA

A review of the existing DCSA was identified as an action item from the Gladstone Region Waste Plan June (2023). This need was identified in consideration of existing and future growth within the region, particularly ongoing residential growth, and uptake of waste collection services since 2018 in rural localities. It was also identified that the DCSA needed to reflect base parcels where a private commercial or island service is required or may be activated by future development. Inclusion of these parcels ensures that a suitable waste collection service is implemented where relevant domestic or commercial development occurs in the future.

As part of the DCSA Review, a new boundary line has been established that provides a clear, geographic representation of the DCSA area within the region. 37,259, or 98%, of all base parcels in the region will be within the proposed DCSA. This change supports existing and future growth where construction of a dwelling or commercial premises requires the allocation of a relevant waste collection service.

In comparison to the existing DCSA, the proposed DCSA incorporates 5,183 base parcels into the boundary that may in the future activate a waste collection service through either the development of an approved residential dwelling, an approved commercial premise, or via uptake of opt-in services depending on the occupancy status of a property.

In applying the criteria in the existing Revenue Statement to the proposed DCSA, approximately 50 existing domestic properties which do not currently have a waste collection service will be activated to receive an allocated service. Council reviews and adopts its Revenue Statement annually in conjunction with the adoption of budget.

Further waste collection services could be applied to domestic properties following ongoing assessment of the dwelling approval status of properties within the proposed DCSA, primarily in rural localities. The promotion and availability of opt-in services to approximately 700 properties within the proposed DCSA will also support the further uptake of a relevant waste collection service.

A publicly available version of the DCSA boundary will be made available to the community following a change to the DCSA and will show the location of each property relevant to the DCSA, and the status as a current or future service.

Risk Management Summary:

Council's Risk Management Policy establishes a moderate appetite for residual risk in Financial, and Service Delivery. The Policy establishes a minimal appetite for residual risk in Reputation. The proposed DCSA supports efficiency and increased capacity in the application and Service Delivery of waste collection services. There is a current and future financial impact to residents in the adoption and application of the proposed DCSA. For impacted properties, their inclusion aligns their waste service, and service charges, currently applied to over 26,000 properties within the Region.

Options and Opportunity Analysis:

Option 1: Adopt and apply the new Defined Cleansing Service Area from 1 July 2025 (Officer's Recommendation)

Adopt the DCSA for the Gladstone Region Council area as represented in Attachment 1, maintain the existing collection service frequency, and implement from 1 July 2025 to support the uptake of waste collections for the 2025/2026 Budget.

Option 1 suggested resolution:

That in accordance with section 5 of Local Law No. 8 (Waste Management) 2018, Council:

- 1. Designate the area provided as Attachment 1 to the Officer's Report as the area (Defined Cleansing Service Area) in which Council may conduct general waste or green waste collection effective 1 July 2025; and*
- 2. Adopt the frequency for domestic general waste collection to be undertaken on a weekly basis and for domestic recycling general waste to be undertaken on a fortnightly basis.*

Option 2: No Change

Continue with the existing DCSA and service frequency approved in 2018 and currently applied. This option limits the uptake of waste services for current and future growth.

Option 2 suggested resolution:

That Council maintain the existing Defined Cleansing Service Area and collection service frequency endorsed on 3 July 2018, and as grown with new services over time.

Option 3: Adopt and apply the new Defined Cleansing Service Area from 1 July 2025 with a Transition Period for Activated Existing Domestic Properties

Adopt the DCSA for the Gladstone Region Council area as represented in Attachment 1, maintain the existing collection service frequency, and implement from 1 July 2025 for current, new and opt-in services only. This option allows a transition period for the approximately 50 activated existing domestic properties that would be allocated a waste collection service because of the adoption of the new DCSA.

Option 3 suggested resolution:

That:

- 1. In accordance with section 5 of Local Law No. 8 (Waste Management) 2018 Council designates the area provided as Attachment 1 to the Officer's Report as the area (Defined Cleansing Service Area) in which Council may conduct general waste or green waste collection effective 1 July 2025;*
- 2. Notwithstanding the designation of the Defined Cleansing Service Area, those properties that were not eligible for a service on or before 30 June 2025 but will become eligible for a service on 1 July 2025 will not receive the service prior to 1 July 2026, but may do so at their request.*
- 3. Adopt the frequency for domestic general waste collection to be undertaken on a weekly basis and for domestic recycling general waste to be undertaken on a fortnightly basis.*

Stakeholder Engagement:

Manager Asset Planning
Manager Waste Program Delivery (Acting)
Manager Revenue Services
Governance Business Partner

Legal and Regulatory Implications:

In accordance with section 5 of *Local Law No. 8 (Waste Management) 2018*, Council may adopt a designated area in which it will conduct general waste or green waste collection.

Financial and Resource Implications:

The expansion of the DCSA may result in a lower tonnage of general waste received at rural transfer stations and more received via a general waste collection service that achieves greater service efficiency and a reduction in transfer station servicing costs.

Implementation of the proposed DCSA will be achieved through existing internal resources and established service contracts.

Income from services to activated existing domestic properties in 2025/26 would be approximately \$18,000 and increase in the future with new developments within the proposed and extended DCSA.

Anticipated Resolution Completion Date:

From 1 July 2025.

Attachments:

1. Gladstone Regional Council Defined Cleansing Service Area June 2025

G/4.2. SMALL BUSINESS FRIENDLY (SBF) PROGRAM – PROGRAM ENHANCEMENTS AND RECONFIRMATION OF COUNCIL COMMITMENT

Responsible Officer: General Manager People and Strategy

Prepared By: Manager Economic Development

Council Meeting Date: 3 June 2025

File Ref: ED2.1

Purpose:

To inform Councillors of Council's work and progress of the Small Business Friendly (SBF) Program.

Officer's Recommendation:

That Council receive the update showcasing progress of Council's Small Business Friendly Program.

Summary:

The SBF Program is evolving to better meet the needs of members and their business communities. The Queensland Government continue to deliver enhancements, based on human-centred design with SBF member Councils through working groups and member surveys feedback.

Council continues to engage with the Queensland Government, local small businesses, Gladstone Engineering Alliance, Gladstone Chamber of Commerce and Industry, Gladstone Area Promotion and Development Limited, and Discovery Coast Tourism and Commerce to enable small business success.

This report is intended to provide an update on the program, recent enhancements and activities undertaken across the Gladstone region.

Link to Corporate Plan:

Resilient Economy - We play our part in supporting the success of our region.

Background:

Small and family businesses are at the heart of Queensland's economy and local communities. They generate jobs, drive local economic activity, and contribute to the vibrancy and liveability of our regions.

The Queensland Small Business Commissioner's (QSBC) SBF Program was established to support local governments, Queensland Government agencies, and large enterprises in creating a more enabling environment for small business success. Gladstone Regional Council is an existing member of the SBF Program, committed to fostering a thriving small business ecosystem.

The program is driven by simple, yet powerful commitments from program members to improve the way they transact, interact, and support small businesses across Queensland.

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A Small Business Customer Compass has been developed with a suite of initiatives locked in for phase one to deliver over the next 18 months, to progress these outcomes:

- **Stronger community trust and confidence** – Demonstrates leadership and commitment to supporting local businesses.
- **Reduced avoidable contact and resource waste** – Streamlines Council processes, reducing inefficiencies and administrative burdens.
- **Enhanced public reputation** – Positions Council as a proactive and business-friendly organisation.
- **Higher employee satisfaction and engagement** – Empowers Council staff with the tools and resources to better support small businesses.
- **Increased economic resilience** – Strengthens local supply chains, encourages investment, and boosts business sustainability.
- **Greater collaboration and influence** – Provide access to a network of like-minded Councils, fostering shared learning and best practices.
- **Improved procurement opportunities** – Supports local business participation in Council contracts, creating jobs and economic growth.
- **Stronger advocacy and support** – Ensure Council is informed on small business challenges and opportunities through direct engagement with QSBC.

Within the Gladstone local government area there are approximately 4000 small businesses. Since signing the original Small Business Friendly Charter in August of last year, Council has been working through the framework and conducting extensive engagement across Council and the business community. Council has focused on:

- Strengthening connections between local businesses, Council decision-makers, and Procurement by hosting events where businesses can engage directly with the Contracts and Procurement Team, gain insights into Council's procurement processes, and ask questions on doing business with GRC.
- Uplifting the capability of small businesses through education on navigating Council processes, ensuring businesses have the resources to understand how to work with Council effectively.
- Developing resources that improve business owners' access to essential support and information, making it easier to connect with relevant Council services.
- Working together for small business by identifying and implementing proactive strategies that address challenges faced by local businesses, including updating Council systems to better identify and engage small businesses for purchasing activities.

Supporting Small Business in the Gladstone Region

Council had a strong presence at the Gladstone Engineering Alliance Supply Chain Expo and the Gladstone Chamber of Commerce and Industry Business Expo, where it received positive feedback for its genuine efforts to connect with local businesses. Council shared advice on working with local government, highlighted upcoming opportunities, and hosted targeted "Meet the Buyer" sessions.

At the Gladstone Chamber of Commerce and Industry Expo, Councillor Leanne Patrick provided an update on the Small Business Friendly (SBF) Program and its four key focus areas. A representative from the Queensland Small Business Commissioner also outlined recent updates and strategic goals (Attachment 3).

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Council is progressing several initiatives under the SBF Program, particularly within Procurement and Contracts:

- **New Supplier Guide:** A printed and digital “Doing Business with Gladstone Regional Council” guide has been released.
- **Supplier Data Update:** Council is working with suppliers to improve data on small, local, and Indigenous businesses to support better reporting and engagement.
- **Procurement System Upgrade:** Moving to the CiA system in Technology One to streamline processes, speed up payments, and boost transparency for suppliers.
- **Supplier Information Sessions:** Upcoming events will allow suppliers to meet Council staff, learn about procurement processes, and ask questions directly.

Council is also strengthening partnerships with key regional groups like Gladstone Engineering Alliance, Gladstone Chamber of Commerce and Industry, Gladstone Area Promotion and Development Limited, and Discovery Coast Tourism and Commerce to support small business and the local supply chain.

To mark Small Business Month (May 2025), Council ran a social media campaign celebrating local businesses and lit up the Civic Centre in Goondoon Street in tribute.

Finally, Council delivered economic profiling training through Remplan to help small businesses understand key regional data such as age, homeownership, and economic trends.

Risk Management Summary:

Continuing the SBF Program aligns with Council’s strategic goals and risk appetite, not participating could damage Council’s reputation, reduce stakeholder trust, and result in missed opportunities to support local businesses—impacting economic growth and service delivery.

This work continues to support our local suppliers and community.

Small businesses are key to local jobs, innovation, and community strength, especially during economic change. Without visible support, Council risks being seen as disconnected, which could affect liveability and investor confidence.

The SBF Program also supports health, safety, and wellbeing by making it easier for businesses to engage with Council.

Options and Opportunity Analysis:

As this is a noting report and Council has already signed up to the Small Business Friendly Program, it is recommended that Council receives the report showcasing how it aligns with Council’s strategic priorities, enhances service delivery, and positions Council as a leader in small business support.

Stakeholder Engagement:

Ongoing engagement on the Program, with small business and key stakeholders, including Gladstone Engineering Alliance, Gladstone Chamber of Commerce and Industry, Gladstone Area Promotion and Development Limited, and Discovery Coast Tourism and Commerce, continues widely across the region to drive forward small business support and identify opportunities for cross-organisational collaboration.

Legal and Regulatory Implications:

Nil

Financial and Resource Implications:

Funding associated with program and initiative support (direct funding and in-kind) financial year to date is approximately \$30,000 across a variety of Council departments and funding avenues. These include but are not limited to:

- Gladstone Chamber of Commerce and Industry – Buy Local Campaign, Best in Business Awards sponsorship, Business Expo and Twilight Markets
- Business networking events specifically aligned with the Small Business Friendly Program objectives.
- Print material and collateral to support Small Business Friendly Program initiatives including “How to do business with Gladstone Regional Council” booklets.

Anticipated Resolution Completion Date:

Nil

Attachments:

1. Small Business Friendly Commitment Document
2. Overview of the SBF Program Enhancements
3. QSBC SBF Program Presentation

G/4.3. ADOPTED INFRASTRUCTURE CHARGE RESOLUTION (NO.1) 2015 - PROPOSED AMENDMENT NO. 3

Responsible Officer: General Manager Customer Experience

Prepared By: Strategic Planning Officer

Council Meeting Date: 3 June 2025

File Ref: FM7.2

Purpose:

The purpose of this report is for Council to consider amendments to the Adopted Infrastructure Charge Resolution (No.1) 2015.

Officer's Recommendation:

That Council:

1. Repeal the Adopted Infrastructure Charge Resolution (No. 1) – 2015 – Amendment No. 2 effective 4 June 2025; and
2. Adopt the Adopted Infrastructure Charge Resolution (No. 1) – 2015 – Amendment No. 3 provided as Attachment 1 to the Officer's Report, effective 4 June 2025.

Summary:

Planning Officers have become aware of an omission within the Adopted Infrastructure Charge Resolution (No. 1) – 2015 – Amendment No. 2 and as such propose to amend the Resolution to improve the workability and applicability of the charging regime.

It is noted that a more extensive amendment is also being prepared but cannot be adopted at this time given outstanding data still to be finalised. It is expected that the amendment will be presented to Council by September 2025.

Link to Corporate Plan:

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

Background:

Planning Officers have become aware of an issue with the Adopted Infrastructure Charge Resolution (No. 1) – 2015 – Amendment No. 2. The issue relates to the unit of calculation for uses within the Accommodation Long Term category (i.e. Rooming Accommodation, Retirement facility, Relocatable Home park and Community residence). This category only states a charge for a Relocatable Dwelling Site and omitted a calculation unit for Retirement facility, Rooming Accommodation and Community residence.

In calculating the charge for Rooming Accommodation, Officers have previously relied on the Planning Regulation to calculate the charge as the Adopted Infrastructure Charge Resolution was silent. Refer images below:

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Adopted Infrastructure Charge Resolution (No. 1) - 2015 – Amendment No. 2

Accommodation (Long Term) (1 or 2 bedroom)	\$20,222.30 per 1 or 2 bedroom relocatable dwelling site	Area 1	\$20,222.30
		Area 2	\$20,222.30
		Area 3	\$19,300
		Area 4	\$12,850
		Area 5	\$11,800
		Area 6	\$12,700
Accommodation (Long Term) (3+ bedroom)	\$28,311.20 per 3 + relocatable dwelling site.	Area 1	\$28,311.20
		Area 2	\$28,311.20
		Area 3	\$27,000
		Area 4	\$18,000
		Area 5	\$16,500
		Area 6	\$17,800

Planning Regulation 2017

Accommodation (long-term)	
1 Relocatable home park	1 \$24,609.05 for each relocatable dwelling site for 2 or less bedrooms 2 \$34,452.65 for each relocatable dwelling site for 3 or more bedrooms
2 Community residence	1 \$24,609.05 for each suite with 2 or less bedrooms
3 Retirement facility	2 \$34,452.65 for each suite with 3 or more bedrooms
4 Rooming accommodation	3 \$24,609.05 for each bedroom that is not part of a suite

Note: The dollar amounts in the Planning Regulation table above, are the State’s maximum charge, not Council’s current charge.

Officers are proposing to amend the Adopted Infrastructure Charge Resolution to improve the formatting and ensure the unit of calculation is as per the Planning Regulation 2017 for residential uses. In addition, to assist with interpretation, two new definitions are proposed to be added to the dictionary – i.e. Suite and Vacant Land.

Suite – means a single room or a set of connecting rooms that can operate as a single occupancy or single tenancy.

Vacant Land – Land that does not contain a substantial and permanent structure.

Appendix 1 has also been amended to remove the term N/A from the Council Charging Category column and is replaced with the applicable residential use category. For example, Community Residence – removed N/A and added Accommodation (Long Term) which matches the State Adopted Infrastructure Charge Schedule Column terminology.

Within Appendix 1, The Planning Scheme Use of ‘Nature-Based Tourism’ has also been allocated to the Specialised Use Charging Category instead of Accommodation (Short Term). This will allow Planning Officers to allocate the most suitable charging category dependent on the specific components of the development application. The referencing of Specialised Use has also been updated in Section 3.1(2) and within Appendix 4 to enable the charges within both Appendix 3 & Appendix 4 to be utilised to apply a charge for a Use within a Specialised Use Charging Category.

Risk Management Summary:

Failing to amend the Adopted Infrastructure Charge Resolution poses a financial risk to Council, as it could lead to a reduction in Infrastructure Charges if contested. An Applicant has the right to challenge the calculation of an Adopted Infrastructure Charge Notice within the legislative appeal period.

Options and Opportunity Analysis:

Option 1 – Amend the Adopted Infrastructure Charge Resolution (AICR) in relation to residential uses as per Appendix 3, Table 4 of the AICR to ensure clarity and alignment with the Planning Regulation 2017.

Option 2 – Not amend the Adopted Infrastructure Charge Resolution and apply the charges and unit of calculation as per the Planning Regulation as the Developer has the ability to appeal if they disagree with the charge.

Option 3 – Not amend the Adopted Infrastructure Charge Resolution and continue to apply the current Charging regime.

Stakeholder Engagement:

Stakeholder engagement has not been undertaken outside the immediate Development Services team.

Legal and Regulatory Implications:

Council has an obligation to ensure we are charging in accordance with the Resolution.

Financial and Resource Implications:

Failing to amend the Charge Resolution could lead to a decrease in Infrastructure Charges collected and paid, resulting in a greater financial burden on ratepayers to support development.

Anticipated Resolution Completion Date:

The Adopted Infrastructure Charge Resolution (No. 1) - 2015 – Amendment No. 3 will take effect on Wednesday 4 June 2025.

Attachments:

1. Proposed Adopted Infrastructure Charge Resolution (No. 1) – 2015 – Amendment No. 3

G/4.4. 2025-26 GENERAL SOLE SUPPLIERS

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Manager Contracts and Procurement

Council Meeting Date: 3 June 2025

File Ref: FM21.1

Purpose:

This report seeks resolution from Council to make use of the provisions in section 235 of the Local Government Regulation 2012, that allows for exceptions to the requirement for written quotes or tenders.

Officer's Recommendation:

That in accordance with Section 235(a) of the Local Government Regulation 2012, Council is satisfied that the below suppliers are the only suppliers reasonably available to deliver the relevant product/service for the 2025/26 financial year:

- (a) Australian Laboratory Services Pty Ltd (formerly ALS Limited); and
- (b) Ecoscope Environmental Pty Ltd.

Summary:

This report requests Council to resolve using provisions in section 235 of the Local Government Regulation 2012, allowing exceptions to the requirement for written quotes or tenders for specific suppliers. This is to ensure efficient procurement of sole-supplier services for the 2025/26 financial year.

The recommended suppliers include those providing essential software, environmental services, and other critical functions necessary for Council operations. This approach aims to streamline procurement processes and maintain service quality, adhering to Council's risk management and regulatory frameworks.

This report does not include the financial expenditure in which Council's approval of each engagement expenditure is in accordance with the Financial Delegation Register shall remain.

Link to Corporate Plan:

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

Background:

Due to the nature of some goods and services, there may be only one supplier who is reasonably available to deliver the product/service. Given that some of these types of purchases are recurring annually, it has become more typical for Councils to apply the legislation and prepare an annual report seeking resolution.

Regulation and Policy

Section 225 of Local Government Regulation (LGR) 2012 provides Council cannot enter a medium sized contractual arrangement unless it first invites 3 potential suppliers to quote. Section 224(2) defines medium sized contractual arrangement as a contractual arrangement with a supplier that is expected to be worth \$15,000 ex GST or more (plus GST) but less than \$200,000 over a financial year (or longer term of contract). Section 224(4) provides that the expected value is the total expected value of all the Council's contracts with the supplier for goods and services of a similar type under the arrangement.

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There are several exceptions including:

- Section 232 Council can establish Prequalified Supplier Register via tender process (if 1 of the points in 232(3) applies which includes that the preparation and evaluation of invitations every time would be costly);
- Section 234 where the supplier is on LGAQ contract arrangement;
- Section 235(a) where Council in general meeting resolve that Council is satisfied there is only 1 supplier who is reasonably available;
- Section 235(b) where Council in general meeting resolve that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for Council to invite quotes of tenders;
- Section 235(c) where a genuine emergency exists; and
- Section 235(f) the contract is made with or under an arrangement with a government agency.

Additionally, to the specific requirements of the LGR sections, Council officers are required to comply with the local government principles in section 4 of Local Government Act 2009 and the sound contracting principles in section 104(3) of the LGR, plus the provisions of the policy statement in Procurement Policy.

General Sole Supplier resolution summary

On the 18 June 2024, Council resolved the current Sole Supplier listing in accordance with Section 235(b) of the Regulations. Every 12 months Council will review the listing and remove or add suppliers as required. Changes are as follows:

- a) Remove Suppliers:
 - i. **1 Spatial** - Removed as annual spend is less than \$15,000 and requires 1 quotation only
 - ii. **Mottech Parkland Australia** - Removed as annual spend is less than \$15,000 and requires 1 quotation only
 - iii. **Pacific Biologics** - Removed as annual spend is less than \$15,000 and requires 1 quotation only

Supplier and engagement summary

The following table provides a full summary of existing approved, new and removed changes along with estimated annual spend:

Resolution Request (New / Existing / Remove)	Supplier	Description	Category Manager	Current estimated FY 24/25 spend (ex GST)
GIS				
Remove	1 Spatial	Only reseller in Australia of FME mapping software used by GIS team	Manager Asset Governance	\$12,000
Finance Systems				
Existing	Australian Laboratory Services Pty Ltd (formerly ALS Limited)	Only drinking water analysis provider in Gladstone with the nearest competing laboratories in Brisbane and Townsville	Manager Environment and Conservation	\$80,000
Existing	Ecoscope Environmental Pty Ltd	Only NATA accredited laboratory with proximity to Gladstone with the nearest competing laboratories in Brisbane and Townsville	Manager Environment and Conservation	\$66,000

Parks				
Remove	Mottech Parkland Australia	Only Australian importer and distributor of Irrinet irrigation systems	Manager Parks Program Delivery	\$5,500
Remove	Pacific Biologics	Only importer and distributor of ProLink Mosquito control products	Manager Parks Program Delivery	\$10,300

Risk Management Summary:

The primary risk associated with this resolution pertains to Council's financial exposure and compliance with regulatory requirements. The exception for specific suppliers, in accordance with section 235 of the Local Government Regulation 2012, aligns with Council's Risk Management Framework by mitigating risks related to financial inefficiencies and service delivery disruptions, ensuring that only sole suppliers are contracted.

Options and Opportunity Analysis:

Council’s Contracts and Procurement team have identified an organisational need for the exception to be applied to the suppliers contained in this report due to anticipated annual purchases exceeding \$15,000 ex GST per annum thus requiring the application of the following exceptions:

- Section 235(a) where Council in general meeting resolve that Council is satisfied there is only 1 supplier who is reasonably available

Stakeholder Engagement:

Internal stakeholders have been involved in the preparation of this list.

Legal and Regulatory Implications:

It is a requirement of the LGR section 225 to invite written quotations or tenders where the supply of goods or services with a cost greater than \$15,000 ex GST.

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

- a) the local government resolves it is satisfied that there is only 1 supplier who is reasonably available.

Financial and Resource Implications:

Procurement activities making use of this resolution will be subject to Council’s Register of Financial Delegations.

Anticipated Resolution Completion Date:

Exceptions granted within this report will be added to Council’s Long-Term Contracts Register in July 2025.

Attachments:

Nil

G/4.5. 2025-26 GENERAL SPECIALISED SUPPLIERS

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Manager Contracts and Procurement

Council Meeting Date: 3 June 2025

File Ref: FM21.1

Purpose:

This report seeks resolution from Council to make use of the provisions in section 235 of the Local Government Regulation 2012, that allows for exceptions to the requirement for written quotes or tenders.

Officer's Recommendation:

That in accordance with section 235(b) of the *Local Government Regulation 2012*, Council is satisfied that because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders from the below suppliers for the relevant services for the 2025/26 financial year:

- Gladstone Engineering Alliance (GEA) - Specialised body established to strengthen business and industry relationships within the Gladstone Region
- Institute of Public Works Engineering Australasia (IPWEA) - Specialised peak association for professionals who deliver public works and engineering services
- Technology One Pty Ltd - Proprietor of Technology One software. Enterprise resource planning (ERP) software for Council that drives accounting systems, supply chain & asset management
- ESRI Australia Pty Ltd - Proprietor of ArcGIS software, Council's online mapping system including technical support services.
- Central Queensland Media Pty Ltd t/a CQ Today and Gladstone Today - Publisher of CQ Today and Gladstone Today and provider of advertisement services
- Australian Radio Network - Provider of advertising services for 4CC and Kix Country radio (examples include monthly package, Australia Day Award Nominations, Mayor's Christmas Carols, Disaster recovery)
- Social Pinpoint - Proprietor of the Social Pinpoint Conversations Platform used for community engagement
- Southern Cross Austereo - Provider of advertising services for Hit FM 93.5 and Triple M Radio (examples include 30 second radio ads, region watch ads, ready set survive etc)
- Gladstone Animal Rescue Group (GARG) - Animal rehoming services
- Interventions Plus - Facilitator of training for Intervention Plus courses, dedicated to breaking anger, violence, and anti-social behaviour in youth and offering these courses to Youth Workers
- Jardine Lloyd Thompson Pty Ltd - Specialists in providing insurance products and services to local government e.g. Directors and Officers Liability and Environment Impairment Liability.
- Acquire Technology Solutions Pty Ltd - Proprietor of Envirosys, a specialised data management system that stores environmental and drinking water quality and wastewater data.
- Aurion Corporation Pty Ltd - Proprietor of Aurion software used for payroll management including professional services for any relevant upgrades or training.
- Civica Pty Ltd - Proprietor of Reflect and Recover software used by Roads Program Delivery for asset management and RMPC contract coordination.
- F3EE Pty Ltd - Australian-based Channel Partner of Bentley Systems for Open Flow (WaterGEMS and SewerGEMS) software. An advanced engineering software used to analyse, design, and optimise water and sewer distribution systems.

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- Harbour Software - Proprietor of Doc Assembler and Docs on Tap software provider
- IDEXX Laboratories Pty Ltd - OEM for IDEXX Colilert System used to detect and quantify coliforms and Escherichia coli in water and wastewater.
- Infor Global Solutions (ANZ) Pty Ltd - Proprietor of Pathway software, an end-to-end cloud solution designed to enable Local Governments to manage regulatory services, people, land and property revenue services.
- L G Solutions - Proprietor of LG Solution software used for fees and charges
- QIT Plus Pty Ltd - Proprietor of Guardian software used for disaster management
- Schneider Electric (Australia) - Proprietor of Schneider Electric GeoSCADA Software. An interface with a database that displays information collected from our sewerage and water assets, monitoring sites and sending alarms via the system. Data is also used to investigate and monitor the conditions and performance of various assets
- Redeye Apps Pty Ltd - Provider of the Redeye Drawing Management System which is a cloud based engineering drawing management system.
- Ruswin Locksmiths and Security (Authorised dealer and billing agent for Davcor Group Pty Ltd t/a Electronic Keying Australia) - OEM for electronic keys and vaults used to access Council buildings (including replacements and upgrades) and providing the hosting, maintenance, and support of the associated Cyberlock software and database.
- Andersons Auto City - Local OEM dealership for the purchase of new vehicles, parts and servicing for vehicles
- Bill Robertson Toyota - Local OEM dealership for the purchase of new vehicles, parts and servicing for vehicles
- Curtis Coast Automotive - Local OEM dealership for the purchase of new vehicles, parts and servicing for vehicles
- Reef City Motors - Local OEM dealership for the purchase of new vehicles, parts and servicing for vehicles
- Farm and Garden Products Pty Ltd - Closest (Rockhampton) authorised agent for parts and servicing of Kioti Tractors, Bobcat Excavators, Twose Remote Track Mower, Kanga Mini Loader and Polaris Ranger UTVs
- GCM Enviro Pty Ltd - OEM of landfill compactor parts and servicing
- Hastings Deering (Australia) Pty Ltd - OEM parts and servicing for Caterpillar machinery
- Milne Bros - OEM parts and service for Hino Trucks
- Terrequip Pty Ltd - OEM for JCB Equipment parts and servicing
- Western Truck Group Pty Ltd - OEM parts for Volvo machinery and servicing
- Wideland Group - OEM parts for Iveco and Isuzu Trucks and servicing
- Superior Pak Pty Ltd - OEM parts and labour for sweeper unit
- Austeng Crematoria and Cemetery - OEM for Crematorium parts and service at Boyne Island Memorial Parklands
- J.H. Wagner & Sons - OEM for marker stones used at the Boyne Tannum Memorial Gardens
- SEEK Limited - Provider of online recruitment advertising linked to Aurion software system used for recruitment
- Nextra Valley News - Magazine and newspaper delivery and supply for Council libraries
- Mettler Toledo-Limited - OEM of weighbridge service and parts for Gladstone Transfer Station and Benaraby Landfill
- ABB Australia Pty Limited - Original Equipment Manufacturer ('OEM') of ABB water flow meters
- Sewer Equipment Company (Aust) - OEM for camera equipment used in the CCTV van
- Taggle - OEM for Taggle Smart Water Metering Solution
- Cat & Back - Provider of Central Queensland freight services
- Gladrock Transport - Provider of Central Queensland freight services
- Origin Energy - Supplier of gas and gas infrastructure at GECC
- Team Global Express Pty Ltd (includes NOX, IPEC and TOLL IPEC) - Australia wide freight services

- Telstra - Telecommunications Infrastructure and telecommunications provider in Central Queensland

Summary:

This report requests Council to resolve using provisions in section 235 of the Local Government Regulation 2012, allowing exceptions to the requirement for written quotes or tenders for specific suppliers. This is to ensure efficient procurement of specialised services for the 2025/26 financial year.

The recommended suppliers include those providing essential software, advertising, environmental services, and other critical functions necessary for Council operations. This approach aims to streamline procurement processes and maintain service quality, adhering to Council's risk management and regulatory frameworks.

This report does not include the financial expenditure in which Council's approval of each engagement expenditure is in accordance with the Financial Delegation Register shall remain.

Link to Corporate Plan:

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

Background:

Due to the nature of some goods and services, there may be only one supplier who is reasonably available or who provides a specialised service. Given that some of these types of purchases are recurring annually, it has become more typical for Councils to apply the legislation and prepare an annual report seeking resolution.

Regulation and Policy

Section 225 of *Local Government Regulation (LGR) 2012* provides Council cannot enter a medium sized contractual arrangement unless it first invites 3 potential suppliers to quote. Section 224(2) defines medium sized contractual arrangement as a contractual arrangement with a supplier that is expected to be worth \$15,000 ex GST but less than \$200,000 ex GST over a financial year (or longer term of contract). Section 224(4) provides that the expected value is the total expected value of all the Council's contracts with the supplier for goods and services of a similar type under the arrangement.

There are several exceptions including:

- Section 232 Council can establish Prequalified Supplier Register via tender process (if 1 of the points in 232(3) applies which includes that the preparation and evaluation of invitations every time would be costly);
- Section 234 where the supplier is on LGAQ contract arrangement;
- Section 235(a) where Council in general meeting resolve that Council is satisfied there is only 1 supplier who is reasonably available;
- Section 235(b) where Council in general meeting resolve that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for Council to invite quotes of tenders;
- Section 235(c) where a genuine emergency exists; and
- Section 235(f) the contract is made with or under an arrangement with a government agency.

Additionally, to the specific requirements of the LGR sections, Council officers are required to comply with the local government principles in section 4 of *Local Government Act 2009* and the sound contracting principles in section 104(3) of the LGR, plus the provisions of the policy statement in Procurement Policy.

General Specialised Supplier Resolution Summary

On the 18 June 2024, Council resolved the current general supplier listing in accordance with Section 235(b) of the Regulations. Every 12 months Council will review the listing and remove or add suppliers as required. Changes are as follows:

- a) New Suppliers:
 - i. **Gladstone Animal Rescue Group (GARG)** - Animal rehoming services for Council. Current contract is for a 7-year period which is due to expire in October 2025. GARG has invested in improvements to the facility that have supported the pounds operations over the last contract period. Operating a pound requires specialised services, which the current providers have excelled at, and the only other potential group in Gladstone has not submitted interest in the previous procurement and is not established enough to operate the pound facility. GARG is a local supplier and estimated annual spend is \$80,000 ex GST.
 - ii. **Redeye Apps Pty Ltd (Redeye)** - Redeye provides for the creation, storage, version control, sharing and overall lifecycle management of engineering drawings within Council. Redeye not only ensures that officers have access to the correct engineering drawings but it also assists Council to meet its obligations under the Public Records Act 2002. Over the past five years, Council has captured over 100,000 artefacts in Redeye and there are still a large number of legacy documents yet to be captured within the system. In 2024, Council continued the services of Redeye Apps for a further 3 years to expire in 2027 as part of a successful tender award. Redeye is a non-local supplier and estimated annual spend is \$170,000 ex GST.
 - iii. **Superior Pak Pty Ltd** – engagements for original equipment manufacturer (OEM) parts and labour for sweeper unit. Superior Pak is a non-local supplier based in Bundaberg and estimated annual spend is \$20,000 ex GST across multiple engagements.

- b) Remove Suppliers:
 - i. **Ibis Information Systems Pty Ltd** – total annual estimated spend less than \$15,000 ex GST
 - ii. **Chemwatch** – total annual estimated spend less than \$15,000
 - iii. **Electrical Refrigeration Enterprises** - not engaged since 2023
 - iv. **EZ Machinery** – not engaged since 2021
 - v. **Netstar Australia** – not engaged since 2023
 - vi. **Takura Bark & Compost** – total annual estimated spend less than \$15,000
 - vii. **NuGrow Rockhampton Pty Ltd** - total annual estimated spend less than \$15,000
 - viii. **Aqua-tec Fluid System Pty Ltd** – total annual estimated spend less than \$15,000
 - ix. **Endress & Hauser Australia Pty Ltd** – total annual estimated spend less than \$15,000
 - x. **Gladrock Transport** – total annual estimated spend less than \$15,000
 - xi. **Kvitko Holdings T/A Elevate Media (Gladstone News)** - total annual estimated spend less than \$15,000

Supplier and engagement summary

The attached table provides a full summary of existing approved and new changes along with current estimated annual spend.

Risk Management Summary:

The primary risk associated with this resolution pertains to Council's financial exposure and compliance with regulatory requirements. The exception for specific suppliers, in accordance with section 235 of the Local Government Regulation 2012, aligns with Council's Risk Management Framework by mitigating risks related to financial inefficiencies and service delivery disruptions, ensuring that only specialised or sole suppliers are contracted.

Options and Opportunity Analysis:

Council's Contracts and Procurement team have identified an organisational need for the exception to be applied to the suppliers contained in this report due to anticipated annual purchases exceeding \$15,000 ex GST per annum thus requiring the application of the following exception:

- Section 235(b) where Council in general meeting resolve that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for Council to invite quotes of tenders.

Stakeholder Engagement:

Internal stakeholders have been involved in the preparation of this list.

Legal and Regulatory Implications:

It is a requirement of the LGR section 225 to invite written quotations or tenders where the supply of goods or services with a cost greater than \$15,000 ex GST.

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

- b) the local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders.

Financial and Resource Implications:

Procurement activities making use of this resolution will be subject to Council's Register of Financial Delegations.

Anticipated Resolution Completion Date:

Exceptions granted within this report will be added to Council's Long-Term Contracts Register in July 2025.

Attachments:

1. Supplier and engagement summary – 2025 – 2026 General Specialised Suppliers

G/4.6. SPECIALISED SUPPLIER - THE INSTITUTE OF INTERNAL AUDITORS AUSTRALIA (IAA)

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Manager Contracts and Procurement

Council Meeting Date: 3 June 2025

File Ref: FM21.1

Purpose:

This report is for Council to consider approving The Institute of Internal Auditors Australia (IIA) as a specialised supplier to conduct an External Quality Assessment of Ethics Integrity and Audit.

Officer's Recommendation:

That Council resolves that the Institute of Internal Auditors Australia (IIA) is a specialised Supplier for the purchase of services to conduct an External Quality Assessment of Ethics Integrity and Audit, in accordance with Section 235 (b) of the Local Government Regulation (LGR) 2012 because of the specialist nature of the services sought it would be impractical to invites quotes.

Summary:

This report seeks resolution from Council to make use of the provision in S235 of the Local Government Regulation 2012 (LGR), that allows for the exceptions to the requirement for written quotes or tenders. The use of this provision is sought in relation to Institute of Internal Auditors Australia (IIA) for the purpose to conduct an External Quality Assessment of Ethics Integrity and Audit.

Link to Corporate Plan:

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

Background:

External quality assurance is a vital component of maintaining and enhancing the effectiveness, credibility, and integrity of an internal audit function — especially within local government, where transparency, accountability, and public trust are essential.

To maintain alignment with the Internal Audit Charter, which replaced the Ethics and Integrity Policy, and International Standards for the Professional Practice of Internal Auditing and demonstrate our commitment to transparency and continuous improvement, the Ethics Integrity and Audit function is required to obtain an external quality assessment at least every five years. This independent review will provide assurance to Council that internal audit is effectively supporting governance, risk management, and accountability, and positions the function to deliver even greater value to the organisation and the community.

The Ethics Integrity and Audit function uses a co-source model to engage external service providers to provide specialised internal audit services and investigations. To maintain the independence and objectivity of external service providers on the Business Management & Consulting Services LB309 panel arrangement and to avoid unfair advantage for future services, the service of the Institute of Internal Auditors Australia (IIA) is sought for the purpose to conduct an External Quality Assessment of Ethics Integrity and Audit.

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Council is seeking an independent external assessment team to conduct an independent external quality assessment (EQA) of Internal Audit to:

- Conduct the assessment in accordance with the IIA's International Professional Practice Framework and IIA Standard 8.4 'External Assessments'.
- Be suitably qualified to perform an external assessment.
- Ensure confidentiality and security of Council's information.

To support the delivery of this work, Council have identified it is critical for the engaged Supplier to meet all following requirements:

- Assessment team with Chief Audit Executive (CAE), IIA Quality Training and EQA experience.
- Certified Internal Auditor (CIA) assessment team members.
- Assessment team members with in-depth knowledge of the Global Internal Audit Standards and extensive internal audit experience.
- Bring in leading internal audit practices from across sectors.
- Not have obligations or interests with Council.
- Safeguard information provided by Council and comply with security requirements.

Risk Management Summary:

Independent assurance over our internal audit activity contributes to Council's overall risk management framework.

Options and Opportunity Analysis:

Option 1 – Approve The Institute of Internal Auditors Australia (IAA) as a Specialist Supplier

All team members have over 7 years of CAE experience and all are Certified Internal Auditors. One is a Certified Information Systems Auditor. One team member served on the IIA – Global Internal Audit Standards Board whilst our team leader is part of the global taskforce updating the quality assurance manual to reflect the Global Internal Audit Standards.

Leading practice will come from the IIA – Australia and IIA – Global knowledge bases from performing EQAs as well as hands-on CAE experience.

The IIA-Australia and all our team members are free from any conflicts as they relate to Council. A confidentiality plan will be agreed with Council including signing non-disclosure agreements if required.

Option 2 – Seek additional Quotations

If Council does not endorse IIA – Australia as a specialised supplier, alternative options to explore additional quotations, however noting that market scanning conducted does not fit the requirements for the engagement being:

- Bring in leading internal audit practices from across sectors.
- Not have obligations or interests with Council.

Stakeholder Engagement:

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

- Principal Internal Auditor
- General Manager, General Manager Finance Governance and Risk

Legal and Regulatory Implications:

It is a requirement of the S225 of the LGR to invite written quotes or tenders where the supply of goods or services with a cost greater than \$15,000 ex GST.

Additionally, Council's Procurement Corporate Standard requires a minimum of 3 written quotes for all purchase of goods and services greater than \$15,000 ex GST to less than \$200,000 ex GST under a non-preferred approach.

Section 235(b) of the LGR provides the following exception to the requirement relevant to this request that states:

- the local government resolves that, because of the specialist or confidential nature of the services are sought, it would be impractical or disadvantageous for the local government to invites quotes or tenders".

Financial and Resource Implications:

The value of this engagement is \$15,000 ex GST plus any additional travel costs.

Anticipated Resolution Completion Date:

Following resolution from Council a purchase order will be issued in June 2025.

Attachments:

Nil

G/4.7. EXPENDITURE AND CONTRACT APPROVAL - BANKING SERVICES (STATE PANEL CONTRACT)

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Manager Contracts and Procurement

Council Meeting Date: 3 June 2025

File Ref: FM21.1

Purpose:

This report seeks resolution from Council to engage Commonwealth Bank of Australia (CBA) for Banking Services under the Queensland (QLD) Government Banking Services contract for a 10 year contract period commencing 1 July 2025 to 30 June 2034.

Officer's Recommendation:

That Council:

1. Endorse and resolves the engagement approach of Commonwealth Bank of Australia (CBA) for Banking Services as recommendation, under the Queensland (QLD) Government Banking Services contract for a 10 year period commencing 1 July 2025 to 30 June 2034; and
2. Authorise the Chief Executive Officer to enter into a letter of contract under the QLD Government Banking Services contract and associated variations with Commonwealth Bank of Australia (CBA) for Banking Services.

Summary:

Councils current contract agreement 220-18 for banking and financial services expires on the 30 June 2025. In accordance with the tender process requirements set out in Chapter 6 of the Local Government Regulation 2012, Council request to engage under section 235, exception for the contract is made with, or under an arrangement with, a government agency.

Council conducted a review, and as an outcome it will provide Council greater cost savings to engage against the Queensland (QLD) Government Banking Services Contract, than to renew or conduct a full open tender the current engagement Commonwealth Bank of Australia directly 220-18. The QLD Government Contract allows for rates that take into account economies of scale that far outweigh any individually negotiated Contract with a Financial Provider (bank).

The recommendation is to appoint CBA under Queensland (QLD) Government Banking Services Contract for a 10 year contract of 1 July 2025 to 30 June 2034. Upon Council Resolution, Council to finalise letter of contract with QLD Government Banking Services.

Link to Corporate Plan:

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

Background:

The contract 220-18 that Council currently operates under with CBA is a standalone contract awarded through a tender process in 2018. This Contract 220-18 for Banking and Financial Services with CBA expires on the 30 June 2025. The contract has been in place for the past 7 years and has established and experienced relationships with CBA relationship managers.

Procurement Approach

As part of the Contract review process, a formal procurement approach review was conducted early 2025 for the ongoing provision of Banking Services to either conduct a tender process or test and leverage a government agency agreement.

As part of the banking services review, services Council uses within Banking includes the following:

- Account Keeping Fees
- Transaction Fees (such as cheques, deposits, daily cash deposits)
- Cheques Processing – Inwards
- Dishonoured Payments – Inwards
- Stop Payments
- Bank Guarantee Facilities
- Funds Movement / Transfers Direct Debit and Credit Transactions
- Direct Payment Facilities
- BPay Facility
- Online Banking Facility
- EFTPOS

Council's main expense for banking fees and charges is derived from Bpay transaction fees. The fee associated with processing Bpay transactions for Council to receive income from rates, animal registration, debtors and other fees and charges.

An activity was conducted to see the benefits between the current Contract with CBA and the rates under the Queensland (QLD) Government Banking Services Contract. As per Summary, the QLD Government contract allows for rates that consider economies of scale that far outweigh any individually negotiated Contract with a Financial Provider (bank).

Contract Commitments

Under the current Contract 220-18, Council's annual spend with CBA is \$250,961 ex GST per annum. The option to take up the QLD Government Contract provides estimated savings of approximately \$3,500 ex GST per month.

See the following indicative summary of savings to Council over the 10-year term of the engagement:

	Savings per annum (ex GST)	Savings across the 10-year contract (ex GST)
BPay Transaction Fees	\$36,773.59	\$367,735.90
EFTPOS Terminal Rental	\$ 4,638.24	\$46,382.40
EFTPOS Transaction Fees	\$1,898.03	\$18,980.30
	\$43,309.86	\$433,098.60

See the following indicative summary across the 10-year term:

	FY24/25 Actual (ex GST)	FY 25/26 estimate value (ex GST)	10-year estimate value (ex GST)
Estimate Contract value	\$250,961.00	\$207,651.00	\$2,076,511.00

Term review

There is significant effort required to undertake an open banking tender, due to the complexity of the service and number of touch points (as demonstrated above). The Finance team have elected to rely on the market testing already conducted during the establishment of the State Contract, and have focused their efforts on a comparison between the terms and costs with our existing supplier and those in the awarded State Contract.

As anticipated, the savings are significant, due to the purchasing power of the State Government and economies of scale. The team have recommended a 10-year contract in order to secure these savings, and limit the resources required to test a market that is highly unlikely to yield a better result.

Benefits

Overall, when reviewing the government agency agreement option, it’s noted that the QLD Government Contract was awarded by a tested market through a State panel, which allows other government entities to leverage. Added benefits to Council include no disruption or cost to business or community for the transition from the Council Award CBA contract to the QLD Government Banking Services contract.

Risk Management Summary:

Council has a moderate appetite for Financial, Regulatory and Legal Risk, and takes a balanced approach to taking risks of this nature.

Options and Opportunity Analysis:

Inclusion to engage CBA for Banking Services under QLD Government Banking Services Contract under section 235 Exception for the contract that ensures that Council receives the best value price for banking services.

Not participate in the QLD Government Banking Services contract that will result in Council having to conduct a full open tender process and negotiation process, that may not provide the same benefits under the Qld Government arrangement.

Stakeholder Engagement:

Internal stakeholder engagement has taken place during the review stages including:

- Finance
- Contracts and Procurement
- Revenue Services

Legal and Regulatory Implications:

Council seek to engage in accordance with section 235(f) of the Local Government Regulation 2012 which states that:

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A local government may enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if:

- (f) the contract is made with, or under an arrangement with, a government agency.

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

Financial and Resource Implications:

The estimated annual cost is \$207,651.00 excluding GST annually based on the current spend profile and resulted savings with reduction of rates under the QLD Government Banking Services contract.

As such, for Council Resolution, the estimated value across the 10-year period is \$2,076,511 excluding GST.

Anticipated Resolution Completion Date:

The letter of agreement will be executed by 30 June 2025.

Attachments:

Nil

G/4.8. EXPENDITURE APPROVAL - MICROSOFT LICENCING

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Manager Contracts and Procurement

Council Meeting Date: 3 June 2025

File Ref: FM21.1

Purpose:

This report seeks resolution from Council, in accordance with Council's Register of Financial Delegations, to approve expenditure in relation to Microsoft Licensing Subscription renewal with Data #3 (Data3) for 3 years, commencing 1 October 2025 to 30 September 2028.

Officer's Recommendation:

That Council:

1. Authorises the estimated expenditure of \$1,731,929 exc GST for the 3 year Microsoft licensing agreement with Data3, dated 1 October 2025 to 30 September 2028; and
2. Authorises the Chief Executive Officer to sign the contract renewal and approve associated purchase orders for the Microsoft licensing agreement renewal with Data3 and associated variations necessary for provision of licencing during the term of this agreement.

Summary:

Council utilises Microsoft license subscriptions which are due to expire on the 30 September 2025. For this renewal, Council will continue to engage Data3 as a Platinum provider under the Local Government Agreement (LGA) Contract – LB308 in accordance with Section 234(a) of the Local Government Regulation 2012.

Due to the total cumulative value of the three years being greater than the Chief Executive Officer financials delegation limit, the expenditure requires Council resolution in accordance with the Financial Delegation Register.

Link to Corporate Plan:

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

Background:

Council utilises the following under the Microsoft license subscriptions:

- Office
- Servers
- SQL; and
- other application

These licenses are provided through registered Microsoft partners, which are tiered based on volume sales. Data3 is a Platinum partner which is the top tier and has been providing Council with Microsoft licensing.

Renewal Commitments

Renewals offered by Microsoft are based on a three-year term. No other options are provided.

In May 2025, a formal renewal was received from Data3 for a three-year period commencing 1 October 2025 to 30 September 2028. The breakdown of costs for the renewal term are as follows:

Contract	Term	*Estimated Value (ex GST)
Year 1	1 October 2025 to 30 September 2026	\$557,567
Year 2	1 October 2026 to 30 September 2027	\$577,082
Year 3	1 October 2027 to 30 September 2028	\$597,279
Total estimated contract renewal value		\$1,731,929

*CPI – 3.5% year on year.

It’s noted the above are estimates only. As the licensing requirements in years 2 and 3 of the agreement are currently unconfirmed, the costs for those years are only an estimate. During the next three-year term for Microsoft licencing, there may be a requirement for uplift of licencing, uplift of servers that would be deemed as a variation to the renewal.

Benefits

Council has access to a contract entered into by Local Buy for ICT Solutions & Services. This contract is a LGA Arrangement – LB308. Data3 Limited is a supplier on the LB308 contract.

Council has considered approaching an alternate supplier (Microsoft partner), however Microsoft pricing is fixed on the basis of the supplier’s tier and as Data3 as a platinum partner, they have access to the best pricing and established relationships and licencing understanding. Changing suppliers would present minimal (if any) benefit for the time and cost associated with a market approach.

Data #3 service and support provided to Council has been strong, providing proactive and reliable licencing guidance to help avoid over or under licencing, ensuring best value for money aligned with business needs. Maintaining supply through Data3 offers advantages due to their familiarity with Council’s IT environment, usage trends and direction while also providing consistency in their support with regular check-ins and defined escalation paths through dedicated account representatives.

Risk Management Summary:

Council has a moderate appetite for Financial, Regulatory and Legal Risk, and takes a balanced approach to taking risks of this nature.

Renewing the engagement with Data3, enables and ensures the continuance of a reliable and trusted service provider until the end of the contract period.

Options and Opportunity Analysis:

Council renew the Microsoft licencing with Data3 Limited by engaging under Local Buy for ICT Solutions & Service in accordance to Chapter 6 of the Local Government Regulation 2012, under section 234(a) Exception for LGA arrangement for the contract that ensures that Council receives the best value price under a platinum partner.

Stakeholder Engagement:

Consultation has occurred throughout with the ICT Team.

Legal and Regulatory Implications:

Council seeks to engage Data3 Limited via an LGA Arrangement in accordance with Section 234(a) of the Local Government Regulation 2012, which states that:

- A local government may enter into a contract for goods and services without first inviting written quotes or tenders if the contract is entered into under an LGA arrangement.

Council's approval of this expenditure is in accordance with the Financial Delegation Register.

Financial and Resource Implications:

The expenditure of \$1,731,929 ex GST is the estimated value for the 3-year license term and is included in the ICT budget.

Anticipated Resolution Completion Date:

The license agreement will be executed in September 2025.

Attachments:

Nil

G/4.9. EXPENDITURE APPROVAL - INFOR PATHWAY CONTRACT RENEWAL (SAAS)

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Manager Contracts and Procurement

Council Meeting Date: 3 June 2025

File Ref: FM21.1

Purpose:

This report seeks resolution from Council, in accordance with Council's Register of Financial Delegations, to approve expenditure in relation to Infor Pathway Licencing renewal with Infor Global Solutions ANZ Pty Limited (Infor) commencing 1 July 2025 to 30 June 2030.

Officer's Recommendation:

That Council:

1. Authorises the estimated expenditure of \$1,150,450 ex GST for the 5-year pathway licencing renewal agreement with Infor, dated 1 July 2025 to 30 June 2030; and
2. Authorise the Chief Executive Officer to execute the contract renewal and approve associated purchase orders (PO's) for the Infor Pathway licencing agreement renewal with Infor and associated variations for provision of licencing during the term of this agreement.

Summary:

Infor is resolved under the annual 2024-25 General Specialised Suppliers dated 18 June 2024, resolution to make use of the provisions in section 235(b) of the Local Government Regulation 2012, that allows for exceptions to the requirement for written quotes or tenders.

Due to the total cumulative value of the three years being greater than the Chief Executive Officer financials delegation limit, the expenditure requires Council resolution in accordance with the Financial Delegation Register.

Link to Corporate Plan:

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

Background:

Infor Pathway have been a key corporate system for Council since 2000 and the system is accessed by 400 staff daily. Infor pathway is designed and created for Local Government and its variety of functions; ranging from:

- Applications
- Customer Requests
- Property
- Rating
- Valuations
- Water Billing
- Infringements
- Inspections
- Licensing, Debtors
- Bookings
- Receipting; and
- Trade Waste.

From the 32 modules Infor Pathway as available, Council currently uses 29. Our annual licence covers cost of support and development of this program including the newest version of the software Pathway UX.

Pathway is a cost effective, Council wide system that provides solutions to ensure we serve our community.

Renewal Commitments

Renewals offered by Infor are based on a five-year term.

In April 2025, a formal renewal was received from Infor for a five-year period commencing 1 July 2025 to 30 June 2030. The breakdown of costs for the renewal term are as follows:

Contract	Term	*Estimated Value (ex GST)
Year 1	1 July 2025 to 30 June 2026	\$170,450.00
Year 2	1 July 2026 to 30 June 2027	\$235,000.00
Year 3	1 July 2027 to 30 June 2028	\$245,000.00
Year 4	1 July 2028 to 30 June 2029	\$250,000.00
Year 5	1 July 2029 to 30 June 2030	\$250,000.00
Total estimated contract renewal value		\$1,150,450.00

It's noted the above are estimates only. During the next five-year term for pathway licencing, there may be a requirement for uplift of licencing, that would be deemed as a variation to the renewal.

Risk Management Summary:

Council has a moderate appetite for Financial, Regulatory and Legal Risk, and takes a balanced approach to taking risks of this nature.

Options and Opportunity Analysis:

Council renewal the pathway licencing with Infor by engaging under supplier terms and conditions in accordance under the annual 2024-25 General Specialised Suppliers dated 18 June 2024, to Chapter 6 of the Local Government Regulation 2012, under section 235(b):

- Exception for LGA the local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders.

Stakeholder Engagement:

Consultation has occurred throughout with the ICT Team.

Legal and Regulatory Implications:

Council's approval of this expenditure is in accordance with the Financial Delegation Register.

Financial and Resource Implications:

The expenditure of \$1,150,450 ex GST is the estimated value for the 3-year license term and is included in the ICT budget.

Anticipated Resolution Completion Date:

The license agreement will be executed in June 2025.

Attachments:

Nil

G/4.10. REVIEW OF INTERSECTION SIGHT DISTANCE POLICY

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Governance Business Partner

Council Meeting Date: 3 June 2025

File Ref: CM28.2

Purpose:

To propose the repeal of the Intersection Sight Distance Policy.

Officer's Recommendation:

That Council repeal P-2015/37 Intersection Sight Distance Policy.

Summary:

This report considers the repeal of the Intersection Sight Distance Policy as the information is contained within Austroads Guides and Department of Transport and Main Roads Design Guidelines.

Link to Corporate Plan:

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

Background:

The purpose of the Intersection Sight Distance Policy is to provide the methodology to be used to calculate sight distance to ensure minimum sight distance requirements at existing intersections are met. The policy was initially adopted in late 2014 in response to the large number of customer service requests (CSRs) being received with minor amendments being made in 2015 following feedback received from the Department of Transport and Main Roads.

Austroads is the association of Australian and New Zealand road transport and traffic authorities which promotes national uniformity to reduce document duplication by publishing guidelines, codes of practice, and research reports.

Austroads' Guide to Road Design Part 4A provides the technical specifications for the design, construction, and assessment of intersections to ensure appropriate sight distance. In their Road Planning Design Manual, the Department of Transport and Main Roads (DTMR) has also published a supplement to the Austroads Guide to Road Design (titled Part 4: Intersections and Crossings – General).

Intersection sight distances are calculated and assessed against the specifications set out in the Austroads and DTMR guides.

Risk Management Summary:

Council takes a cautious approach towards taking risk where there are health, safety and wellbeing as well as reputational consequences. The Austroads and DTMR guides are best practice and consider all possible measures in removing risk to intersection users. Further, the duplication of information across multiple information sources is not effective for our officers and customers and may result in incorrect, out of date information being accessed and used.

Options and Opportunity Analysis:

Option 1 – Repeal the Intersection Sight Distance Policy (Officer’s Recommendation)

The policy is technical and procedural in nature setting out the methodology to calculate intersection sight distance and providing example Drawings for reference by officers. This information is currently available in other sources.

The duplication of information in multiple documents is not effective. Officers currently utilise the information contained within the Austroads and DTMR guides which is publicly available. Repealing this policy will reduce and streamline information improving accessibility and understanding.

This recommendation aligns with the Information Management Policy principles in that information will be easy to find, access and use and further supports the work currently being undertaken to comprehensively review Council policies with an aim to reduce total policies by 15%.

Option 2 – Further Review of Policy

Alternatively, Councillors may seek to retain a policy. If this is preferred an alternative recommendation could be:

That a review be undertaken of the existing Intersection Sight Distance Policy to consider _____.

Stakeholder Engagement:

Subject matter experts in Council’s Asset and Environment Team have contributed to the review. Endorsement of the proposed repeal of this policy was also received from Council’s Asset and Service Management Steering Group.

Legal and Regulatory Implications:

There is no legal requirement for Council to adopt a policy in relation to intersection sight distance. Council officers and developers are already familiar with Austroads and DTMR guides and it is not anticipated that the repeal of this policy will lead to legal or regulatory implications.

Financial and Resource Implications:

No financial implications are anticipated as a result of the repeal of this policy. Adoption of the officer’s recommendation is expected to reduce resource commitments as there will be a single information source which is maintained and regularly reviewed by a third party.

Anticipated Resolution Completion Date:

Within two weeks of resolution.

Attachments:

1. Existing P-2015/37 Intersection Sight Distance Policy.

G/4.11. INTERIM AUDIT REPORT - 30 JUNE 2025

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Financial Controller

Council Meeting Date: 3 June 2025

File Ref: FM4.4

Purpose:

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

Officer's Recommendation:

That Council note the Interim Management Letter and Report in accordance with Section 213 of the Local Government Regulation 2012.

Summary:

- No significant deficiencies were identified
- One new deficiency was identified
- Two prior year deficiencies have been resolved (pending QAO review)
- Five unresolved deficiencies remain from a prior year (three expecting resolution by 30 June 2025)

Link to Corporate Plan:

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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 reports prepared by the Queensland Audit Office are these observation reports.

The interim report is provided to detail the results of the interim 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 interim report for 2024-2025 reported no new significant deficiencies in Council's internal controls. There is one new current year deficiency and five prior year unresolved financial reporting issues, which management have committed to resolving within the noted timeframes. The report also outlines the one resolved, and one resolved pending audit clearance deficiencies.

New Current Year Deficiencies – Interim Audit	
Observation	Management Response
25-IR-1 Lack of evidence of review by an independent person	All identified functions will ensure that evidence of reviews is clearly documented: Revenue: Reconciliations are generally completed by the Revenue Accounting Specialist and reviewed by the

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	<p>Manager of Revenue Services. In instances where either officer is not available (due to vacancy, extended leave etc.), a member of the Finance team will review the reconciliation prepared.</p> <p>Payroll: Payroll will review and implement processes to include notation and acknowledgement of actioning officers for tasks completed. This includes existing and future processing checklists and other process validation documents. Finance: Finance will implement processes to ensure that reviews of reconciliations are clearly documented, in a way that does not allow for retrospective changes to be made to reviewed files.</p>
Prior year issues - resolved	
<p>23-IR-3 User driven TechOne delegation of authority</p>	Resolved pending audit verification. Council has implemented all position-based profiles. QAO will verify the action taken during our IS audit visit in May 2025.
<p>FMR-24-1 Entertainment and Hospitality Expenditure Policy</p>	Council has reviewed and adopted an amended policy. As part of the review, the audit recommendations were considered; however, not all recommendations were adopted due to practical implementation constraints. To address the concerns raised in the audit, Council has implemented additional business processes that support improved controls and oversight.
Prior year issues – expecting resolution by 30 June 2025	
<p>20-CR-3 Improvement of the three way-match process required</p>	The procure-to-pay project is progressing as planned. It is expected to be implemented during this quarter (April–June 2025).
<p>23-CR-1 GIS reconciliation to Fixed Asset Register</p>	The asset register migration project is progressing as planned. New features have been identified that will help match assets in GIS with the fixed asset register. Technical Asset Officers are actively working with Project Managers to gain a deeper understanding of Council assets and how to properly componentise them in the fixed asset register.
<p>24-IR-1 Timely Review and update of Council Policies</p>	Council has endorsed a risk-based approach to the review of Policies and Corporate Standards with a maximum review period of 5 years. Specific goals have been set, including the review of all high-risk overdue policies by 30 June 2025.
Prior year unresolved issues	
<p>23-CR-2 WIP capitalization</p> <p>Revised action date: 30 June 2026</p>	The asset register migration project has caused delays in the capitalisation of WIP. Capitalisation was paused for several months and only resumed in April. As a result, it is unlikely that there will be significant improvements to the process this year.
<p>22-IR-1 Capital work in progress process improvements</p> <p>Revised action date: 30 June 2026</p>	The asset register migration project has caused delays in the capitalisation of WIP. Capitalisation was paused for several months and only resumed in April. As a result, it is unlikely that there will be significant improvements to the process this year.

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 our management responses.

Options and Opportunity Analysis:

N/A

Stakeholder Engagement:

The auditor-general's interim report has been communicated to the Mayor and Chair of the Audit, Risk & Improvement Committee (ARIC) and will be presented to the full ARIC committee at its June 2025 meeting.

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.

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:

M/A

Attachments:

1. 2025 Gladstone Regional Council - Interim Report

G/4.12. LEASE RENEWAL - GLADSTONE DOG OBEDIENCE GROUP

Responsible Officer: General Manager Community and Lifestyle

Prepared By: Community Leasing Officer

Council Meeting Date: 3 June 2025

File Ref: CP8.2

Purpose:

To allow Council to consider the renewal of the lease to Gladstone Dog Obedience Group over Lease A on Lot 225 CTN 1210, situated at William Miskin Park, 11 Morgan Street, with Council as Trustee of the reserve land.

Officer's Recommendation:

That Council:

1. Resolves that 236(1)(b)(ii) of the Local Government Regulation 2012 applies to the proposed lease of 11 Morgan Street, Gladstone (Lease A on Lot 225 CTN 1210) to Gladstone Dog Obedience Group; and
2. Enters into a Lease with the Gladstone Dog Obedience Group for a period of 10 years at a rental of \$1.00 per annum payable on demand.

Summary:

A community lease renewal has been assessed by a Council Officer in line with Council's Land Transaction Policy (P-2023-02) with a recommendation presented for Council's consideration.

Link to Corporate Plan:

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Background:

Council is the trustee of reserve land described as Lot 225 CTN 1210 situated at 11 Morgan Street, Gladstone, which is zoned as Open Space.

The Gladstone Dog Obedience Group leases a partial area of the land from Council under a registered lease. The lease area is shown in Image 1 below, shaded blue. The Gladstone Dog Obedience Group has requested a small extension of the land under their lease to accommodate additional activities, as depicted in yellow on the below map.

The lease commenced on 18 July 2012 and expired 17 July 2022 ("the Lease") and is currently in a holdover status.

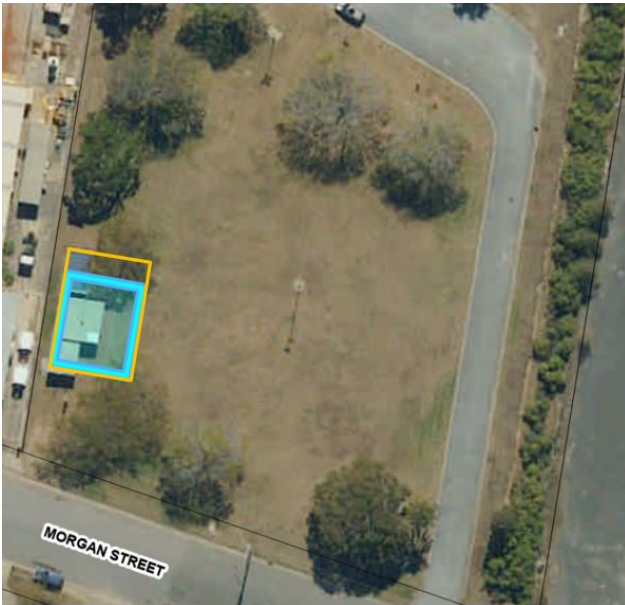


Image 1 - Morgan Street, Gladstone
Blue line – current. Orange line – new area.

Risk Management Summary:

The proposed recommendation is made in accordance with Council’s Land Transaction Policy and is consistent with Council’s Minimal appetite for Reputational risk.

Options and Opportunity Analysis:

It is the Officer’s recommendation that Council resolve to renew the Gladstone Dog Obedience Group’s lease for a further term.

It is proposed, that subject to discussions with the Gladstone Dog Obedience Group, the lease will be on the following terms:

- Lease Area: Approx. 220 square metres including the clubhouse and shed (image 1 above). A new survey will be required to include the entire shed within the boundary;
- Term: 10 years (community organisation exemption);
- Rent: \$1.00 per annum payable on request;
- Outgoings: The responsibility of the Lessee;
- Maintenance: The responsibility of the Lessee; and
- Conditions: Standard community lease conditions.

The opportunities associated with the Officer’s recommendation are:

- Security of tenure for Gladstone Dog Obedience Group;
- The Officer’s recommendation is consistent with Council’s current policy; and
- Generally, 10 years is sufficient to secure government funding where the land is owned or managed by Council. In addition, Council regularly provides letters of support to assist organisations with funding opportunities.
- Provides clarity of the responsibilities of the lessee and of Council.
- Enables Council to continue to provide the land to Gladstone Dog Obedience Group at a peppercorn rate, supporting the provision of recreation activities.

Stakeholder Engagement:

Engagement with stakeholders was included in the lease negotiation process, including:

- a. Gladstone Dog Obedience Group
- b. General Manager Community and Lifestyle
- c. Manager Community Partnerships
- d. Community Leasing Officer

Through the Officer’s engagement with the Lessee, the following is provided as supporting information:

June 2025 – General Information	
Membership Numbers	For the current financial year there are 51 single and family members, which increases each month as new classes are run. The expectation is to reach over 80 members this year. For context, the club financial year is October to September.
Number of Volunteers	10 volunteers that currently assist with all operations at the club including running and assisting with classes, fundraising and taking on committee roles.
Success Story	<p>The club was successful in obtaining funding through the Gambling Community Benefit Fund to obtain new agility equipment, which allows the club to expand its class opportunities.</p> <p>With a new committee the Club is driven and hopeful of expanding to allow more opportunities to the community to promote responsible dog ownership in the region in addition to bringing dog sporting events as the club grows.</p>
Planned Upgrades	The club has ambitions to seek Council consent for shade structures in the leased area, along with improvements to the buildings, including painting, storage, etc. The club is awaiting new funding opportunities to assist with the costs to undertake such upgrades along with their own fundraising.
Challenges	<p>Challenges the club faces are on the ground at the surrounding Park, including rain run off towards the building, divots and depressions in the park, and the growth of burrs.</p> <p>The Community Leasing Officer will work with the Dog Obedience Group and internal council departments in regards to any required works on the broader park area outside the lease footprint.</p>

Legal and Regulatory Implications:

Under s227 of the Local Government Regulation 2012 (“LGR”), Council cannot dispose of a valuable noncurrent asset contract (a contract for the lease or sale of freehold land) unless it first invites written tenders or offers the non-current asset for sale by auction.

In this instance there are three (3) applicable exceptions to s227 of the LGR:

- 1. Section 236 (1)(b)(ii) where the valuable non-current asset is disposed of to a community organisation;
- 2. Section 236 (1)(c)(iii) for the purpose of renewing the lease of land to the existing tenant of the land; and
- 3. Section 236 (2), an exception mentioned in subsection 216 (1)(a) to (e) applies to a local government disposing of a valuable non-current asset only if, before the disposal, the local government has decided, by resolution, that the exception may apply to the local government on the disposal of a valuable non-current asset other than by tender or auction.

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By virtue of s236(1)(b(ii) and s236(2), Council can enter into a trustee lease with the lessee without first inviting written tenders or sale by auction, and for a value below market value because the Lessee is a community organisation.

Financial and Resource Implications:

The renewal of the lease will be undertaken by the Community Leasing Team and will not require any unbudgeted resources (financial or otherwise).

Anticipated Resolution Completion Date:

It is estimated that the lease renewal could be finalised and executed by 31 July 2025.

Attachments:

Nil

G/4.13. LEASE RENEWAL - STATE OF QUEENSLAND (REPRESENTED BY PUBLIC SAFETY BUSINESS AGENCY) TANNUM SANDS AND MT LARCOM

Responsible Officer: General Manager Community and Lifestyle

Prepared By: Community Leasing Officer

Council Meeting Date: 3 June 2025

File Ref: CP8.2

Purpose:

To allow Council to consider the renewal of two leases to The State of Queensland (represented by Public Safety Business Agency) for Rural Fire Brigades over Lease B on SP 271510, 50 Popenia Road, Mt Larcom and Lease A on SP 176890, 100 Tannum Sands Road, Tannum Sands, with Council as Trustee of the reserve land.

Officer's Recommendation:

That Council:

1. Resolves that 236(1)(b)(ii) of the Local Government Regulation 2012 applies to the proposed lease of both Lease B on SP 271510, 50 Popenia Road, Mt Larcom and Lease A on SP 176890, 100 Tannum Sands Road, Tannum Sands, to The State of Queensland (represented by Public Safety Business Agency); and
2. Enters into a Lease with the The State of Queensland (represented by Public Safety Business Agency) for a period of 10 years at a rental of \$1.00 per annum per lease payable on demand.

Summary:

A community lease renewal has been assessed by Officers in line with Council's Land Transaction Policy (P-2023-02) with a recommendation presented for Council's consideration.

Link to Corporate Plan:

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Background:

Council is the trustee of reserve land described as Lease B on SP 271510, 50 Popenia Road, Mt Larcom and Lease A on SP 176890, 100 Tannum Sands Road, Tannum Sands, both of which are zoned as Community Facilities.

The State of Queensland (represented by Public Safety Business Agency) leases the land from Council under registered leases for the use of rural fire brigade activities. The lease area is shown in Images 1 and 2 below, shaded blue.

The lease of 50 Popenia Road, Mt Larcom, commenced on 1 April 2015 and expired 31 March 2025 and is currently in a holdover status.

The lease of 100 Tannum Sands Road, Tannum Sands, commenced on 1 August 2015 and expires on 31 July 2025.



Image 2 – Lease Area - 50 Popenia Road, Mt Larcom



Image 3 - Lease Area - 100 Tannum Sands Rd, Tannum Sands

Risk Management Summary:

The proposed recommendation is made in accordance with Council’s Land Transaction Policy and is consistent with Council’s Minimal appetite for Reputational risk.

Options and Opportunity Analysis:

It is the Officer’s recommendation that Council resolve to renew the The State of Queensland’s (represented by Public Safety Business Agency) leases for a further term.

It is proposed, that subject to discussions with The State of Queensland (represented by Public Safety Business Agency), the leases will be on the following terms:

- Lease Area: As per the current leases (Images 1 and 2 above);
- Term: 10 years (community organisation exemption);
- Rent: \$1.00 per annum payable on request;
- Outgoings: The responsibility of the Lessee;
- Maintenance: The responsibility of the Lessee; and
- Conditions: Standard community lease conditions.

The opportunities associated with the Officer’s recommendation are:

- Security of tenure for rural fire brigades via The State of Queensland (represented by Public Safety Business Agency);
- The Officer’s recommendation is consistent with Council’s current policy; and
- Generally, 10 years is sufficient to secure government funding where the land is owned or managed by Council. In addition, Council regularly provides letters of support to assist organisations with funding opportunities.
- Provides clarity of the responsibilities of the lessee and of Council.
- Enables Council to continue to provide the land to The State of Queensland (represented by Public Safety Business Agency) at a peppercorn rate, supporting the provision of rural fire brigade activities.

Stakeholder Engagement:

Engagement with stakeholders was included in the lease negotiation process, including:-

- a. The State of Queensland (represented by Public Safety Business Agency)
- b. General Manager Community and Lifestyle
- c. Manager Community Partnerships
- d. Community Leasing Officer

The following is provided as general supporting information:

June 2025 – General Information
<p>The Rural Fire Service Queensland (RFSQ) is made up of approximately 28,000 volunteer members who make up the 1,400 rural fire brigades and 2,400 fire warden districts, ensuring community safety and enhancing community resilience.</p> <p>Although there is a general perception that the main role of volunteer members is active firefighting there is much more to being a member of a rural fire brigade.</p> <p>RFSQ volunteer members provide services in their local area, including:</p> <ul style="list-style-type: none">• Firefighting landscape fires• Hazard prevention and mitigation advice• Issuing permits and fire warden activities• Community education and engagement• Disaster management response and recovery options

Legal and Regulatory Implications:

Under s227 of the Local Government Regulation 2012 (“LGR”), Council cannot dispose of a valuable noncurrent asset contract (a contract for the lease or sale of freehold land) unless it first invites written tenders or offers the non-current asset for sale by auction.

In this instance there are three (3) applicable exceptions to s227 of the LGR:

1. Section 236 (1)(b)(ii) where the valuable non-current asset is disposed of to a community organisation;
2. Section 236 (1)(c)(iii) for the purpose of renewing the lease of land to the existing tenant of the land; and
3. Section 236 (2), an exception mentioned in subsection 216 (1)(a) to (e) applies to a local government disposing of a valuable non-current asset only if, before the disposal, the local government has decided, by resolution, that the exception may apply to the local government on the disposal of a valuable non-current asset other than by tender or auction.

By virtue of s236(1)(b)(ii) and s236(2), Council can enter into a trustee lease with the lessee without first inviting written tenders or sale by auction, and for a value below market value because the Lessee is a community organisation.

Financial and Resource Implications:

The renewal of the lease will be undertaken by the Community Leasing Team and will not require any unbudgeted resources (financial or otherwise).

Anticipated Resolution Completion Date:

It is estimated that the lease renewal could be finalised and executed by 31 July 2025.

Attachments:

Nil

G/4.14. LEASE RENEWAL - GARY LARSON OVAL ENHANCEMENT GROUP

Responsible Officer: General Manager Community and Lifestyle

Prepared By: Community Leasing Officer

Council Meeting Date: 3 June 2025

File Ref: CP8.2

Purpose

To allow Council to consider the renewal of the lease to Gary Larson Oval Enhancement Group over Lease B on Lot 54 FD 651, situated at Larson Street, Miriam Vale, with Council as Trustee of the Reserve Land.

Officer's Recommendation:

That Council:

1. Resolves that 236(1)(b)(ii) of the Local Government Regulation 2012 applies to the proposed lease of Larson Street, Miriam Vale (Lease B on Lot 54 FD 651) to Gary Larson Oval Enhancement Group; and
2. Enters into a Lease with the Gary Larson Oval Enhancement Group for a period of 10 years at a rental of \$1.00 per annum payable on demand.

Summary:

A community lease renewal has been assessed by Officers in line with Council's Land Transaction Policy (P-2023-02) with a recommendation presented for Council's consideration.

Link to Corporate Plan:

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Background:

Council is the trustee of reserve land described as Lease B on Lot 54 FD 651 situated at Larson Street, Miriam Vale, which is zoned for Sport and Recreation.

The Gary Larson Oval Enhancement Group leases the land from Council under a registered lease. The lease area is shown in Image 1 below, shaded blue.

The lease commenced on 1 April 2015 and expired 3 April 2020 ("the Lease") and is currently in a holdover status.



Image 4 - Lease Area - Larson Street, Miriam Vale

Risk Management Summary:

The proposed recommendation is made in accordance with Council's Land Transaction Policy and is consistent with Council's Minimal appetite for Reputational risk.

Options and Opportunity Analysis:

It is the Officer's recommendation that Council resolve to renew the Gary Larson Oval Enhancement Group Inc's lease for a further term.

It is proposed, that subject to discussions with the Gary Larson Oval Enhancement Group Inc, the lease will be on the following terms:

- Lease Area: As per the current lease (Image 1 above);
- Term: 10 years (community organisation exemption);
- Rent: \$1.00 per annum payable on request;
- Outgoings: The responsibility of the Lessee;
- Maintenance: The responsibility of the Lessee; and
- Conditions: Standard community lease conditions.

The opportunities associated with the Officer's recommendation are:

- Security of tenure for Gary Larson Oval Enhancement Group;
- The Officer's recommendation is consistent with Council's current policy; and
- Generally, 10 years is sufficient to secure government funding where the land is owned or managed by Council. In addition, Council regularly provides letters of support to assist organisations with funding opportunities.
- A shorter term was considered and as per the above, may impact the ability of the group to access major funding opportunities.
- Provides clarity of the responsibilities of the lessee and of Council.
- Enables Council to continue to provide the land to Gary Larson Oval Enhancement Group at a peppercorn rate, supporting the provision of sport and recreation activities.

Stakeholder Engagement:

Engagement with stakeholders was included in the lease negotiation process, including:

- a. Gary Larson Oval Enhancement Group Inc
- b. General Manager Community and Lifestyle
- c. Manager Community Partnerships
- d. Community Leasing Officer

Through the Officer’s engagement with the Lessee, the following is provided as supporting information:

June 2025 – General Information	
Membership Numbers	60 people and players involved in the MV Magpies and over 25 social players of touch - aging from 10-70 years of age.
Number of Volunteers	The committee that manages the oval includes members from the MV Magpies and MV Social Touch groups, managing the games and other community events to raise funds
Success Story	<p>MV Magpies has held strong for many years - they’ve won grand finals in their district competitions and players come from across the region - Gladstone, Agnes Water, Boyne Valley etc.</p> <p>The touch group haven’t missed a beat in 28 years - they like the social aspect of fun and fitness. Agnes Water touch attends Miriam Vale Touch for social games - which is great for the region.</p> <p>The best achievement reported was getting a club house building built and lighting upgraded for our community.</p>
Planned Upgrades	The club would love to improve facilities however they report that the small volunteer committee do find it difficult to find time to obtain quotes and apply for funding.
Challenges	The general operating costs are the biggest challenge as the group does not have a means to raise needed funds. Major fundraising events have been organised in the past to keep expenses in check but also require a lot of work and can compete with the Miriam Vale community events already planned.

Legal and Regulatory Implications:

Under s227 of the Local Government Regulation 2012 (“LGR”), Council cannot dispose of a valuable noncurrent asset contract (a contract for the lease or sale of freehold land) unless it first invites written tenders or offers the non-current asset for sale by auction.

In this instance there are three (3) applicable exceptions to s227 of the LGR:

- 1. Section 236 (1)(b)(ii) where the valuable non-current asset is disposed of to a community organisation;
- 2. Section 236 (1)(c)(iii) for the purpose of renewing the lease of land to the existing tenant of the land; and
- 3. Section 236 (2), an exception mentioned in subsection 216 (1)(a) to (e) applies to a local government disposing of a valuable non-current asset only if, before the disposal, the local government has decided, by resolution, that the exception may apply to the local government on the disposal of a valuable non-current asset other than by tender or auction.

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By virtue of s236(1)(b(ii) and s236(2), Council can enter into a trustee lease with the lessee without first inviting written tenders or sale by auction, and for a value below market value because the Lessee is a community organisation.

Financial and Resource Implications:

The renewal of the lease will be undertaken by the Community Leasing Team and will not require any unbudgeted resources (financial or otherwise).

Anticipated Resolution Completion Date:

It is estimated that the lease renewal could be finalised and executed by 30 June 2025.

Attachments:

Nil

G/5. COUNCILLORS REPORT

G/6. URGENT BUSINESS

G/7. NOTICE OF MOTION

G/8. CONFIDENTIAL ITEMS