



## **GENERAL MEETING NOTICE AND AGENDA**

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

**On Tuesday 5 August 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 15 JULY 2025**

**Responsible Officer:** Chief Executive Officer

**Prepared By:** Executive Secretary

**Council Meeting Date:** 5 August 2025

**File Ref:** CM7.2

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#### **Purpose:**

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

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

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

#### **Attachments:**

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

**G/3. DEPUTATIONS**

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

### **G/4.1. ADOPTION OF 2025/26 STRATEGIC ADVOCACY PUBLICATION**

**Responsible Officer:** General Manager People and Strategy

**Prepared By:** Manager Strategy and Improvement

**Council Meeting Date:** 5 August 2025

**File Ref:** ED6.1

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#### **Purpose:**

The purpose of this report is to seek Council's endorsement of the proposed Strategic Advocacy publication for 2025/26.

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

That Council endorses the attached 2025/26 Strategic Advocacy priorities publication.

#### **Summary:**

Each year, Council champions key advocacy priorities—projects and policies that reflect what our community needs and values most. The 2025/26 Strategic Priorities (the priorities) publication is a shared vision, shaped through strong collaboration with our residents, to guide engagement with all levels of government and key partners.

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

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

#### **Background:**

Council's role in influencing decision makers is crucial to future-proofing our region.

Throughout the year, there are several opportunities for Council to advocate formally and informally to all levels of Government, as well as stakeholders, industry, and prospective investors. As such, the publication presented for endorsement has evolved from being a list of projects, to being a publication focused on regional advocacy.

Annual adoption of the priorities, with the annual Operational Plan and Budget forms part of Council's Integrated Planning Framework.

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

The two priorities align with Council's risk appetite and have been designed to directly address several key corporate risks, including Climate Change, Waste Management, Asset Management Maturity, Critical Service Delivery, and Financial Sustainability.

Beyond addressing operational and organisational risks, these priorities also target broader community challenges. By advocating for projects that support liveability — like improved access to housing, health care, and local economic resilience — Council is actively working to reduce the risk of social and economic disadvantage in our region.

## Options and Opportunity Analysis:

In March 2025, Council reviewed the priorities, considering both internal and external factors to ensure a focused and effective advocacy agenda for 2025/26. The attached publication proposes a clear set of priorities and policy initiatives aimed at enhancing regional prosperity and community wellbeing.

Once endorsed, the priorities will be published on Council's website and supported by a targeted communication plan. Digital copies will be shared with key stakeholders, including State and Federal Government ministers (sitting and shadow), departmental leaders, and other advocacy partners.

The proposed list of Strategic Advocacy Priorities are:

**Wastewater Infrastructure** – We're advocating for \$80M to upgrade our ageing wastewater systems to protect our environment and ensure essential services keep pace with growth — without overburdening local ratepayers.

**Waste Management** – We need scalable, regionally appropriate waste solutions and funding certainty to reduce costs for households and meet sustainability targets — because our community deserves a cleaner, more affordable future.

**Defence Investment** – Gladstone is strategically positioned to support Australia's defence future. By attracting Defence investment, we can diversify our economy and create high-skill jobs right here in our region.

**Transport Corridor** – A dedicated heavy vehicle corridor to the Port of Gladstone will protect our roads, improve safety, and support major industry — keeping our community liveable and our economy competitive.

**Low-Carbon Economy** – Gladstone is ready to lead Australia's energy transition — supporting new industries while helping existing ones decarbonise. With clear policy, infrastructure investment, and funding, we can secure jobs, attract investment, and ensure our region thrives in a cleaner, more competitive economy.

**Harvey Road Sports and Events Precinct** – This precinct will bring national events to our doorstep, boost tourism, and provide a world-class venue for local sport — enhancing community pride and economic opportunity.

**Boyne Tannum Aquatic Centre** – A new aquatic centre will give over 10,000 residents fair access to vital recreational and health facilities, improving wellbeing and reducing travel burdens.

**Harbour Arbour** – We are replacing critical end-of-life infrastructure in Goondoon Street and revitalising the streetscape to create a safe, shaded link between the harbour and CBD — boosting local business, tourism, and community amenity.

**Health Services** – We are calling for better access to GPs, specialists, and mental health services — because no one in our region should have to travel hours for basic healthcare.

**Housing** – Affordable housing is essential for our region's growth. We need coordinated action to ensure workers, families, and vulnerable residents have a place to call home.

**Fair Funding** – Local governments are doing more with less. We need fair funding to continue delivering the services our community relies on — without compromising quality or sustainability.

**Inland Rail to Gladstone** – Extending Inland Rail to our port is a nation-building opportunity that will unlock jobs, boost exports, and strengthen regional Queensland’s role in the national economy.

Whilst these priorities have been identified as significant long-term challenges and opportunities for our region, Council is able to change them at any time during the year in response to changing community or economic conditions.

**Stakeholder Engagement:**

Councillor input throughout the year helps guide and shape the priorities, alongside feedback from the community and other stakeholders. Many teams across Council also contributed to the development of these priorities.

**Legal and Regulatory Implications:**

N/A

**Financial and Resource Implications:**

The publication is planned work with resources required to collate, design and print being accommodated within approved resource plans and budgets. Internal resources are allocated to progress advocacy activities.

**Anticipated Resolution Completion Date:**

31 August 2025

**Attachments:**

1. Gladstone Regional Council 2025-26 Strategic Advocacy publication.



## **G/4.2. JAPAN INVESTOR ENGAGEMENT (SEPTEMBER 2025)**

**Responsible Officer:** General Manager People and Strategy

**Prepared By:** Economic Development Manager

**Council Meeting Date:** 5 August 2025

**File Ref:** ED1.2

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### **Purpose:**

To seek approval for two representatives of Gladstone Regional Council to travel to Tokyo and Osaka, Japan during September 2025 to participate in investor discussions and engagements associated with resources and energy sectors.

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

That Council authorise Mayor Matt Burnett and Economic Development Manager Kristy Marks to represent the Gladstone Region in Tokyo, Japan including attendance at Expo 2025 in Osaka, Kansai region, in September 2025, participating in investor discussions and engagements associated with resources and energy sectors. International flights to be booked as business class.

### **Summary:**

Council proposes to engage with key investors in Tokyo, Japan to strengthen existing partnerships and create new opportunities that support the region's growth — particularly in the resources and energy sectors.

As part of this international outreach, Council will also attend Expo 2025 in Osaka, during the New Energy and Resources activation period. This global event offers a valuable platform to showcase Gladstone's potential and continue building momentum in attracting investment.

Council is working closely with the Queensland Government (Trade and Investment Queensland) and the Australian Government (Austrade, Department of Foreign Affairs and Trade, and Department of Industry, Science and Resources) to ensure a united and impactful presence at these engagements.

Council's participation aligns with Expo 2025's theme, "The Future of Earth and Biodiversity," which highlights key global priorities such as climate change, decarbonisation, renewable energy, and the hydrogen economy — areas where our region is already making significant strides.

Council representatives have secured several invitations and intend to continue planning arrangements to attend major industry events while in Japan and meet with:

- CSIRO hosted Industry Roundtable – Enabling the Global Hydrogen Industry: Priorities for Research & Innovation
- Austrade hosted Net-Zero Expo event with the Department of Climate Change, Energy, Environment and Water
- Meeting with Marubeni Corporation
- Meeting with Iwatani Corporation
- Meeting with ENEOS Corporation
- Meeting with Sumitomo Corporation

Engagements with Consulate-General of Japan and Queensland Japanese Chamber of Commerce and Industry are planned in Brisbane to help facilitate further relevant connections for investor engagement.

**Link to Corporate Plan:**

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

**Background:**

The Gladstone region has been leading the way for strong economic transition and future focused energy growth since launching its Gladstone Region Economic Transition Roadmap 2022-2032.

Council continues to engage with an unprecedented number of proponents developing renewable and future focused energy projects within the region, while navigating complex policy shifts across the State and Federal Government landscape particularly in the past 6 months.

It is more important than ever, that the Gladstone region continues to be seen as a strong investment choice for proponents and support progression of major projects in the energy and manufacturing sector.

This proposed travel aligns with the following strategic objectives:

- **Economic Development:** Attracting foreign direct investment in clean and future-focused energy.
- **Strategic Partnerships:** Strengthening international relationships with future and existing investors, and in complementary ways, deepening Gladstone's existing sister city relationship with Saiki City, Ōita Prefecture.
- **Global Positioning:** Elevating the Gladstone Region's profile as a clean energy city on a global stage.
- **Sustainability & Innovation:** Engaging with world class best practice and emerging technologies in the energy transition.

**Risk Management Summary:**

The Gladstone region is simultaneously vulnerable to changes in the global energy system and poised to realise a number of opportunities that capitalise on its competitive advantage in the global race to net zero emissions. The challenges facing both the region and Council stem from the need to manage the shift away from fossil fuels and the impacts associated with new energy industries.

Simultaneously, however, Gladstone's existing industrial base and growing availability of low-cost renewable energy means the region is also well placed to expand and diversify its economic base, protect its industrial heritage and embrace opportunities to support the industrial ecosystem for the region, such as green manufacturing and future focused energy production.

Change on the scale facing the Gladstone region and the likely impacts on its economy, workers and the community, make transition planning, steady investment attraction generation and co-ordination critical for long-term resilience.

**Options and Opportunity Analysis:**

Councils' participation at global conferences and events with similar objectives in previous years such as World Hydrogen Summit attendance in 2023 and 2024 was well received, timely, valuable and generated positive economic outcomes directly to the Gladstone region.

Attendance will have a strong focus on promoting and conducting business with key project decision makers and investors from across the global energy value chain and aligns closely with the objectives and actions of Council's informing strategies including the Gladstone Region Economy Development Strategy, Gladstone Region Economic Transition Roadmap 2022-2032, and the climate change/net zero initiatives of the Waste Management and Resource Recovery Strategy.

**Option 1 (recommended)**

Endorse Mayor Matt Burnett and Economic Development Manager to represent Council and the Gladstone region in strategic investment engagements in Japan.

**Option 2**

An alternative option is to not attend engagements in Japan. In that instance, there may be a missed opportunity to enhance the position of the Gladstone region to benefit from further project investment and relationship building and jeopardise future economic growth for the region.

**Stakeholder Engagement:**

Internal consultation occurred with Councillors when establishing the 2025/2026 Operating Budget for Councillor attendance at international and national conferences and events. Targeted consultation with Trade and Investment Queensland and Austrade continues to ensure the most effective engagements are undertaken during the period of attendance in Japan.

Council has socialised its potential attendance to Japan with key local representatives from Central Queensland University and Gladstone Engineering Alliance to invite facilitation of the opportunity of a broader Gladstone region presence. Confirmation of involvement will be formalised in due course.

**Legal and Regulatory Implications:**

In Accordance with Council's Councillor Expenses Reimbursement and Provision of Facilities Policy P-2024-03, where a Councillor seeks reimbursement for attendance at a conference that was held outside of Queensland, the attendance must be supported by a resolution of Council.

Section 6.1.2 of Council's Council Meeting Procedures Policy P-2020-19 provide that a leave of absence is automatically granted to a Councillor where Council passes a formal resolution for a Councillor to attend a conference, or the Councillor is nominated to represent Council at another event.

Similarly, in accordance with Council's Corporate Travel and Accommodation Corporate Standard CS-2020-03, under Section 6.12, international travel by an Officer requires approval by Council resolution and must note the type of fare booked for air travel.

**Financial and Resource Implications:**

The table below is a summary of the estimated cost associated with the proposed attendance per person. In consideration of the most practical and direct route, distance of travel and fatigue management, business class airfares are recommended as there are no Premium Economy Airfares available. There are sufficient funds available within the Elected members and Economic Development 2025/2026 Operating Budgets for Mayor and Economic Development Manager attendance.

**GLADSTONE REGIONAL COUNCIL GENERAL MEETING AGENDA - 5 AUGUST 2025**

| Events Registration | \$350          |
|---------------------|----------------|
| Flights             | \$6,457        |
| Accommodation       | \$1,346        |
| Meals               | \$650          |
| <b>TOTAL</b>        | <b>\$8,803</b> |

**Anticipated Resolution Completion Date:**

1 October 2025

**Attachments:**

Nil

### **G/4.3. CONTRACT VARIATION AND ESTIMATED EXPENDITURE APPROVAL - CONTRACT 72-25 - WASTE COLLECTION SERVICES**

**Responsible Officer:** General Manager Finance Governance and Risk

**Prepared By:** Manager Contracts and Procurement and Strategic Program Lead – Waste

**Council Meeting Date:** 5 August 2025

**File Ref:** CM21.1

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#### **Purpose:**

This report seeks a resolution from Council, in accordance with the Council's Register of Financial Delegations to approve estimated expenditure and provide formal notification by way of variation to contract 72-25 with JJ Richards & Sons Pty Ltd ("JJ Richard") for the provision of Garden Organics ("GO") collection services.

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

That Council:

1. Provide formal notification to JJ Richards & Sons Pty Ltd of its intention to proceed with garden organic collection services ("the Services") from 1 July 2026; and
2. Authorise estimated expenditure of \$8,344,226 ex GST to undertake the Services; and
3. Authorise the Chief Executive Officer to negotiate and enter into a contract variation with JJ Richards & Sons Pty Ltd for the Services to commence from 1 July 2026 for a period of six years and seven months commencing 1 July 2026 and expiring 31 January 2033.

#### **Summary:**

Pursuant to contract clause 2.4.1 provision services – organic waste collection services within the 72-25 waste collection scope of services, Council is required to provide 12 months' notice to JJ Richards prior to commence of provision services being garden organic collection services.

Due to the total estimated cumulative value of the six year and seven month period being greater than the Chief Executive Officer financials delegation limit, the expenditure requires Council resolution in accordance with the Financial Delegation Register which is in line with Contract and Variation executions.

Upon Council Resolution, Council will provide formal notification to JJ Richards for the commencement of GO collection services and negotiate and finalise a variation to commence garden organics collections from 1 July 2026.

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

**Background:**

In late 2024, Council conducted a tender for Waste Collection Services for a seven year contract commencing 1 February 2026 to 31 January 2033 with three options to extend of 12 months each. On the 18 February 2025, Council resolved the appointment of JJ Richards under Contract 72-25 Waste Collection Services which was formally signed in June 2025. Provision of the services under this contract includes:

- residential and commercial collection services;
- public place services;
- council facilities and bulk bin services;
- infirm services;
- multi-residential services;
- special event services;
- dead animal collection services;
- regulated waste services;
- various liquid removal and disposal services;
- confidential bin services; and
- line haul services.

Whilst the initial Tender included the provisional organic collection service, as part of Council resolution dated 18 February 2025, should Council move to proceed with the provisional organic collection service, additional approval from Council will be required.

With the introduction of the Queensland Waste and Resource Recovery Strategy, and associated Waste Levy in 2019, actions to increase the diversion of organic waste from landfill were subsequently captured in the Council's 2019 Waste Strategy and included further investigations for the implementation of an organic waste collection service.

Further to ongoing investigation, progression towards an organics collection service was also captured in the 2023, Central Queensland Regional Waste Management Plan and subsequent Implementation Plan, in addition to the State Government establishing the Queensland Organics Strategy and Action Plan in 2023 that introduced the Growing the Recovery of Organic Waste via Food Organic Garden Organic (GROW FOGO) Fund.

The inclusion of organic collections as a provisional service in 72-25 Waste Collection Services enabled the introduction of GO collection services for Gladstone and as part of the 2025/26 Budget, Council has included capital expenditure for the equipment and education activities to prepare for GO collection service to commence from 1 July 2026, supported by access to eligible funding available under the GROW FOGO Fund.

**Estimated cost commitments:**

| Contract              | Term                               | *Estimated Value<br>(ex GST) |
|-----------------------|------------------------------------|------------------------------|
| Year 1                | 1 July 2026 to 31 January 2027     | \$1,171,480                  |
| Year 2                | 1 February 2027 to 31 January 2028 | \$1,204,185                  |
| Year 3                | 1 February 2028 to 31 January 2029 | \$1,237,803                  |
| Year 4                | 1 February 2029 to 31 January 2030 | \$1,272,360                  |
| Year 5                | 1 February 2030 to 31 January 2031 | \$1,307,881                  |
| Year 6                | 1 February 2031 to 31 January 2032 | \$1,344,394                  |
| Year 7                | 1 February 2032 to 31 January 2033 | \$806,123                    |
| <b>Total estimate</b> |                                    | <b>\$8,344,226</b>           |

\*It's noted that final cost commitments will be dependent on final level of service and implementation planning, with the current estimated values based on existing contract rates associated with a roll out of 20,000 garden organic services across the region from 1 July 2026.

**Benefits:**

Approximately 20% of general waste, red lid bins contain garden organics (GO) that ends up in landfill. A GO collection service will assist to divert this material from landfill to achieve improved environmental and circularity outcomes from diverting this waste and in reducing the impact of Queensland's Waste Levy that imposes a tax on waste going to landfill.

**Risk Management Summary:**

As part of the adopted budget for the 2025/26 financial year, Council communicated with the community that a GO collection service will commence from the 1 July 2026. As part of the contract conditions, Council is to provide 12 months notification, which could put timeframes at risk for commencement of services for 1 July 2026. Where variation negotiations do not provide a resolution and JJ Richards require the full, 12 month notification period, this could provide a delay to service commencement during the 2026/27 Financial Year and to be managed as part of existing contract collaboration and variation negotiations with JJ Richards.

This risk is being managed by a weekly stakeholder implementation meeting with JJ Richards.

Variation negotiations require a formal proposal from JJ Richards for Garden Organics Service Collections for the remainder of the contract term, in addition to a proposal for the procurement and delivery/roll out of new green bins required in preparation for service commencement. Proposal for bin delivery/roll out will align with implementation planning and provide a clear understanding of risk to service commencement date associated with procurement and delivery of the below;

- Fleet and workforce
- Bin procurement
- Bin delivery / roll out

### **Options and Opportunity Analysis:**

#### Option 1 – Officer’s Recommendation – Approve Formal Notification and enter into variation negotiations

It is recommended for Council to provide formal notification to proceed with garden organic collection services with JJ Richards & Sons Pty Ltd and enter into variation negotiations to finalise the services for a commencement date of 1 July 2026. Whilst Council have endorsed an annual budget that includes capital expenditure for the equipment and education activities to enable a GO collection service, Council is required to provide a 12 month notification. Whilst the date has lapsed, JJ Richards have provided commitment to work with Council to achieve a 1 July 2026 commencement date.

#### Option 2 – Not provide formal notification

If Council is not satisfied and does not wish to endorse the recommendation, Council will not be able to deliver GO Collection Services commencing 1 July 2026 through variation to contract 72-25 and would require additional procurement activities. Currently Council is at risk with 12 month notification requirements, however JJ Richard are a Tier 1 Supplier and are working with Council to ensure timeframes are met.

### **Stakeholder Engagement:**

Internal stakeholder engagement has taken place during the establishment of contract 72-25 and implementation of garden organics services.

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

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

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

The estimate expenditure is \$8,344,226 excluding GST over the 6 year and 7-month period will be included within the annual Waste Program operational budget.

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

Following resolution from Council, formal notification will be issued with GO Collection Services in August 2025 with negotiations and variation to be finalised by 31 September 2025.

### **Attachments:**

N/A



## **G/4.4. AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING SUMMARY FOR 11 JUNE 2025**

**Responsible Officer:** General Manager Finance Governance and Risk

**Prepared By:** Principal Internal Auditor

**Council Meeting Date:** 5 August 2025

**File Ref:** CM26.2

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### **Purpose:**

To provide a written report of the Audit Risk and Improvement Committee Meeting held 11 June 2025, pursuant to section 211(1)(c) of the Local Government Regulation 2012.

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

That Council receive the summary of the Audit Risk and Improvement Committee Meeting that was held on 11 June 2025.

### **Summary:**

The Audit Risk and Improvement Committee (the Committee), met on Wednesday 11 June 2025. The detailed meeting minutes and papers presented at the meeting are available for Councillors in DocsOnTap.

Key points from the Chair of the Audit Risk and Improvement Committee include:

- Quote from Jessica Rossow, Financial Controller: "It is the most wonderful time of the year when budgets and end of financial year collide" which set a really nice scene for understanding just what is going on and what normally goes on at this time of the year in Council.
- The Financial Statements and the cross over with the Queensland Audit Office findings.
- Key themes emerging from the meeting centred on pragmatism, collaboration and capacity constraints each of which underpinned several of the points raised including:
  - Improvement opportunities to help the Committee focus their attention in the right areas.
  - Risk adjusted approach to prioritisation in an environment of resource constraints and staff turnover.
  - Collaboration came through very strongly and how the business is working across business units and functions.
  - Cross pollination of ideas driven through a number of people in acting positions and returning with new ideas to their substantive positions.
  - The importance of approaching things from a perspective of "Yes If" rather than "No But" as mentioned by Kimberley Wilson, General Manager Customer Experience.

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

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

### **Risk Management Summary:**

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

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

### Options and Opportunity Analysis:

Below is a summary of the Committee meeting held 11 June 2025:

1. No matters to report from the Committee in Camera, the Confidential Session and Legal Report.
2. Apologies were noted and there were no Conflicts of Interest to be declared.
3. Minutes of the Audit Risk and Improvement Committee Meeting held on 12 of March 2025 were approved.
4. Business arising from minutes. It was confirmed that matters raised during the meeting can be shared to the Committee in between meetings rather than providing a report at the next meeting.
5. External Audit
  - An overview of the External Audit Plan Queensland Audit Office (QAO) 2024/25 was provided with the importance of independent reviews and the audit of general information technology controls highlighted.
  - The Committee enquired if the asset migration delays will cause delays in the audit. No delays were expected with the provision to make topside adjustments in the Financial Statements.
  - The Committee asked QAO if any councils were doing capitalisation well. QAO advised that the larger councils who have the resources are doing well. Council takes a collaborative approach to capitalisation which is driven through the Capital Delivery team and includes the Asset Governance and Finance teams. There is an opportunity this year with the implementation of the project lifecycle management within TechOne to critically analyse the entire process from project initiation to successful project closure.
  - An overview of the QAO Briefing paper highlighting the need for immediate attention to the sector's water infrastructure assets and that Council's assumption ratio is below the prescribed level.
  - The Committee enquired on how Council is managing the risk associated with water assets and advice was provided that there are numerous processes in place which are mostly maintenance related as well as the funding received to undertake a detailed risk assessment on water assets.
  - The QAO highlighted the Insights into Local Government Audit Committees report as well as the current reports in progress.
  - The Committee highlighted the Artificial Intelligence (AI) report in progress, noting the importance to review AI from a risk perspective and the rapid evolution of AI, how powerful AI is and the opportunities and risk associated with AI.
  - There was no closed session required with the Audit Representatives.
6. Financial Reports
  - The monthly financial reports were presented and the Committee recommended that an executive summary regarding the strategic view, key risks, whether Council is on track and items to note be included in the report.
  - The Committee highlighted the importance of the balance between Council and Councillors and creating the awareness and accountability where councillors are requesting items and ensuring that this is balanced with the need to prioritise and plan work. The Committee mentioned the need to consider the work impacts on items the Committee are requesting as the intention is not to create additional work.
  - The Committee noted the 2025-26 budget process and draft position.
  - The Committee confirmed that there were no matters to raise with the proforma financial statements 2024-25.
  - Present changes to accounting policy and accounting treatments impacting financial statement balances and disclosures were discussed.

7. Internal Audit / Ethics Integrity and Audit

- An overview of the Ethics, Integrity and Audit progress report was provided. The Committee discussed the revision of audit tasks and the process for agreeing to the extension of audit tasks. Additional detail to be provided regarding the revision and the interim measures to manage the risk when the implementation timeframe was extended.
- Recommended Action 7 Reporting and the Committee - QAO's Insights on Audit Committees in Local Government were discussed and QAO was satisfied that the reporting to Council is being addressed.
- The following Internal Audit reports were discussed:
  - Drought Management Plan Gap Analysis. The Committee noted that some of these types of plans are legislated and required. It was suggested that the legislative requirements need to be a risk-based approach and not about achieving total compliance but about managing the risk.
  - A discussion was held regarding the summary of final draft reports awaiting management responses reported to the Committee. The Committee suggested a verbal update would be sufficient and that the internal audit reports should not be presented until finalised.
- The Committee deferred the following reports to the Committee Planning day on Thursday 12 June 2025:
  - Determine the form and scope of annual committee surveys
  - Internal Audit Plan for 2025/26 & review 3-year Internal Audit Plan
  - Annual review of the Committee's responsibilities

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

- a. Asset Management  
The Committee noted the report.
- b. Environmental performance report 1 October 2024 to 31 March 2025  
The Committee recommended that future reports provide information on the trends; how Council is tracking compared to prior periods and against the risk matrix; and project updates to include what is the driver, benefit and timeframe of the project.
- c. People, Culture and Safety Quarterly Update  
The Committee noted that there is a lot of information, data and activity in the report however it is unclear on what are the key risks and culture status. Additional information provided by Management was acknowledged the Committee recommended rolling it up into an executive summary and drawing attention to the important measures and trends.
- d. Risk Management Report  
The draft risk appetite was discussed and was noted:
  - It was a great first step and that the translation down to the operational level being the important next piece with the harder part being embedding the change in risk appetite.
  - The next maturity part is when making decisions and comparing those decisions on whether that aligns to the risk and the risk statements will assist in providing the clarity around each of the risks.
  - Management suggested a change in framing the wording to 'yes if....' rather than 'no because....', e.g. can-do x if this and this is addressed rather than no you can't do x because it's too risky.
- e. Annual report on the status of Council Policies  
Confirmation was provided that Council is on track with the policy review schedule.

9. The Committee members discussed their self-development.

10. There were no Council referrals or General Business.

**Stakeholder Engagement:**

The minutes of the Committee are reviewed by the ARIC members, the Principal Internal Auditor, General Manager Finance Governance and Risk and the Chief Executive Officer. The summary report was reviewed by the Chair of the Audit Risk and Improvement Committee and incorporate the feedback received.

**Legal and Regulatory Implications:**

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

Local Government Regulation 2012, Chapter 5, Section 211(1)(c) states: *The audit committee of a local government must – ‘as soon as practical after a meeting of the committee, give the local government a written report about the matters reviewed at the meeting and the committee’s recommendations about the matters.’*

**Financial and Resource Implications:**

Nil

**Anticipated Resolution Completion Date:**

N/A - information only report.

**Attachments:**

Nil

## **G/4.5. REVIEW OF COMMUNITY INVESTMENT POLICY**

**Responsible Officer:** General Manager Finance Governance and Risk

**Prepared By:** Governance Business Partner

**Council Meeting Date:** 5 August 2025

**File Ref:** CM28.2

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### **Purpose:**

To consider the proposed amendments to the Community Investment Policy.

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

That Council:

1. adopt the Community Investment Policy provided as Attachment 1 to the Officer's Report;
2. appoint Cr \_\_\_\_\_ to the Community Investment Program Panel; and
3. appoint Cr \_\_\_\_\_ and Cr \_\_\_\_\_ as alternative Community Investment Panel members.

### **Summary:**

This report considers the proposed amendments to the Community Investment Policy following its scheduled review.

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

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### **Background:**

Pursuant to section 195 of the Local Government Regulation 2012, a local government must adopt a policy about grants to community organisations which also includes the eligibility criteria for the grants.

The policy further seeks to apply good governance principles to enable transparency, consistency, and equitability in the application of the policy.

Under the Community Investment Policy (and Program), Council provides opportunities for financial assistance and in-kind support to community organisations under a variety of funding streams.

### **Risk Management Summary:**

Council takes a cautious approach toward taking risk when it has a potential reputational consequence and further a balanced approach toward taking risk when it has a potential financial consequence. All options seek to control the reputational consequences by providing accountability and transparency of the Community Investment Program. Option 1 seeks to control the potential financial consequences in recognising the limited financial and other resources of Council.

## Options and Opportunity Analysis:

### Option 1 – Adopt the proposed policy and funding stream themes (officer's recommendation)

Officers are proposing to streamline the policy and align it with Council's policy framework to reflect a concise formal statement and are proposing to remove operational content. This approach supports:

- making information easy to find, access, and use;
- makes it easier for employees to do their work; and
- ensures Council's framework of policies and corporate standards continues to raise the bar.

In addition to reducing the volume of content in the policy (which will be available in the Community Investment Program Funding Guideline and website in lieu), another key change proposed is a refresh of the funding streams:

- rename of Grassroots Fund to Micro Grants Fund and introduction of themes specific to the fund (in lieu of existing objectives which apply to both the Grassroots and Elevator Funds);
- removal of the Elevator Fund;
- introduction of the Connected Communities Fund which will include themes specific to the fund and a requirement for the applicant to co-contribute;
- rename of Community Celebration Fund to Community Events Funding Stream noting:
  - all existing funds (Community Event, Ignite, Impact, Destination, and Signature Events) within the funding stream are retained however are proposed to be realigned; and
  - a co-contribution is proposed for the Ignite Fund and the Impact, Destination, and Signature Events Fund;
- recognition of support provided to community halls, charitable organisations, and organisations that coordinate environmental (litter) clean ups in a single Community Support Funding Stream and inclusion of funding types that are currently provided but not captured in the existing policy (i.e. public toilet subsidy);
- retention of Bursary and Scholarships Funding Stream;
- removal of Strategic Projects Fund as applications for the funding of infrastructure (upgrade or new) are proposed to be invited under the Connected Communities Fund (via inclusion of a proposed community infrastructure theme); and
- introduction of Councillor Discretionary Funds and removal of the Community Donations Fund.

Officers are also proposing to appoint a Councillor to the assessment panel for the Connected Communities Fund and the Impact, Destination, and Signature Events Fund. All other funds (maximum funding valued at less than \$10,000) are proposed to be decided at an officer level (excluding Councillor Discretionary Funds) which is consistent with existing practices. In relation to Councillor Discretionary Funds, the Local Government Regulation 2012 requires the following approval prior to funding being allocated:

- Mayor allocations – approval by the Deputy Mayor and the Chief Executive Officer; and
- Councillor allocations – approval by the Mayor and the Chief Executive Officer.

Further proposed changes include:

- update to template including new section for the evaluation of the policy;
- amendment to eligibility criteria to propose that an applicant can make an application in more than one funding stream per year however:
  - can only receive funding once per year in a funding stream (i.e. can receive funding in more than one stream, but only once in a financial year in the same funding stream);
  - can only make an application once every two years in the Connected Communities Fund;
- increase in the number CQ University Scholarships from seven to nine following review of the number of eligible schools; and
- other general wording amendments to improve readability and clarify intent.

Option 2 – Adopt the proposed policy with amendments

Council may seek to have further amendments made to the proposed policy and an alternative recommendation could be:

*That Council:*

1. *adopt the Community Investment Policy provided as Attachment 1 to the Officer's Report, subject to the following amendments;*
  - a.
  - b.
2. *appoint Cr \_\_\_\_\_ to the Community Investment Program Panel; and*
3. *appoint Cr \_\_\_\_\_ and Cr \_\_\_\_\_ as alternative Community Investment Panel members.*

Option 3 – Retain the existing policy

Council may seek to retain the existing policy without amendment. This option is not recommended as it does not resolve feedback received from Councillors when deciding applications in relation to the Community Investment Program over the prior 12 month period.

**Stakeholder Engagement:**

Subject matter experts from the Community Partnerships Team have contributed to the development of the proposed policy. The funding stream principles, outcomes, and eligibility criteria have been the subject of Councillor discussions.

**Legal and Regulatory Implications:**

Pursuant to section 195 of the Local Government Regulation 2012 Council must:

*"prepare and adopt a policy about local government grants to community organisations (a community grants policy), which includes the criteria for a community organisation to be eligible for a grant from the local government."*

Further and pursuant to section 194 of the Local Government Regulation 2012, Council may give a grant to a community organisation only:

1. *if it is satisfied that:*
  - a. *the grant will be used for a purpose that is in the public interest; and*
  - b. *the community organisation meets the criteria stated in Council's community grants policy;**and*
2. *in a way that is consistent with Council's community grants policy.*

Chapter 5, Part 8, Division 2 outlines how a local government may make Councillor discretionary funds available and prescribes the requirements for a Councillor using discretionary funds.

**Financial and Resource Implications:**

Funding and in-kind contribution administered under the Community Investment Policy (and Program) is in accordance with annual budget allocations.

**Anticipated Resolution Completion Date:**

Within two weeks of resolution.

**Attachments:**

1. Proposed Community Investment Policy;
2. Proposed Community Investment Policy (Tracked Changes version);
3. Existing P-2023-10 Community Investment Policy.



## **G/4.6. COMMUNITY INVESTMENT PROGRAM - FUND THEMES 2025/26**

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

**Prepared By:** Governance Business Partner and Manager Community Partnerships

**Council Meeting Date:** 5 August 2025

**File Ref:** GS4.1

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### **Purpose:**

To consider the themes to be applied to the Micro Grants Fund and the Connected Communities Fund under the Community Investment Policy and Program in 2025/2026.

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

That Council, in respect of the Community Investment Policy and Program:

1. adopt the themes for the Micro Grants Fund for 2025/2026 to be:
  - a. Youth Led;
  - b. Community and Wellbeing;
  - c. Heritage;
  - d. Economic Development;
  - e. Sport and Recreation;
  - f. Planning and Capacity Building;
2. adopt the themes for the Connected Communities Fund for 2025/2026 to be:
  - a. Community Safety;
  - b. Community Infrastructure;
  - c. Access and Inclusion;
  - d. Reconciliation.

### **Summary:**

Following adoption of the Community Investment Program, officers seek adoption of the themes to be applied to the Micro Grants Fund and the Connected Communities Fund under the Community Investment Program.

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

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### **Background:**

Historically, the Grassroots and Elevator Funds under Council's Community Investment Program had funding objectives of which applications were required to meet at least one. These categories were:

1. Capacity - To foster community led collaboration and partnerships that help communities develop their own solutions to local areas of need generally strengthening and building the skills, knowledge, and capacity of community members and groups which can then be applied and shared.

2. Place - To foster the development of accessible, fulfilling, and engaging places and spaces to provide safe and accessible social infrastructure that meets the community's diverse needs.
3. Connect - To foster community led initiatives and projects that strengthen relationships, community connection, civic participation, and understanding across all sectors of the community.
4. Wellbeing - To foster healthy, safe, and supported communities through the delivery of community led partnerships, programs, activities, and resources that promote healthy lifestyles, positive wellbeing, and safe communities.
5. Planning - To foster and support the development of programs, plans, and strategies that strengthen the community's ability to deliver well planned and sustainable organisations, facilities, and activities across the region.

A review of the categories (themes) has been undertaken with changes proposed to align with the adoption of the new policy and the associated refresh of funding streams (i.e. rename of Grassroots Fund to Micro Grants Fund, removal of Elevator Fund, and introduction of Connected Communities Fund).

### **Risk Management Summary:**

Council takes a cautious approach toward taking risk when it has a potential reputational consequence and further a balanced approach toward taking risk when it has a potential financial consequence. All options seek to control the reputational consequence by providing clear criteria for which applications must meet. All options further seek to control the financial consequences in recognition of the limited financial and other resources of Council and the competitive nature of accessing funding under this program.

### **Options and Opportunity Analysis:**

#### Option 1 – Adopt the Proposed Themes (Officer's Recommendation)

Officers propose the following themes for the Micro Grants Fund in 2025/2026 which applications are required to meet at least one:

1. Youth Led - Initiatives designed, developed, and led by youth, aged 12 to 25 years. Must demonstrate meaningful youth leadership at all stages from planning to delivery, empowering youth voices, building leadership skills and fostering active community participation.
2. Community and Wellbeing - Fosters healthy, safe, and supported communities through the delivery of community led partnerships, programs, activities and resources that promote healthy lifestyles, positive wellbeing and safe communities.
3. Heritage - Supports projects, events, and activities that document, conserve, promote, and make accessible the region's heritage and social history.
4. Economic Development - Supports projects, events, and activities that encourage and support local community organisations to contribute positively to improve the economic performance and prosperity of their local community.
5. Sport and Recreation - Supports projects, events, and activities that promote community participation in sport and recreational pursuits across the Gladstone Regional Council area.
6. Planning and Capacity Building - Fosters and supports the development of programs, plans and strategies that strengthen the community's ability to deliver well planned and sustainable organisations, facilities, and activities across the region. Development Application Fee Reimbursement will be supported under the planning category.

Officers propose the following themes for the Connected Communities Fund in 2025/2026 which applications are required to meet at least one:

1. Community Safety - Supports projects that aim to increase safety, wellbeing, and resilience within community. Projects should be community driven, promote collaboration and work towards creating inclusive respectful and a secure environment for all, especially vulnerable or at-risk groups.
2. Community Infrastructure - Supports infrastructure projects that involve the development, maintenance, or improvement of buildings or land that contribute to providing a safe, accessible, and inclusive community facility.
3. Access and Inclusion - Supports a thriving and inclusive community where diversity is celebrated and individuals have equal access to opportunities and resources. The funded initiatives should promote equity, inclusion, accessibility, and full participation in community life, whether through improved physical access, inclusive programming, communication support or capacity building.
4. Reconciliation - Supports projects that contribute to truth telling, healing, and respectful relationships between First Nations people and non-Indigenous community. Projects must be developed in genuine partnership with First Nations community and center their voices, leadership, and self-determination.

Option 2 – Adopt the Proposed Themes with Amendments

Council may seek to amend the proposed themes and an alternative recommendation could be:

*That Council, in respect of the Community Investment Policy and Program:*

1. *adopt the themes for the Micro Grants Fund for 2025/2026 to be:*
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
2. *adopt the themes for the Connected Communities Fund for 2025/2026 to be:*
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_

Option 3 – Retain the Existing Themes (Categories)

Council may seek to retain the existing categories and apply them to the new funds and an alternative recommendation could be:

*That Council, in respect of the Community Investment Policy and Program, adopt the following themes to be applied to the Micro Grants Fund and the Connected Communities Fund in 2025/2026:*

1. *Capacity;*
2. *Place;*
3. *Connect;*
4. *Wellbeing; and*
5. *Planning.*

**Stakeholder Engagement:**

As part of the review of the Community Investment Policy, funding stream principles, outcomes, and eligibility criteria have been the subject of Councillor discussions.

**Legal and Regulatory Implications:**

Pursuant to section 194 of the Local Government Regulation 2012, Council may give a grant to a community organisation if it is, amongst other things, satisfied that the grant will be used for a purpose that is in the public interest. The adoption of themes for some funds seeks to define what that public purpose is.

**Financial and Resource Implications:**

Funding and in-kind contribution is administered under the Community Investment Policy (and Program) in accordance with annual budget allocations. The adoption of themes seeks to facilitate an equitable distribution of the limited funding that is available under the Community Investment Program having regard to the competitive nature of accessing funding under the program.

**Anticipated Resolution Completion Date:**

It is anticipated that Community Investment Roadshows (Information Sessions) will be held in August with funds opening from 1 September 2025.

**Attachments:**

Nil

## **G/4.7. REGIONAL ARTS DEVELOPMENT FUND TERMS OF REFERENCE UPDATE**

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

**Prepared By:** Manager Arts and Entertainment

**Council Meeting Date:** 5 August 2025

**File Ref:** CC7.16

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### **Purpose:**

The purpose of this report is to present a revised Regional Arts Development Fund Terms of Reference to ensure the document remains current, fit-for purpose and aligned with Council's and Arts Queensland goals for the fund.

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

That Council:

1. Adopt the Revised RADF Terms of Reference as presented in Attachment 1 to this report; and
2. Delegate to the Chief Executive Officer the authority to approve RADF rapid response and out of round applications, up to \$2,000.

### **Summary:**

The Regional Arts Development Fund (RADF) is a partnership between the Queensland Government Arts Queensland and Gladstone Regional Council to support local arts and cultural development and initiatives in regional Queensland. Council has established a Regional Arts Development Fund Committee to assess and recommend funding allocations under the Program. The Terms of Reference (TOR) provides guidance to the Committee in its assessment and governance responsibilities for the administration of the RADF. The Terms of Reference have recently been reviewed and a revised TOR is presented for Council's consideration.

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

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### **Background:**

RADF is a partnership between Arts Queensland and Gladstone Regional Council that supports locally driven arts and cultural initiatives. As part of Council's commitment to good governance and continuous improvement, a comprehensive review of RADF processes has been conducted.

The review included an extensive update of the RADF guidelines and assessment practices to ensure alignment with current Arts Queensland requirements and enhanced support for applicants and committee members.

In conjunction with this process the TOR for the RADF Committee have been reviewed and the following changes are proposed:-

1. Improved guidance on the program objectives and assessment criteria to align with Arts Queensland requirements;
2. Enhanced clarity around committee roles and responsibilities;
3. Improved clarity around the decision-making process;
4. Updates to membership structure, supporting the current landscape and funding rounds;
5. The ability for rapid response and out of round applications up to \$2,000 to be approved in an efficient and timely way for time sensitive opportunities;
6. The inclusion of internal initiatives that align with Arts Queensland objectives.

The revised RADF TOR will ensure that program remains accessible, transparent and reflective of the Region's aspirations, whilst providing a clear framework for assessment and decision-making.

It is suggested that the RADF Committee be authorised to decide rapid response and out of round applications up to \$2,000 to improve the efficiency and timeliness of time sensitive applications. However, under the provisions of the *Local Government Act 2009*, Council can only delegate its power to the Mayor, CEO, a standing committee, joint standing committee or another local government for joint activity. Therefore, Council cannot delegate directly to the RADF Committee as it is not a Standing Committee. Accordingly, it is proposed that Council delegate this power to the CEO who can decide if sub-delegation to the Committee is appropriate.

### **Risk Management Summary:**

Council's reputational risk is minimal and regulatory and legal risk moderate. The recommendation to update the RADF TOR in association with the guidelines mitigates the risk of non-compliance with current funding requirements and ensures alignment with Arts Queensland and Council's purpose for the fund. The changes proposed will reduce the likelihood of procedural inconsistencies and strengthen the decision-making framework.

### **Options and Opportunity Analysis:**

#### Option1 – Adopt the Recommendation

This option provides Council with the opportunity to ensure that the TOR align with both Council's and Arts Queensland's goals and expectations and to ensure that good governance practices are reflected in the TOR and associated supporting materials.

#### Option 2 – Adopt the Recommendation with amendments to the TOR

This option provides the same opportunities as Option 1 but provides Council with the opportunity to amend of the terms where appropriate. The resolution to give this option effect would be as follows: 'That Council:

1. *Adopt the Revised RADF Terms of Reference as presented in Attachment 1 to this report;*
  - *Insert proposed amendment;*
  - *Insert proposed amendment; and*
2. *Delegate to the Chief Executive Officer the authority to approve RADF rapid response and out of round applications up to \$2,000.'*

### **Stakeholder Engagement:**

The current RADF Committee was invited to discuss and give feedback on the proposed updates and changes. Many of the changes made have been in consultation with the Regional Art Gallery and Museum (GRAGM) Curator, GRAGM Education and Engagement Officer and the RADF Committee.

**Legal and Regulatory Implications:**

RADF is a financial partnership between Arts Queensland and Council to support local arts and culture in regional Queensland. The RADF Program is informed by Council's Arts and Cultural Development Policy and is subject to Arts Queensland funding conditions.

Under Section 257 of the *Local Government Act 2009*, Council can delegate responsibilities to the Chief Executive Officer.

**Financial and Resource Implications:**

There are no financial impacts in amending the TOR. Should Council consider it appropriate to delegate decision-making to the CEO for rapid response and out of round applications up to \$2,000, it is proposed that advice on those decisions will be included in the regular RADF reports to Council.

**Anticipated Resolution Completion Date:**

19 August 2025

**Attachments:**

1. Draft – Terms of Reference for Regional Arts Development Fund Committee

## **G/4.8. PROPOSED LEASE TO CLAVA (LOT 5 RP601549)**

**Responsible Officer:** General Manager Assets and Environment

**Prepared By:** Manager Environment and Conservation and Land Management Officer

**Council Meeting Date:** 5 August 2025

**File Ref:** CP8.2

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### **Purpose:**

To consider and resolve to lease a portion of Lot 5 on RP601549 forming part of Byellee Wildlife Reserve to Clava Ltd trading as Yaralla Sports Club.

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

That Council:

1. Resolves that s236(1)(b)(ii) of the *Local Government Regulation 2012* applies to the proposed lease of part of Lot 5 on RP 601549 to Clava Ltd trading as Yaralla Sports Club ("Yaralla") on the following terms and conditions:
  - a. An initial term of five years;
  - b. An option for a further term of five years;
  - c. At a rental of \$1.00 per annum payable on demand;
  - d. Such other terms and conditions that the Chief Executive Officer deems appropriate in the circumstances.
2. Authorises the Chief Executive Officer to negotiate, finalise and execute any and all matters associated with or in relation to the Lease.
3. That Council continues to negotiate the purchase of the Lease areas with Yaralla and bring a further report to Council to discuss the options.

### **Summary:**

Yaralla Sports Club have requested to Lease approximately 6.955 ha of Lot 32 on PL646 and 1.879 ha of Lot 5 on RP601549 from Council to provide sufficient area to deliver a championship level golf course design. At the General Council Meeting on 16 January 2024 under G/4.4, Council resolved to lease a portion of Lot 32 on PL646. Unfortunately, the additional part of Lot 5 on RP601549 was captured in the report and images but not in the officer's recommendation (refer Attachment 2). That being the case, the Council did not formally resolve that an exemption applies under the *Local Government Regulation 2012* for Lot 5 to lease the land to Clava Ltd.

This report is presented for Council to formally resolve the lease of the additional land to fulfil the intent of the original report, and Council's resolution.

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

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### **Background:**

Officers have previously considered a request to dispose of all, or part of freehold land described as Lots 32 on PL646 and Lot 5 on RP601549 adjacent to Yaralla's proposed development. On 16 January 2024 at Council's General Meeting, Council resolved by an amended resolution to lease Lot 32 on PL646, this resolution excluded reference to the partial Lease of Lot 5 on RP601549, which was requested, included in the initial assessment and is required by Yaralla. This report is to capture Yaralla's request for Lease B which is 1.879 ha of Lot 5 on RP601549 in addition to Council resolution GM/24/5144, which removed reference to the Lease of Lot 5 on RP601549.

Decision under GM/24/5144 (refer Attachments B and C) resolved that Council:

1. *Resolves that s236(1)(b)(ii) of the Local Government Regulation 2012 applies to the proposed lease of part of Lot 32 on PL646 to Clava Ltd trading as Yaralla Sports Club ("Yaralla") on the following terms and conditions:*
  - a. *An initial term of five years;*
  - b. *An option for a further term of five years;*
  - c. *At a rental of \$1.00 per annum payable on demand;*
  - d. *Such other terms and conditions that the Chief Executive Officer deems appropriate in the circumstances.*
2. *Authorises the Chief Executive Officer to negotiate, finalise and execute any and all matters associated with or in relation to the Lease.*
3. *That Council continue to negotiate the purchase of the Lease areas with Yaralla and bring a further report to Council to discuss the options.*

The Officer's Recommendation is reflective of that resolved under GM/24/5144 for 32 on PL646, but for Lease B 1.879 ha of Lot 5 on RP601549 to complete the total footprint as illustrated in Attachment 1.

### **Risk Management Summary:**

In addition to the risks presented in the 16 January 2024 report, there is an additional reputational risk if this additional partial lease is not supported as it would impact Yaralla's project. Additionally, seeking this resolution ensures Council are managing legislative and regulatory risks as the Lease cannot be entered into within the correct authorisation from Council, as per the *Local Government Regulation 2012*. The Officer's recommendation is aligned to Council's risk appetite.

### **Options and Opportunity Analysis:**

The options and opportunities associated with the disposal of the land to Clava were included in the 2024 report.

### **Stakeholder Engagement:**

A draft Lease has been negotiated with Yaralla and conditional Owner's Consent provided to their consultants for the lodgement of a Development Application over a portion of Council land.

**Legal and Regulatory Implications:**

Under section 227 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 two applicable exceptions to section 227 of the LGR:

- *Section 236(1)(b)(ii), where the valuable non-current asset is disposed of to ... a community organisation; and*
- *Section 236(1)(c)(iv), where the valuable non-current asset is disposed of to an owner of adjoining land and the land is not suitable to be offered for disposal by tender or auction for a particular reason i.e. the location and size of the land.*

**Financial and Resource Implications:**

The lease period is proposed to be at peppercorn rate of \$1.00 on demand. Negotiations for the option for purchase(s) of the land will be returned to Council for a further decision.

**Anticipated Resolution Completion Date:**

The proposed start date of the lease, if resolved, will commence forthwith noting that Yaralla's legal representatives have advised that their client is motivated to commence surveying the site.

**Attachments:**

1. Survey Plan – Lease A and Lease B
2. General Meeting 16 January 2024 Agenda – G/4.4. Lease of a Portion of Lot 32 on P L 646 Byellee Wetlands to Yaralla Sports Club
3. General Meeting 16 January 2024 Minutes

## **G/4.9. LEASE ARRANGEMENT - 1770 NOMINEES PTY LTD**

**Responsible Officer:** General Manager Assets and Environment

**Prepared By:** Manager Environment and Conservation

**Council Meeting Date:** 5 August 2025

**File Ref:** CP8.2

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### **Purpose:**

The purpose of this report is to allow Council to consider the disposal of part of Lot 1 on SP 297173 situated adjacent to 535 Captain Cook Drive, Seventeen Seventy to 1770 Nominees Pty Ltd.

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

That Council:

1. Resolves that s236(1)(b)(ii) of the Local Government Regulation 2012 applies to the proposed lease of part of Lot 1 on SP 297173 to 1770 Nominees Pty Ltd ("the Lease") on the following terms and conditions:
  - (a) A term of 10 years;
  - (b) At a rental of \$2,500 (ex GST) for the first year, increasing by 3% annually;
  - (c) Such other terms as the Chief Executive Officer deems appropriate in the circumstances; and
2. Authorise the Chief Executive Officer to negotiate, finalise and execute all matters associated with or in relation to the Lease.

### **Summary:**

A commercial lease has been assessed by a Council 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 A on Lot 1 SP 297173 ("Lot 1"), adjacent to 535 Captain Cook Drive, Seventeen Seventy, which is zoned Open Space under the current Planning Scheme.

1770 LARC! Tours have been operating from the 1770 Marina (owned by 1770 Nominees Pty Ltd) for several decades. The original access to Round Hill Creek was directly from 535 Captain Cook Drive into the watercourse. However, when the marina berths were extended in approximately 2016, this access was removed and over time the LARC vehicles have accessed the water via both the formal boat ramp and more frequently through an ad hoc 'pathway' through Lot 1.

As part of enforcement proceedings, and ultimately an Enforcement Order granted in March 2025, this access is required to be formalised through both a lease and amendment to the relevant Development Permit. It is noted that alternatively, access via this pathway is to cease.

The lease area is shown in Image 1 below, shaded blue, comprises the minimum area (approximately 99m<sup>2</sup>) to allow for safe transition from the adjoining property to Round Hill Creek. The land proposed for lease is an obscure shape, which has no other foreseeable value for third party. The land identified is the minimum amount feasible to regularise what is currently unlawful development and an unlawful use of a Council reserve.



*Image 1: proposed lease area for 1770 Nominees Pty Ltd.*

### **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 enter into a lease to 1770 Nominees Pty Ltd on the following terms:

- (a) Lease Area: Part of Lot 1 on SP 297173, comprising approximately 99m<sup>2</sup> (Image 1 above);
- (b) Term: 10 years;
- (c) Rent: \$2,500 (ex GST) for the first annum with 3% increases thereafter, payable quarterly in advance;
- (d) Outgoings: Not applicable;
- (e) Maintenance: The responsibility of the Lessee; and
- (f) Other Conditions: the lease is subject to the continuing operation of the 1770 LARC! Tours from the adjoining premises and conditional upon the lessee successfully obtaining Development Approval for works associated with use of the site.

## Stakeholder Engagement:

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

- 1770 Nominees Pty Ltd (1770 Marina – adjoining landowner)
- 1770 Environmental Tours Pty Ltd (1770 LARC! Tours)
- General Manager Community and Lifestyle
- Manager Community Partnerships
- Asset Planning team
- Environment and Land Management team
- Planning team
- Legal Advisors (external)
- Valuer (external)

## 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 land) unless it first invites written tenders or offers the non-current asset for sale by auction.

By virtue of s236(1)(c)(iv) and ss236(2)-(4), Council can enter into a trustee lease with the lessee without first inviting written tenders or sale by auction.

### **236 Exceptions for valuable non-current asset contracts**

*(1) Subject to subsections (2) to (4), a local government may dispose of a valuable non-current asset other than by tender or auction if—*

*(iv) the land is disposed of to a person who owns adjoining land if—*

*A) the land is not suitable to be offered for disposal by tender or auction for a particular reason, including, for example, the size of the land or the existence of particular infrastructure on the land; and*

*(B) there is not another person who owns other adjoining land who wishes to acquire the land; and*

*(C) it is in the public interest to dispose of the land without a tender or auction; and*

*(D) the disposal is otherwise in accordance with sound contracting principles; or*

*(2) An exception mentioned in subsection (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.*

*(3) A local government may only dispose of land or an interest in land under this section if the consideration for the disposal would be equal to, or more than, the market value of the land or the interest in land, including the market value of any improvements on the land.*

*(4) However, subsection (3) does not apply if the land or interest in land is disposed of under subsection (1)(b), (1)(c)(ii) or (1)(f).*

Council would not be disposing by lease of this small portion of land if it were not for the Enforcement Order granted in March 2025. 1770 Nominees are the only adjoining neighbour. Council has utilised the advice of an independent valuer when setting the commercial rental rate. The resource cost to council of running a tender process for the disposal by lease of this small area of land would outweigh the financial benefit to be returned to council through market rate rental, making it in the public interest to proceed without a public tender or auction.

**Financial and Resource Implications:**

In accordance with the Land Transaction Policy, all costs associated with the commercial lease will be the responsibility of the lessee.

External valuation advice was sought to calculate a reasonable commercial return from the lease. The report stated that typical rents for residential, business and government core business purposes should reflect 6 to 8% of the 3-year average land value. This formula was utilised to determine the annual rental value of the property at Lot 1, 535 Captain Cook Drive, Seventeen Seventy which equates to \$2,300 per annum. The valuer's report further states that whereby 6% to 8% of the land valuation equates to less than \$2,500 per annum, the minimum commercial rent recommended by the valuers is \$2,500.

As per Section 6.3.2.5 of Council's Land Transaction Policy, returns on residential, commercial or industrial land must achieve a minimum of the current market price.

**Anticipated Resolution Completion Date:**

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

**Attachments:**

Nil

## **G/5. COUNCILLORS REPORT**

### **G/5.1. TRANSPORT AND ENVIRONMENT GROUP**

**Responsible Officer:** Chief Executive Officer

**Prepared By:** Cr Simon McClintock

**Council Meeting Date:** 5 August 2025

**File Ref:** RD4.4

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#### **Purpose:**

Councillor Simon McClintock submits the following report.

#### **Councillor's Recommendation:**

That the report from Councillor McClintock regarding the Transport and Environment Group be received.

#### **Background:**

The Transport and Environment Group (TEAG) consists of representatives from Council, Department of Transport and Main Roads (TMR) and Queensland Police Service (QPS). Its purpose is to

- Provide a technical forum for information sharing, consideration of traffic related matters.
- Impacting the Gladstone Region (excluding speed limit considerations) and assisting the respective road authority in the decision-making process.
- Consider and present the community's issues/concerns/ideas.
- Make technical based recommendations to resolve traffic related matters.
- Identify opportunities for cross-agency road safety initiatives and campaigns.

Council is represented by two Councillors, General Manager Assets and Environment (chair) and relevant engineers. TMR is represented by Senior Advisor (Road Safety) and relevant engineers, and QPS by the Officer in Charge, Calliope Highway Patrol.

#### **Goondoon/Roseberry intersection**

First item considered road safety concerns at the junction of Goondoon and Roseberry Streets in the CBD, following a request from a local driving instructor. The junction has been the subject of previous investigations, which most recently led to a change in vegetation to improve sight lines, but some issues persist, particularly on the approach from the east towards Goondoon Street. The key issues raised included the general design of the intersection, visibility of stop sign, line marking and general space constraints.

Following site visits and desktop analysis Council's engineers recommended to the Group a redesign of the junction to maximise pedestrian safety. The changes include removal of existing zebra crossing from the eastern leg and relocating it to the northern leg of the subject intersection with new ramps, signage, and markings, and reinstating kerb and footpath at original location to deter crossing.



The proposal was endorsed by the group and will be progressed through Council's works planning process.

### **Holland Street**

The next item was an update on a long running issue at Holland Street, West Gladstone. For a number of years residents have been expressing concern about the volume and behaviour of traffic along Holland Street. At peak times, particularly around School drop off and pick up, drivers are using Holland and Patterson Street to avoid the Kin Kora Junction. A flat top road hump was installed in May 2024 to discourage through traffic but the volume issue persists with over 2000 vehicles a day being counted along Holland Street at peak, which is more than double the expected volume for an Urban Residential Access Street. The Group was advised that Council has engaged an expert consultant to identify and evaluate potential traffic management strategies that reduce traffic volumes on Holland Street without causing significant overflow or diversion to the surrounding residential streets. It was noted that breaking the connection between Paterson and Holland Street cannot be discounted as a solution to difficult problem. Council will report back to the group once the consultant report has been received.

### **Boyne Island State School Pedestrian Crossing**

TMR tabled a report regarding their investigations into concerns raised about the school crossing on Malpas Street, Boyne Island. While the enhanced school zone signs and flashing yellow lights (wig-wags) operate during designated school hours, concerns have been raised regarding motorists failing to give way to pedestrians outside these times. Additionally, overgrown vegetation on the left-hand footpath (north-bound traffic) is reportedly obstructing visibility of the crossing point, and it was raised in the meeting that there are visibility issues on the other side too. TMR proposed removing trees to maximise sight distance and sought the groups feedback. The proposal was endorsed, with the suggestion that in line with Council's practices that for every tree removed three should be planted, and that Council would be happy to receive the trees to plant outside of the road corridor.

### **Riverstone Rise Boulevard**

The final item report considered a request for a street or directional sign to Riverstone Rise Boulevard off the roundabout Boyne Island Road. TMR proposed to install a Roundabout directional sign on the approach.

### **Attachments:**

Nil



**G/6. URGENT BUSINESS**

**G/7. NOTICE OF MOTION**

**G/8. CONFIDENTIAL ITEMS**