



COMMERCIAL SERVICES COMMITTEE



A G E N D A

14 March 2017

Commencing immediately after the Planning and Development Committee Meeting

**Held at the Council Chambers - Civic Centre,
101 Goondoon Street, Gladstone**

Please note: These minutes are to be read in conjunction with the preceding General Meeting Minutes.

Terms of Reference

Committee is primarily responsible for overseeing policy and performance in Council-owned businesses that are (generally) subject to National Competition Policy reforms, viz:-

- Water and sewerage
- Waste Services
- Gladstone Airport
- Gladstone Entertainment Convention Centre
- Gladstone Aquatic Centre and public swimming pools
- Fleet Services
- Council property or business development
- Economic Development

Committee members are all Councillors.

By virtue of section 12(3)(g) of the *Local Government Act 2009*, the Mayor is a (ex-officio) member of the committee.

Cr Sobhanian is the Chair of the committee.

A quorum is a simple majority of members.

The committee meet in the first instance on the second Tuesday of each month commencing immediately after Planning and Development Committee Meeting in the Council Chambers and the committee by authorised to determine its future meeting times and frequency.

Committee Administrator is the Director Corporate and Community Services.

Appointment of Committees

Section 264 of the *Local Government Regulation 2012* as follows:-

- (1) A local government may -
 - (a) appoint, from its councillors, standing committees or special committees;
and
 - (b) appoint advisory committees.
- (2) Two or more local governments may appoint, from their councillors, a joint standing committee.

Closed Meetings

Section 275 of the *Local Government Regulation 2012* as follows:-

(1) A local government or committee may resolve that a meeting be closed to the public if its councillors or members consider it necessary to close the meeting to discuss -

- (a) the appointment, dismissal or discipline of employees; or
- (b) industrial matters affecting employees; or
- (c) the local government's budget; or
- (d) rating concessions; or
- (e) contracts proposed to be made by it; or
- (f) starting or defending legal proceedings involving the local government; or
- (g) any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act; or
- (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

Committee Members

Cr Sobhanian – Chair

Mayor Burnett

Cr Bush

Cr Churchill

Cr Goodluck

Cr Hansen

Cr Masters

Cr O'Grady

Cr Trevor

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CSC/1. OPENING AND APOLOGIES

CSC/2. DISCLOSURE OF INTEREST

CSC/3. CONFIRMATION OF MINUTES

CSC/3.1. CONFIRMATION OF THE COMMERCIAL SERVICES COMMITTEE MEETING MINUTES OF 14 FEBRUARY 2017

Responsible Officer: Director Corporate and Community Services

Committee Meeting Date: 14 March 2017

File Ref: CM7.2

Purpose:

Confirmation of the minutes of the Commercial Services Committee held on 14 February 2017.

Officer's Recommendation:

That the minutes of the Commercial Services Committee of Council held on 14 February 2017 be confirmed.

Attachments:

1. Minutes of the Commercial Services Committee of Council held on 14 February 2017.

Tabled Items:

Nil.

Report Prepared by: PA Director Corporate and Community Services

CSC/4. DEPUTATIONS

Nil

CSC/5. OFFICERS' REPORTS

CSC/5.1. WATER SERVICES MONTHLY REPORT FEBRUARY 2017

Responsible Officer: Director Engineering Services

Committee Meeting Date: 14 March 2017

File Ref: WS5.1, WS9.1, SS4.1, SS10.1

Purpose:

The purpose of this report is to update the Councilors on the status of the 2016-2017 Water Services Capital and works program, in particular covering the noteworthy issues from the previous month and the plans for the coming month. The report provides a basis to discuss the performance of the Department (including staff, consultants and contractors and customer feedback).

This is an information only report, and is not provided for the purpose of Council exercising its powers as a Local Government.

Officer's Recommendation:

That the Water Services Monthly Report for February 2017 be received for information.

Background:

This is a regular monthly information report. The material in each report builds on previous reports and thus each month is only intended to present new information. Should a detailed analysis of an issue or project be required this will be the subject of a specific report, and more than likely a specific resolution of the Council.

Capital Business Units are examined at the end of each month and reported at the first Briefing meeting in the following month.

Operational Business Units are examined at the end of each financial year quarter in time for Council to consider its Budget Quarterly Review, i.e.

First Quarter	Jul, Aug, Sep	Reported at the first Briefing in October
Second Quarter	Oct, Nov, Dec	Reported at the first Briefing in January
Third Quarter	Jan, Feb, Mar	Reported at the first Briefing in April
Fourth Quarter	Apr, May, Jun	Reported at the first Briefing in July.

At the time of preparing this report 67.12% of the current financial year has elapsed. The following financial data has been extracted from Council's official financial database (Technology One).

Directors' Financial Overview - Water & Sewerage Operational						
As at end of period 8				% Of Year passed 67.12%		
Bus Unit	Description	Year to Date Expenditure	Adopted Expenditure Budget	% of Adopted Budgeted Expenditure	Revised Expenditure Budget	% of Revised Budgeted Expenditure
210	Recoverable Works - Wastewater	171,758	210,084	81.8%	210,084	81.8%
221	Industrial Sewerage	246,424	606,206	40.7%	606,206	40.7%
222	1770 / Agnes Water Sewerage	868,481	1,571,158	55.3%	1,571,158	55.3%
223	Curtis Island Sewerage	602,775	2,227,004	27.1%	2,227,004	27.1%
225	Sewerage Administration	0	0	0.0%	0	0.0%
228	Urban Sewerage - Boyne Is / Tannum / Calliope	2,002,229	3,205,930	62.5%	3,205,930	62.5%
229	Urban Sewerage - Gladstone	3,314,022	7,459,955	44.4%	7,459,955	44.4%
245	Recoverable Works - Water	210,413	107,084	196.5%	107,084	196.5%
246	Lake Awoonga Scheme	11,820,736	20,935,241	56.5%	20,935,241	56.5%
248	Miriam Vale & Bororen Water Schemes	199,725	295,075	67.7%	295,075	67.7%
251	1770 / Agnes Water Water Scheme	1,066,555	1,996,021	53.4%	1,996,021	53.4%
255	Water Administration	4,305,471	6,299,345	68.3%	6,299,345	68.3%
Sub Total		\$ 24,808,588	\$ 44,913,103	55.2%	\$ 44,913,103	55.2%

Directors' Financial Overview - Water & Sewerage Capital						
Bus Unit	Description	Year to Date Expenditure	Adopted Expenditure Budget	% of Adopted Budgeted Expenditure	Revised Expenditure Budget	% of Revised Budgeted Expenditure
210	Recoverable Works - Wastewater	0	0	0.0%	0	0.0%
221	Industrial Sewerage	95,418	262,500	36.3%	276,556	34.5%
222	1770 / Agnes Water Sewerage	2,024,569	4,141,945	48.9%	4,361,050	46.4%
223	Curtis Island Sewerage	47,413	28,125	168.6%	28,125	168.6%
225	Sewerage Administration	0	0	0.0%	0	0.0%
228	Urban Sewerage - Boyne Is / Tannum / Calliope	1,233,631	2,536,250	48.6%	2,644,270	46.7%
229	Urban Sewerage - Gladstone	3,841,265	9,178,500	41.9%	9,779,397	39.3%
245	Recoverable Works - Water	0	0	0.0%	0	0.0%
246	Lake Awoonga Scheme	2,316,942	11,886,638	19.5%	11,406,527	20.3%
248	Miriam Vale & Bororen Water Schemes	1,821,234	2,309,638	78.9%	2,309,638	78.9%
251	1770 / Agnes Water Water Scheme	589,085	1,547,350	38.1%	1,574,352	37.4%
255	Water Administration	0	0	0.0%	0	0.0%
Sub Total		\$ 11,969,557	\$ 31,890,945	37.5%	\$ 32,379,914	37.0%

Consideration:

Capital Business Units

Technology One provides information on invoices received from contractors and suppliers as well as committed costs (i.e. value of contracts or purchase orders issued to contractors and suppliers which have not yet been invoiced to Council). The table above provides details on amounts invoiced to Council. Attachment 2 provides details on actual plus committed costs.

Based on invoices received to date, 37.0% of the allocated budget has been spent. Based on invoiced amounts and including committed costs, 64.5% of the capital budget has been allocated.

The Water Services team had projected a cumulative expenditure of \$16.616M to the end of February. Estimated expenditure (based on invoiced costs and activities which have been completed but not invoiced) to end of February was \$11.916M. The lower spend is primarily due to contractors electing to not commence physical site works until January 2017 to avoid paying for plant and equipment to sit idle and worksites being exposed over the holiday period. In addition a few recently awarded projects have long lead times for the procurement of pipe and fittings. In accordance with contracts, Council will only pay for works completed. Once the pipes and fittings are delivered to site, works commence quickly and higher value monthly invoices are paid. This means that there can be a lag of around three to four months before significant expenditure occurs on a project.

For Councillors convenience a copy of the adopted Capital Projects is provided in "Attachment 1".

The current financial and timing status of the Capital Projects is provided in "Attachment 2".

Capital Business Unit Summary

Industrial Sewerage - There are two main projects within this Business Unit.

Upgrade Yarwun WWTP – A tender has been recently called to engage a consulting company to review the denitrification trials and provide a detailed design on how to best retrofit the WWTP to achieve compliance. Tender evaluation is in progress.

1770 / Agnes Water Sewerage - There are three main projects within this Business Unit.

Trunk Rising Main from Pump Station 11 to WWTP - Stage 1 complete. Stage 2 (Anderson Way) construction works completed. Practical completion was awarded in December. Finalising the invoices from external Superintendent before closing the project. Stage 3 construction commenced on 31 January in Streeter Drive and 600m of pipe has been laid. SPS D and Rising Main - Consultant has completed the Concept design. Internal review of the concept design has been completed. Detail design is in progress, with draft drawings prepared and currently being reviewed.

Agnes WWTP Inlet Works Upgrade - Tender has been awarded. Letter of acceptance being prepared. This project will receive up to \$200,000 funding from Queensland Government and first installment of \$60,000 was received on 24 January.

Urban Sewerage - Calliope/Boyne/Tannum - There are four main projects within this Business Unit.

Boyne Island WWTP Electrical Upgrade -The upgrade is essentially completed with the exception of a minor variation to address access lighting. A preliminary review of the power consumption prior to and following the upgrade indicates that the upgrade has reduced power consumption by around 600kW per day.

Sewerage Asset Replacement - Planning underway (noting that a contingency will be maintained for emergent works). Quotes are currently being sourced for Boyne 4 Sewerage Pump Station, Tannum Sands WWTP inlet screens and the access road to the Tannum Sands Communication Tower.

Sewer Relining - A section of sewer man in in Calliope has been included in the main sewer lining tender. Tender closes on 9 March.

Relining Boyne Island WWTP Ponds - During detail design investigations it became apparent that the level of groundwater within the vicinity of the ponds will greatly influence the cost of the works. To enable a design to be completed, it will be necessary to install a groundwater well and monitoring probe to determine groundwater levels. Partial funds for this project may need to be carried over into 2017/18.

Urban Sewerage - Gladstone - There are twelve main projects within this Business Unit.

Chapple Street A01 Pump Station and Emergency Storage Upgrade – Demolition of the Chapple St property will be completed in early March. Tender for the Emergency Storage closes on 23 March. Consultant has been engaged to undertake the detail design. Revised scope of works for the design will be finalised in early March. This project will receive \$2.0M funding from the Queensland Government.

Cemetery Drive S01 SPS Upgrade and Emergency Storage - Construction of storage tank is in progress and expected to be completed by mid May 2017. Materials have been delivered to site for pigging/flowmeter works which will be undertaken by GRC. Construction will commence in March. Pump station upgrade works has been awarded and pre start meeting was held on 23 February.

South Trees WWTP Inlet Works Upgrade - Works have been completed and project closeout is in progress.

SPS A05 Conversion – Tender has been awarded. Contractor will commence site mobilisation on 23 March.

Upgrade Switchboards - Materials purchased to allow Radtel boards to communicate with ClearSCADA system. Installation Works have been awarded and in progress.

Gladstone Mains Upgrade - Includes both a contingency for emergent works and relining program. Tender for relining has been called with a pre tender briefing meeting held on 23 February. The tender closes on 9 March 2017.

SPS A06 Upgrade – System modelling indicates that major works on the pump station may potentially be deferred. A condition assessment will be carried out on the existing wet and dry wells to determine what structural work is required. A consultant will be engaged to complete the concept design. The works to date may potentially save Council capital costs, however due to the time required to complete these investigations, carry over of funds may be required to 2017/18.

SCADA Regional Tower – Due to access issues, an alternate location has been identified for the tower. Pre-approval is required from CASA before proceeding with detail design, which may delay delivery of this project. Some funds may need to be carried over into 2017/18 as a result.

Gladstone WWTP Biosolids Upgrade - Consultant currently undertaking review of sludge handling practices and recommended dewatering options. Site visits to inspect a number of dewatering systems in operation to confirm their performance were held in February.

Rising main from NRG to GWWTP - Design has been completed. Preparation of tender document is in progress.

Lake Awoonga Scheme - Water - There are twenty one projects within this Business Unit.

Under the Lake Awoonga Mains Upgrade program, Chlorine modelling is completed and final report received.

Fire Flow Upgrade, Benaraby Road – Tender has been awarded and letter of acceptance sent on 21 February. GAWB and Ergon have agreed on easements. Easement survey is in progress. Council operations team completed works on northern end to facilitate the connection.

Kirkwood Low Reservoir - All environmental approvals have been received for the reservoir and access road. Tender for the access track, bulk earthworks and water main along access track closed on 2 February. Three conforming submissions were received and tender assessments are in progress. The design and construct tender for the reservoir has been called and closing on 23 March and a pre tender briefing meeting was held on 14 February. Kirkwood reservoir project will receive \$1.5M funding from Queensland Government.

Paterson No.2 Reservoirs – Application for environmental approval has been lodged and awaiting approval. The design and construct tender for the reservoir has been called and closing on 23 March. Pre tender briefing meeting was held on 14 February. EOI has been submitted to seek funds from Queensland Government under the Building our Regions funding program.

Paterson 2 Water Main – Contract has been awarded and construction will commence in March. The contractor has ordered all pipes and fittings, while the GRC Operations crew has completed the enveloper pipes for road crossings in February.

Benaraby Reservoir - Land deal was finalised on 22 November and land registration has been completed.

Clinton Reservoir Trunk Delivery Main - Stage 1 is completed. Contract for the Stage 2 construction was awarded and pre start meeting was held on 16 January. The contractor has ordered pipes and fittings and site works are expected to commence by 3 April. This project will receive up to \$283,500 funding from Queensland Government and first installment of \$85,050 was received on 23 January.

Don Cameron Water Main Upgrade - Completed with saving. Asset capitalisation is in progress.

Replace QAL Water Main – Consultant has completed the concept design for the first stage. Detail design of Stage 1 is expected to be completed by mid March 2017.

Miriam Vale Water Scheme – One main project in this Business Unit.

Miriam Vale WTP Upgrade – Construction, trial operation and proof of performance testing was successfully completed on 27 January. Hydraulic issues at higher flows have been resolved and optimisation of chemical dosing and other processes are being finalised. The old plant will be decommissioned once Council officers are satisfied that the new plant can operate under all conditions. Practical completion is expected in early March 2017.

1770/Agnes Water - Water Scheme - There are five projects within this Business Unit.

Trunk Water Main from Agnes WTP to High Level Reservoir - Stage 1 completed. Stage 2 from school to tavern: Tender was awarded on 18 October and the contractor will commence mobilisation to site on 8 March. Stage 3 Round Hill Road section: An application for funding under Building Better Regions program was lodged on 28 February.

Captain Cook Water Main Duplication and Rezone Agnes Water Supply - Stage 1 completed. Captain Cook Drive Booster Pump investigation is underway.

All Water and Sewerage Schemes

SCADA Upgrade - Consultant has been engaged to undertake option study. Consultant is working towards delivering the Stage 1 deliverables – Documenting existing Network - by mid March.

Odour Investigation - Investigation and development of odour /corrosion model is facilitated by Technical Services section. Consultant CH2M Hill has been engaged to undertake the work. Work progressing with 60% completed.

Future Tenders to be Called

The following table provides a summary of upcoming tenders to be released by Water Services:

Project Detail	Tender Date
WLC9013 – Kirkwood Low Reservoir - (D&C) Reservoir	Closes on 23 March 2017
WLC9012 - Paterson 2 Reservoir – D&C Reservoir	Closes on 23 March 2017
SGC4058 – Emergency Storage A01	Closes on 23 March 2017
SGC1018 – Gladstone Sewer Main Relining	Closes on 9 March 2017
WLC1048 – Replace QAL Water Line	May 2017

Finance Summary

Projects nominated as Completed February

Project	Completion Date
Nil	

Projects nominated as Defer February

(ie unable to substantially start this financial year)

Project	
Nil	

Projects nominated as Carry Over February

(ie started but unable to finish this financial year, Carry over a portion of budget to 2017-2018)

Project	
Nil	

Projects nominated as Overspend February

(not yet complete but forecast to be overspent by 10% or more of the whole project budget. Due to accounting practices there may be some anomalies within a particular financial year for projects that span more than one financial year)

Project	Status
Nil	

Operational Plan Performance

Operational Plan Measure	Current Status of "Target"	Comments
Reduction in inflow/infiltration - number of sewer connections smoke tested Target - 4000 by 30 June 2017	On track	633 properties have been smoke tested, including Yarwun, Agnes Water AGN06 and Calliope CAL04 catchments and part of Gladstone A05 catchment.
Water loss is reduced across the networks. Target – 10% reduction in water loss compared with SWIM data submitted for 2014.15	On track	A preliminary water balance has been developed which will form the strategy of future works.
Number of treatment plants with operating philosophies Target - 6 of 6	On track	The operating philosophy for each plant will be incorporated into the online data management system that will address operating data as well as compliance data.
Percentage of customer service requests initially received by Water Services responded to within 10 business days of lodgement. Target - 100%	On track	Two CSRs went over the 10 business days. They related to non-urgent issues which have been reported through the website.

Communication and Consultation (Internal/External):

One of Gladstone Area Water Board's (GAWB) customers experienced a leak in February, which impacted on GAWB's ability to deliver water at the desired rate to Broadacres Reservoir, which feeds customers in Tannum Sands. This resulted in the water level within Broadacres Reservoir falling. Council officers have been working with GAWB to ensure storage levels within Broadacres return to acceptable levels.

Construction works for proposed emergency storage facility at A01 Sewer Pump Station, 4 Chapple Street will commence in few months time. There will be piling and excavation works which may be quite noisy for the neighbours. The duration may be in the order of 3 – 6 months. Exact timing will be known after the tender evaluation process in early April. The local community will be notified of the works.

Legal Environmental and Policy Implications:

Nil.

Financial and Resource Implications:

Two budget revisions are requested this month.

The volume of water purchased from GAWB in February has been reported as 589 ML compared with a reserved amount of 877ML. A review of the invoice indicates that there may be an error with one supply point. This will be reviewed with GAWB. It is also noted that Council has exceeded its Maximum Daily Quantity allowances for the Boyne Island and Broadacres supply points. The exceedences will be reviewed with GAWB to determine if they are associated with higher than average usage due to the extended dry period, or due to Council recovering water levels in the Broadacres reservoir following a break on one of GAWB's customers lines.

Table 1 Budget Revisions**Budget Revision***Month: February-17**Mgmt Stream: Water & Sewerage***Budget Revision**

Project	Name	BU	Current Budget 16/17	Revised Budget 16/17	Amount for Revision	Transfer to/from	Across BU	Instructions	Reason for Revision
WLC9019	Retaining Wall for Silverdale Reservoir	246	0	\$116,000	\$58,000	WLC0002	NA	Transfer from WLC0002	Due to the cost of the project, this has been identified as an individual project under Lake Awoonga Scheme.
					\$58,000	WLC1039	NA	Transfer from WLC1039	Due to the cost of the project, this has been identified as an individual project under Lake Awoonga Scheme.

Staffing

After the final interview process, Civil Project Engineer position was offered to the successful candidate. He will commence work on 10 April 2017.

Summary:

Actual capital expenditure including committed was (\$20.70M) or 64.5% as at 28 February 2017.

Capital Works program that commenced or continued in the month of February include:

Project Code	Project Description
SIC5000, SAC5000, SCC5002, SGC5007	SCADA Upgrade – Consultant has been engaged to undertake option study. Various sites have been inspected. Consultant is working towards delivering the Stage 1 deliverables – Documenting existing Network - by mid March
SIC6002	Upgrade Yarwun WWTP – Tender has been called for the design and documentation for mechanical and electrical retrofit of the plant. Tender evaluation is in progress
SAC1014	SPS E Land Purchase - Land transaction complete. Cultural survey completed, driveway access to be installed per DA conditions.
SAC4008	Sewer Rising Main - SPS11 to Agnes Water WWTP Stage 2 - Works completed. Practical completion was awarded in December. Awaiting final invoice from superintendent for his services Stage 3 – Construction commenced on 31 January. 600m of pipe has been laid
SAC4009	SPS D and Rising Main - Concept design completed and draft detail design drawings prepared for review.
SAC6008	Agnes Water WWTP Irrigation Area - Modification consent order submitted to Trility. Planting of new vegetation commenced.
SAC6009	Agnes WWTP Inlet Works Upgrade – Tender has been awarded. Letter of acceptance being prepared. This project will receive up to \$200,000 funding from Queensland Government and first installment of \$60,000 was received on 24 January.
SCC4012	Switchboards – Quotation has been called and work will be undertaken in April.
SCP6000	Boyne Island WWTP Upgrade – Proof of Performance Test and Commissioning completed in January. Issue of Practical completion is delayed due to delays in completing the variation works by the contractor.
SGC4023	SPS S01 Upgrade – Council has awarded the pump station upgrade works. Kick off meeting was held on 23 February. Materials have been delivered to site for pigging/flowmeter works which will be undertaken by GRC. Construction will commence in March.
SGC4058	SPS A01 Upgrade (Chapple Street) - Detail design is in progress. Tender for demolition works has been awarded. Demolition works will be completed in March 2017. Tender for the emergency storage closes on 23 March.
SGC4059	SPS S01 Emergency Storage - Construction of storage tank is in progress and 60% completed. Expected to be completed in mid May 2017.
SGC4061	SPS A06 to A01 Diversion - Detail design is completed and final drawings being finalised.
SGC4063	SPS A05 Conversion – Tender has been awarded. Site mobilisation

	will commence on 23 March
SGC4064	SPS T05 Upgrade (raise) - Works completed. Road repairs also completed. Contractor has completed minor landscaping work in February.
SGC6011	South Trees WWTP Upgrade - Works completed. Practical completion achieved on 14 November. Project closeout in progress
SGC4067	Emergency Storage Upgrade for SPS A10 - Consultant has been engaged to undertake the design. 90% completed.
SGC6012	Gladstone WWTP Stormwater Mitigation – Contractor is progressing site works.
WLC1039	Chlorine modelling report received. Additional model runs requested with various pressure / flow scenarios. Options finalised and project has been completed in February
WLC1041	Clinton Reservoir Main - Stage 1 Chapman Drive water main completed. Stage 2 - Tender awarded in December. Contractor has ordered all pipes and fittings. First grant payment of \$85,050 was received on 23 January. Site works will commence by 3 April
WLC1042	Paterson 2 Water Main – Construction will commence in March 17 Enveloper pipes have been laid by GRC operations team in February.
WLC1045	Fire Flow Upgrade, Benaraby Road – Tender has been awarded on 21 February. Pre Start meeting was held on 27 February. GAWB and Ergon have agreed on easements. Easement survey is in progress.
WLC1048	Replace QAL Water Line – Detail design of Stage 1 is progressing and expected by mid March 2017.
WLC9011	Benaraby Reservoir – Land deal has been finalised on 22 November. Land registration has been completed.
WLC9012 WLC9013	Paterson 2 & Kirkwood Low Reservoirs – D&C tender closes on 23 March. Kirkwood access Track tender closed on 2 February. Tender evaluation is in progress
WLC9017	Kirkwood Low Reservoir Outlet – Stage 2 (Kirkwood Reservoir Access Track) design completed. Stage 1 and 3 design progressing.
WAC1005	Trunk Main from Agnes Water WTP to High Level Reservoir - Stage 1 (WTP to State School): Completed. Stage 2 (State School to Tavern): Tender has been awarded. Vegetation has been cleared. Contractor will mobilise on site on 8 March. Stage 3 (Tavern to high level Reservoir): Design of water main completed, with Easements negotiations in progress.
WAC1006 WAC1007	Captain Cook Water Main Duplication - Construction completed. Booster pump investigation is underway.
WAC9001	Agnes Water Low Level Reservoir - Land transaction is complete. Concrete access to low level reservoir has been constructed.
WMC6001	Upgrade Miriam Vale WTP – Proof of Performance Test completed. Hydraulic testing also completed. New plant operational but optimisation is in progress. Minor site works and removal of existing clear water tank outstanding. Practical completion is expected by 17 March

Attachments:

1. Water Services 2016-2017 - Budget Allocation Paper.
2. Directors Financial Overview - Water Services Capital - February.

Tabled Items:

Nil.

Report Prepared by: Senior Projects Engineer

CSC/5.2. GAPDL 6 MONTHLY UPDATE

Responsible Officer: Chief Executive Officer

Committee Meeting Date: 14 March 2017

File Ref: ED2.1

Purpose:

The purpose of this report is to provide an update on Gladstone Area Promotion and Development Limited (GAPDL) operations for July – Dec 2016.

Officer's Recommendation:

That council receive the six monthly update from GAPDL for the period July – December 2016.

Background:

The Destination Tourism Plan (DTP) sets the basis for what GAPDL is working on in the going into the future. The key initiatives for the 2016/17 financial year are,

1. Firmly establish the Gladstone Region as part of the Southern Great Barrier Reef (SGBR) as a destination for easy enjoyment of reef, beach, bush and adventure experiences.
2. Reinvigorate the Gladstone Region's fishing product.
3. Establish a drive strategy which builds the case for better signage, road upgrades, development of touring routes in the SGBR and maps in the Gladstone Region.
4. Establish the Gladstone Region as a key strategic port for Queensland for the Cruise Industry.
5. Embrace a strategic approach to marketing of the Gladstone Region to maximise investment.
6. Establish the Gladstone Region as a recognised destination in the M.I.C.E market incorporating a strong events program.

These are the main initiatives that worked on by GAPDL along with the Destination Tourism Development Group Meetings that occur on a monthly basis. These meetings are focused on delivery of projects with focus on the key initiatives.

One of the largest projects currently is the signage project that is taking place with the Council and GAPDL. This includes 12 large information signs (2m x 3m) and 8 tourism destination signs (brown on white) that are being managed by council under contract to GAPDL. There are other brown on white signs that are being installed and paid for by the Department of Transport and Main Roads.

Consideration:

Nil

Communication and Consultation (Internal/External):

Nil

Legal Environmental and Policy Implications:

Nil

Financial and Resource Implications:

Nil

Commentary:

Nil

Summary:

Nil

Attachments:

1. 6 Monthly Report to December 2016
2. Gladstone Region Social Reporting Jul-Dec 2016

Tabled Items:

Nil.

Report Prepared by: Manager Executive Services

CSC/5.3. NATIONAL COMPETITION POLICY

Responsible Officer: Director Corporate and Community Services

Committee Meeting Date: 14 March 2017

File Ref: CM15.3

Purpose:

Director Corporate & Community Services updating committee members on matters of National Competition Policy, particularly as it applies to local government.

Officer's Recommendation:

THAT:

1. The report by the Director Corporate & Community Services regarding the history of National Competition Policy and its application to local government in Queensland be received.
2. Members note Council's obligations under *Chapter 3, Part 2 (Beneficial Enterprises and Business Activities) of the Local Government Act 2009* with respect to the application of competition principles to nominated business functions.

Background:

According to the National Competition Council¹, between 1960 and 1992 Australia dropped from being the world's third wealthiest country to 15th, with declining economic performance attributed to large sectors of the economy being protected from open competition. Economists argued at the time that, without the discipline imposed by competitive markets, businesses (including governments) had little incentive to reduce costs and prices, produce new innovative products or use resources as efficiently as possible.

The then Prime Minister observed (*Building a Competitive Australia*, 12 March 1991) that expansion of the scope of trade practices laws would provide benefits and, at a Special Premiers' Conference in July 1991 reached inter-governmental agreement that a national approach to tackling the matter should be pursued. Accordingly, in 1992 Australian governments initiated a process of economic reforms, including the commissioning of work by Professor Fred Hilmer that was to become known as National Competition Policy.

In its simplest form, National Competition Policy focused on a series of government and market reforms:

1. The extension of trade practices laws prohibiting anti-competitive conduct such as the abuse of market power to all businesses, including government businesses.
2. The introduction of "competitive neutrality" in order that privately-owned businesses could compete on an equal footing with those owned by government.
3. Review and reform of any and all laws that might restrict competition.

¹ <http://ncp.ncc.gov.au/docs/CIComLg-001.pdf>, retrieved 8 June 2016

4. The development of a national access regime to enable competing businesses to use nationally-significant infrastructure such as rail, ports and electricity grids.
5. Regulatory oversight of government bodies that have a market monopoly such as postal services, water services and electricity services.
6. Specific reforms to the gas, electricity, water and road transport industries.

A National Competition Council was formed and charged with the responsibility of reviewing and measuring implementation. According to the Productivity Commission's *Review of National Competition Policy Reforms* in 2005, "National Competition Policy had delivered substantial benefits to the Australian community which, overall, had greatly outweighed any transactional or adjustment costs." Moreover, "that National Competition Policy had delivered a sustained increase of 2.5% in output from the Australian economy".

Consideration:

Council operates a series of monopoly businesses/services and also operates others in competition with the private sector. Of course, to enable a fair comparison of competition between government and the private sector, any advantages or disadvantages that the government businesses experience (simply as a result of being government-owned) must be "neutralised" in a process called "competitive neutrality". Competitive neutrality requires that the prices charged by government businesses should aim to recover the full costs of the business activities, including:

1. Overheads such as human resource management, records, ICT, management/administration, rent etc.
2. Taxes and tax equivalents
3. Commercial level of interest payments on borrowings
4. A commercial rate of return.

Government businesses must also comply with all government regulations and not enjoy and special treatment by virtue of being government-owned.

Each year, Council applies competitive neutrality adjustments to the following businesses and publishes this list

<http://www.gladstone.qld.gov.au/documents/1570002/42758006/20%20Financial%20Statements.pdf> (pp. 206-208 of the 2014/15 Audited Financial Statements):

1. Gladstone Entertainment Centre
2. Roads
3. Gladstone Aquatic Centre
4. Water Services
5. Waste Management
6. Plant Operations
7. Building Certification
8. Sewerage Services

Members will note the alignment of the Commercial Services Committee charter to the businesses that have the Code of Competitive Conduct applied. Council has long been obliged to consider the virtues of exposing these various businesses to the discipline of open competition.

Communication and Consultation (Internal/External):

National Competition Policy references used in compiling this report:

- <http://ncp.ncc.gov.au/>
- <http://ncp.ncc.gov.au/docs/CComLg-001.pdf>
- <https://www.treasury.qld.gov.au/publications-resources/ncp/ncp-local-govt.pdf>

There are robust complaints processes (Queensland Competition Authority <http://www.qca.org.au/Other-Sectors/Local-Government>) available for people who believe that Council might be taking advantage of its monopoly position in the market or participating in anti-competitive conduct.

Legal Environmental and Policy Implications:

Local governments in Queensland are obliged to observe statutory obligations with respect to implementation of National Competition Policy, such as *Chapter 3, Part 2 (Beneficial Enterprises and Business Activities) of the Local Government Act 2009*:

Division 2 Business reform, including competitive neutrality

43 What this division is about

- (1) This division is about the application of the National Competition Policy Agreements in relation to the significant business activities of a local government.*
- (2) This includes the application of the competitive neutrality principle if, in the circumstances, the public benefit (in terms of service quality and cost) outweighs the costs of implementation.*
- (3) Under the **competitive neutrality principle**, an entity that is conducting a business activity in competition with the private sector should not enjoy a net advantage over competitors only because the entity is in the public sector.*
- (4) A **significant business activity** is a business activity of a local government that—

 (a) is conducted in competition, or potential competition, with the private sector (including off-street parking, quarries, sporting facilities, for example);
 and
 (b) meets the threshold prescribed under a regulation.*
- (5) However, a **significant business activity** does not include a business activity that is—
 (a) a building certifying activity; or
 (b) a roads activity; or
 (c) related to the provision of library services.*

44 Ways to apply the competitive neutrality principle

- (1) The competitive neutrality principle may be applied by—
 (a) commercialisation of a significant business activity; or
 (b) full cost pricing of a significant business activity.*

(2) **Commercialisation** involves creating a new business unit, that is part of the local government, to conduct the significant business activity on a commercial basis.

(3) **Full cost pricing** involves pricing the significant business activity on a commercial basis, but without creating a new business unit.

(4) A regulation may provide for—

- (a) matters relating to commercialisation or full cost pricing; or
- (b) any other matter relating to the application of the competitive neutrality principle to the significant business activities of a local government.

45 Identifying significant business activities

A local government's annual report for each financial year must—

- (a) contain a list of all the business activities that the local government conducted during the financial year; and
- (b) identify the business activities that are significant business activities; and
- (c) state whether or not the competitive neutrality principle was applied to the significant business activities, and if the principle was not applied, the reason why it was not applied; and
- d) state whether any of the significant business activities were not conducted in the preceding financial year, i.e. whether there are any new significant business activities.

46 Assessing public benefit

(1) This section applies to a new significant business activity that is identified in the annual report of a local government.

(2) The local government must conduct a public benefit assessment of the new significant business activity.

(3) A **public benefit assessment** is an assessment of whether the benefit to the public (in terms of service quality and cost) of applying the competitive neutrality principle in relation to a significant business activity outweighs the costs of applying the competitive neutrality principle.

(4) The local government must conduct the public benefit assessment before the end of the financial year in which the significant business activity is first identified in the annual report.

(5) The local government must prepare a report on the public benefit assessment that contains its recommendations about the application of the competitive neutrality principle in relation to the significant business activity.

(6) At a meeting of the local government, the local government must—

- (a) consider the report; and
- (b) decide, by resolution, whether or not to apply the competitive neutrality principle in relation to the significant business activity.

(7) Any resolution that the competitive neutrality principle should not be applied must include a statement of the reasons why it should not be applied.

- (8) *The local government must give the Minister a copy of—*
 (a) *the report; and*
 (b) *all resolutions made in relation to the report.*

(9) *If the local government decides not to apply the competitive neutrality principle in relation to the significant business activity, the local government must, within 3 years after making the decision, repeat the process in this section.*

(10) *Subsection (9) also applies to a decision that was made before the commencement of this section.*

47 Code of competitive conduct

(1) *This section is about the code of competitive conduct.*

(2) *The **code of competitive conduct** is the code of competitive conduct prescribed under a regulation.*

(3) *A local government must apply the code of competitive conduct to the conduct of the following business activities of the local government—*

- (a) *a building certifying activity;*
- (b) *a roads activity, other than a roads activity for which business is conducted only through a sole supplier arrangement.*

(4) *A **building certifying activity** is a business activity that—*

- (a) *involves performing building certifying functions (within the meaning of the Building Act, section 10); and*
- (b) *is prescribed under a regulation.*

(5) *A **roads activity** is a business activity (other than a business activity prescribed under a regulation) that involves—*

- (a) *constructing or maintaining a State-controlled road, that the State put out to competitive tender; or*
- (b) *submitting a competitive tender in relation to—*
 - (i) *constructing or maintaining a road in the local government area, that the local government put out to competitive tender; or*
 - (ii) *constructing or maintaining a road in another local government area, that the other local government put out to competitive tender.*

(6) *The local government must start to apply the code of competitive conduct—*

- (a) *for a building certifying activity—from the start of the financial year after the financial year in which the building certifying activity is first conducted; or*
- (b) *for a roads activity—from when the roads activity is first conducted.*

(7) *A local government must decide each financial year, by resolution, whether or not to apply the code of competitive conduct to a business activity prescribed under a regulation.*

(8) *If the local government decides not to apply the code of competitive conduct to the business activity, the resolution must state reasons for not doing so.*

(9) *Subsection (7) does not prevent the local government from applying the code of competitive conduct to any other business activities.*

48 Competitive neutrality complaints

(1) A local government must adopt a process for resolving competitive neutrality complaints.

*(2) A **competitive neutrality complaint** is a complaint that—*

(a) relates to the failure of a local government to conduct a business activity in accordance with the competitive neutrality principle; and

(b) is made by an affected person.

*(3) An **affected person** is—*

(a) a person who—

(i) competes with the local government in relation to the business activity; and

(ii) claims to be adversely affected by a competitive advantage that the person alleges is enjoyed by the local government; or

(b) a person who—

(i) wants to compete with the local government in relation to the business activity;

and

(ii) claims to be hindered from doing so by a competitive advantage that the person alleges is enjoyed by the local government.

(4) A regulation may provide for the process for resolving competitive neutrality complaints.

(5) A local government does not have to resolve a competitive neutrality complaint relating to a business activity prescribed under a regulation.

On 7 April 2016, the Queensland Government issued a bulletin revising the threshold amounts by which "significant business activities" should have the Code of Competitive Conduct applied from the 2014/15 year:

- for water and sewerage combined activities - \$13,300,000 (Gladstone is circa. \$65 million in annual revenues); and
- for any other business activity - \$8,900,000.

Gladstone Regional Council Certified Agreement 2012

http://www.qirc.qld.gov.au/resources/pdf/certified_agreements/cert_agreements/2013/ca25_2013.pdf

Any approach that Council takes to observing its National Competition Policy obligations (or indeed introducing workplace change for any reason) has to operate in concert with obligations and commitments to Council's workforce through the Certified Agreement. In particular the following Certified Agreement references are relevant:

- 1.11.2 Consultation about HR policy change
- 2.2 Job Security
- 2.3 Introduction of Change
- Schedule 3 – Redundancy Provisions

Financial and Resource Implications:

Each year, Council applies competitive neutrality adjustments to the following businesses and publishes this list

<http://www.gladstone.qld.gov.au/documents/1570002/42758006/20%20Financial%20Statements.pdf> (pp. 206-208 of the 2014/15 Audited Financial Statements):

1. Gladstone Entertainment Centre
2. Roads
3. Gladstone Aquatic Centre
4. Water Services
5. Waste Management
6. Plant Operations
7. Building Certification
8. Sewerage Services

As outlined above, the whole genesis of National Competition Policy was intended to improve Australia's productivity, including by exposing government businesses to the efficiency discipline brought about by market forces. The Australian Government made "incentive" payments to Councils that implemented the reforms well.

Community Service Obligations

National Competition Policy does not (of itself) require governments to reduce their commitment to social objectives. However, it does have implications for the manner in which those social objectives are identified, delivered and funded.

In order to maintain fair competition, it is important that "non-commercial" activities provided by local government businesses are identified, appropriately costed and directly paid for by the government. Such payments are referred to as "Community Service Obligations" (CSO's) - or in the case of Telstra "Universal Service Obligations".

Members will recall recent discussions about properly accounting for CSO's at Gladstone Entertainment Convention Centre in much the same way as is done at Gladstone Airport and Gladstone Aquatic Centre.

Commentary:

Council is a provider of monopoly services such as water, sewerage, waste collection and an airport and also operates facilities in competition with the private sector such as civil works, trade services, fleet services, aquatic centres, entertainment centres and building certification. Up until recently, this has also included services such as child care, event management, primary health care etc.

The charter of the Commercial Services Committee is to continue to assure Council (and the community) that business models employed are appropriate, cost-effective and achieving best value in the overall public interest.

Competitive tendering (or outsourcing) of services is not a requirement of National Competition Policy, however, governments have increasingly moved in recent years from being a provider (via day-labour) of services to a purchaser (via best value contract – either internal or external) of services on behalf of ratepayers and residents.

There is nothing preventing Council from considering things other than price (eg. local preference, when determining best value.

Summary:

Council has charged its Commercial Services Committee with the responsibility of analysing each of its significant businesses (or those operating in competition with the private sector) and providing assurance that best value is being received.

Attachments:

1. Section 35, *Gladstone Regional Council Annual Report 2014/15 (National Competition Policy)*, pp. 206-208

Tabled Items:

Nil.

Report Prepared by: Director Corporate & Community Services

CSC/5.4. QUARTERLY REPORT - EXTERNAL MANAGEMENT OF THE GLADSTONE AQUATIC CENTRE AND MT LARCOM SWIMMING POOL

Responsible Officer: Director Corporate and Community Services

Committee Meeting Date: 14 March 2017

File Ref: SR7.3

Purpose:

The purpose of this report is to provide Council with a quarterly update on the external management of the Gladstone Aquatic Centre and Mt Larcom Swimming Pool.

Officer's Recommendation:

That the quarterly report on the external management of aquatic (pool) services be received.

Background:

In June 2015, Council, under resolution, selected Lane4 Aquatics (Lane 4) as its preferred tenderer for the external management the Gladstone Aquatic Centre and Mt Larcom Swimming Pool. Lane4 is a well-known Aquatic Centre Management company specialising in the aquatic management of Local Government Pools in Australia.

Council and Lane 4 entered into a three (3) management agreement expiring 31 August 2018.

In September 2015, Lane 4 took full facilities and service management of the Gladstone Aquatic Centre and Mt Larcom Swimming Pool. This report provides a review of operations for the second quarter of 2016/17, recognising that the swimming season commences on 1 September 2016.

Consideration

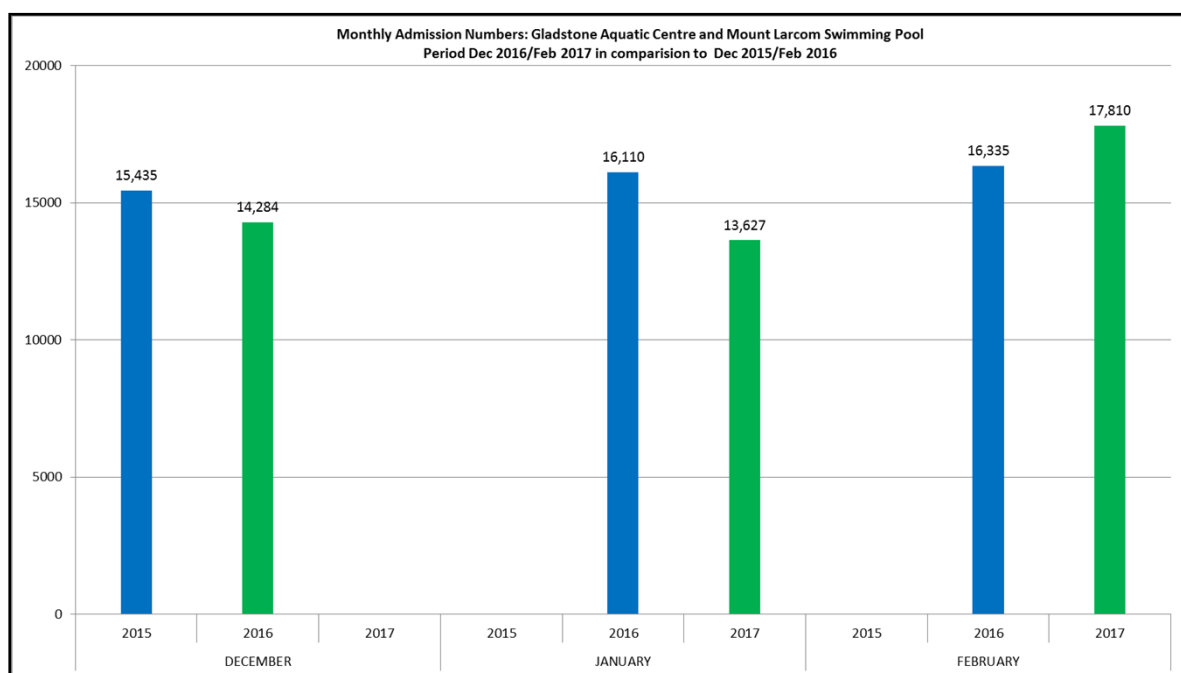
General Admissions

For the period December 2016 to February 2017, general admissions to the Gladstone Aquatic Centre and Mt Larcom Swimming Pool decreased by 4.5 percent in comparison to the equivalent period for 2015/16. The table below illustrates this comparison.

Total Admissions	Dec15/Feb 2016	Dec16/Feb 2017	Variance	%
Gladstone Aquatic Centre and Mt Larcom Swimming Pool	47,880	45,721	2,159	4.5↓

In review of operations for the December to February period with Lane 4, the downward shift in the local economy is continuing to influence patronage of the aquatic facilities. That said, it was also agreed that admissions during late December and early January is heavily influenced by the number of residents' opting to remain in the region during the Christmas/New Year period.

The following chart provides an overview of each monthly admission total for comparison.



Without the introduction of new programs by Lane 4, the trend for general admissions for the quarter would have illustrate a continuous decline. Pleasingly, February 2017 recorded a considerable increase in admissions comparative to the previous months. Lane 4 has credited this shift to factors including:

- Marketing of new (and free) community programs;
 - Infants Aquatics Classes
 - Water Safety Programs
- Recommencement of school swimming carnivals;
- Increase patronage of the Learn to Swim classes;
- Discounted admission fee for seniors (outside of the senior happy hour);
- Lane 4's implementation of the Mt Larcom Program Development which included;
 - Negotiating increase patronage by the surrounding schools
 - Establishment of a Swimming Squad Program and
 - Delivery of Learn to Swim classes.

Lane 4 has placed an emphasis on activating local use of the Mt Larcom swimming pool in this quarter. As such, have achieved positive outcomes for the community by providing access to aquatic services and opportunities that have not been available locally.

Communication and Consultation (Internal/External):

External

Chief Executive Officer, Lane 4 Aquatics
Venue Manager, Lane 4 Aquatics

Internal

Finance and Risk Coordinator
Manager Community Wellbeing
Sport and Recreation Coordinator

Legal Environmental and Policy Implications:

The lease agreement with Lane4 expires 31 August 2018.

Financial and Resource Implications:

The table below details Council's 2016/17 operating budget for the second year of external management. The table also illustrates an update of income and expenditure against forecast.

	Resolved Budget 2016-2017	Estimated Lane4 Year 2*	Actual Lane4 Year 2
Income			
10% Gross Revenue Share		30,742	
Sundry	151,580		66,204.88
Total	151,580	30,742	66,204.88
Expenses			
Salaries /Oncost			
Operating (ex overheads)	-395,000	-380,100	-280,365
Stock			
"Landlord Expenses"	-60,100	-52,500	
Depreciation	-363,090	-605,667	-363,090
CSO Payments [#]	-54,000	-45,500	-26,848
Corporate Overheads	-103,900	-26,629	-20,782
Total	- 976,090	- 1,110,396	- 691,085
Operating Result	- 824,510	- 1,079,654	- 624,880
Operating Difference (reduction of cost)		- 273,835	- 199,630

* Estimated operating budget for Year 2 is as detailed in the Council Report *Tender Assessment - Management of Gladstone Aquatic Centre and Mount Larcom Pool*, adopted 16 June 2015.

[#] CSO Payments is budgeted under BU530 - Community Support.

Table below details expenditure incurred during the period December 2016 to February 2017.

GLADSTONE AQUATIC CENTRE	COST OF REPAIR (excl. GST)
Management Fee (Mar -May 2017)	\$63,155.00
Pensioner Concession	\$13,667.72
Maintenance	\$0
SUBTOTAL	\$76,822.72
MT LARCOM POOL	
Management Fee (Mar -May 2017)	\$30,300.00
Maintenance: Drainage and Septic System	\$15,875.80
Portable Toilet Hire	\$1,646.54
SUBTOTAL	\$47,822.34
TOTAL EXPENDITURE	\$124,645.06

Major Infrastructure Upgrade - Replacement of Indoor Pool Filtration System

In February 2017, the Chief Executive Officer (CEO) of Lane4 Aquatics met with Officers to review/discuss a number of operational matters including the need to replace the filtration system for the 25 meter indoor swimming pool at the Gladstone Aquatic Centre.

Aside from general repair and maintenance, the filtration system for the indoor pool remains largely of the original plant. Initial cost for replacement of the asset has been estimated to be around \$250,000 (Quotations received by Lane4).

The Sport and Recreation Section is investigating the scope of the works required in seeking an allocation of budget in 2017/18.

Maintenance of Pool Facilities and Equipment - Gladstone Aquatic Centre

During the period December 2016 to February 2017, there has been no maintenance issues reported for the Gladstone Aquatic Centre. However, at the time of writing this report, Council was made aware of damage to the indoor swimming pool skylights. Officers have investigated and an estimated cost of \$4,000.00 is anticipated.

Lack of mobility access to the 50 metre outdoor pool has been raised with Council and Lane4 during this period. Quotes have been obtained for the purchase of a portable mobility hoist, as such the Sport and Recreation Section and Council will be asked to consider this purchase for mobility-impaired patrons in the 2017/18 budget.

Maintenance and Repair of the Ablution Block - Mt Larcom Swimming Pool

On 20th December 2016, Council endorsed the immediate maintenance to be undertaken on the Mt Larcom swimming pool ablution block to relieve tree root inundation of the septic and drainage system.

A local Plumbing Contractor was engaged to undertake the work in late December. On further investigation, the extent of the damage was significant with every drainage point having root infestation. This has resulted in a lengthy timeframe for the ablution block to be decommissioned and regrettably, unavoidable.

Images below illustrate the extent of root penetration of the Septic and Drainage System



Tree root penetration of septic system tank.



Tree roots penetrating waste internal pipes

Works continue on site with the replacement of damaged (original) pipes completed. This work required extensive excavation and cutting into existing cement flooring. At the time of writing this report, the Contractor has scheduled works to be completed by mid-March 2017. To date actual and committed expenditure for this work is \$17,522.34 however; the total cost is yet to be finalised.

Commentary:

In light of the extensive maintenance being undertaken at the Mt Larcom swimming pool and the likely cost of replacing the filtration system for the 25 meter indoor pool – both of which were unbudgeted - achieving the projected operational saving is improbable.

Summary:

Nil.

Attachments:

1. Lane 4 Aquatics – Quarterly Report.

Tabled Items:

Nil.

Report Prepared by: Sport and Recreation Coordinator

CSC/5.5. GLADSTONE ENTERTAINMENT CONVENTION CENTRE MONTHLY REPORT FOR FEBRUARY 2017

Responsible Officer: Director Corporate and Community Services

Committee Meeting Date: 14 March 2017

File Ref: CM19.2

Purpose:

The purpose of the report is to provide the monthly report for Gladstone Entertainment Convention Centre for February 2017.

Officer's Recommendation:

THAT the Gladstone Entertainment Convention Centre monthly report for February 2017 be received.

Background:

Gladstone Entertainment Convention Centre (GECC) is a business unit of Gladstone Regional Council. First opened in 1981, the facility underwent a substantial redevelopment in 2012/13 to offer both residents and visitors a greater array of performances and entertainment options in Gladstone's CBD.

Commentary:

Operational Plan / Budget (Targets/Key Performance Indicators)

As shown in the *attached* budget management report, GECC's trading position shows the following:

1. **Operating Revenue** - GECC was budgeted originally to receive \$2,488,500 in operating revenue in 2016/17 (\$1,781,500 in 2015/16). This excludes any capital grants received and the rates equivalent payments from Gladstone Ports Corporation to service the borrowings for the recent expansion project. The figures do include Community Service Obligation payments made by Council to GECC in accordance with policy adopted for the first time in 2016.

This revenue budget was revised down in January 2017 to \$1,925,250.

The report records \$1,109,731 (57.6% of budget) generated in revenue to February 28 (67.12% of year). In real terms this is \$173,769 behind YTD, however some CSO claims for major events like the upcoming Community Musical are yet to be submitted.

2. **Operating Costs** – Conversely, GECC has budgeted \$4,408,899 in operating expenses in 2016/17 (\$4,696,343 in 2015/16), including annual depreciation of \$830,645, but excluding bank interest and redemption on the \$19.4 million loan for the recent expansion project.

This expenditure budget was revised up in January 2017 to \$4,531,201.

The report records \$2,783,616 (61.4%) in expenses to February 28 (67.12% of year).

3. **Operating Result** - The revised resultant operating (ex-capital) budget is a deficit of \$2,605,951 for 2016/17 (\$2,914,843 in 2015/16).

The report records a current deficit to February 28 of \$1,673,885.

4. **Budget Adjustment - Community Service Obligation**

As detailed in the attached Public Programming Proposal 2016/2017 Delivery Report, there is one project totaling \$30,000 (Youth in Theatre) that will not be delivered this year. Accordingly, it is proposed that both revenue and expenditure budgets be revised down to reflect this.

On the flipside, the following report on City Farmers Markets shows a need for an additional amount of \$4,000 to fund the necessary road closures to continue this event. The net result of these adjustments would be a reduction of \$26,000 being claimed from Council, or a reduction of \$26,000 CSO income to GECC.

The GECC is projected to finish the Financial Year in a position that is 11% better off (less overall loss) than the previous financial year.

Activities in the Centre in February

Event Type	No. of Days	Patrons	Comments
Commercial:			
Meetings / Training	7	152	Priority Ports, EHA Mosquito Management, Fanelli Dental, Seven Steps
Conference / Exhibitions	1	126	Conocco Phillips Forum
Events	3	72	Perpetual Breakfast, GRC Town Centre Info, Unveiling Cyril Golding Bust,
Shows - Hire	1	501	The World of Musicals
Shows - Buy			
Public Programs:			
Workshops	9	413	Community Musical Auditions
GECC Presents	4	733	Fast Track, MM Simon Gillespie
TOTAL	25	1997	
Tickets Sold		1112	

Sales

Majority of the budget lines are tracking well and secured business is strong.

In the MICE space, conversations with a major International Alumina Conference for 2018 are looking extremely positive with a PCO being appointed shortly and a venue choice to follow.

Following a recommendation from Cr. Bush, we have also approached Parks and Lifestyle Australia regarding their conference and have indicated that they would be interesting in discussing Gladstone hosting their 2019 conference. In the mean-time, they have smaller Regional events we will be liaising with them about.

Contact was made with the AOG Conference and whilst the venue is too small to host the full-sized event, we have suggested that there would be support for a smaller Regional event.

We launched Social Club Packages in February and have received fantastic feedback regarding the offering with groups of more than 40 people making bookings.

We have also ramped up our efforts to engage with Promoters and have set internal targets for the number of Promoters we actively engage with each month.

On a local level, we have secured the Gladstone State High School Prom for 2017 and reconfirmed Toolooa State High School, Chanel College and Trinity.

We recently secured the Tropix ICN Body building competition which will attract attention from Cairns, Mackay and Townsville. The competition will draw crowds in to the building that we have not previously engaged with.

We have also secured back the Queensland Training Awards (Central Queensland). Annual Variety Ball and Bi-ennial Mayors ball have also been confirmed. Available Saturday nights in the Convention Centre space are rare between April and December each year. However we have found space to also book three (3) weddings this year.

We have secured new dance school business as well as business dinners and awards for the end of the year busy season, and are currently in final negotiations with the following major events; Observer Best in Business Awards, the Rotaract Oktoberfest event and Stockland Awards night.

Marketing

Forward ticket sales have shown consistent improvement with the implementation of a more comprehensive marketing strategy.

Upcoming theatre shows as part of the public programming are consistently increasing ticket sales daily and well in advance of the show - a trend that we have not seen for some time.

Public Programs

A full report is provided as an attachment as an update to the Public Programming Proposal 2016/2017. The report outlines the key achievements of the Public Programming Policy over the last 8 months and the projected outcomes by 30 June this year.

Public Relations

A summary of media exposure below for February 2017.

Title	Media	Date
Musical kicks off Australian tour in Gladstone	Gladstone Observer	1 st March 2017
The World of Musicals Australian Tour Debuts in Gladstone	Gladstone News	28 th February 2017
Meet a Local Volunteer	Gladstone News	7 th February 2017
Fast Track Talent Quest	Gladstone News	18 th February 2017
Your Shot at Stardom is Here	Gladstone News (Print)	Issue 50
'Unexpected' Young Gladstone Dancer shocked by Talent Quest Win	Gladstone Observer	20 th February 2017
Love Bites	Hit FM	February
Love Bites	Gladstone news	2 nd February 2017

Facebook

GECC's main Facebook page had significant engagement throughout February

- 11,224 video views
- Post engagement is 35,964
- 136 new page likes from last month
- 29,243 user reach
- 18.6k user reach for events
- Total Page Likes as of January EOM: 4,844

Website

- 3,207 page views
- 2,156 users
- Users spend an average of 1.55 minutes viewing per page



YOUR SHOT AT STARDOM IS HERE!

FAST TRACK TALENT QUEST IS COMING TO TOWN, AND WANT TO SEE ALL THE TALENT THIS TOWN HAS TO OFFER!

If you can sing, dance, pull a bunny out of a hat, or make an English soldier smile; the judges want to see you. Fast track is the prime provider of untelevised singing and talent competitions in Australia, with over 3000 competitors in Melbourne, Sydney, Brisbane and regional areas across the country.

Contestants of all ages are given the chance to gain exposure, get feedback on their performance and refine their performing skills with some of Australia's leading industry specialists at hand.

The sections in which you may enter include; Junior (1st, 2nd and 3rd), Overall (1st, 2nd and 3rd), Best group act and most outstanding performer of the day. Fast track are after singers, dancers, comedians, duos, bands and magicians, however; animals acts and flying acts are not welcome.

The date for heat 1 and 2 is Saturday the 18th of February, with the finals the following day, Sunday 19th of February. The heats and the final will both be held at the Gladstone Entertainment centre.

The prizes include; management contracts, recording sessions with award winning producers, consultation sessions with A&R consultant from major labels, professional stage microphones, original song writing prizes, future performance opportunities, social media exposure, cash prizes, trophies, audience participation prizes and professional videos.

Even if you don't have a talent, come along to support your local talent and you could even win an audience participation award!

12 | GLADSTONE *NEWS* .com.au

MEET A LOCAL VOLUNTEER



WE APPRECIATE OUR LOCAL VOLUNTEERS. THANK YOU LEANNE!

NAME: Leanne Richter

WHERE DO YOU VOLUNTEER? Gladstone Entertainment & Convention Centre



Musical kicks off Australian tour in Gladstone

STORY Published: 1 Mar 2017

'The World of Musicals' kicks off Australian tour in Gladstone.

GLADSTONE GLADSTONE ENTERTAINMENT CONVENTION CENTRE

MUSICAL MUSICAL THEATRE THE WORLD OF MUSICALS



'Unexpected': Young Gladstone dancer shocked by ta

STORY Published: 20 Feb 2017

DANCER Yasmine McGuinness stole the show, taking out the overall prize at tonight's Fast Track Talent Quest final.

FAST TRACK TALENT QUEST GLADSTONE

Love Bites

THE VALENTINE'S PARTY OF THE YEAR IS ARRIVING IN GLADSTONE ON FEB 11! IF YOU'RE SINGLE AND READY TO MINGLE THIS IS YOUR MUST-ATTEND EVENT OF 2017!

It's everything you could hope for and more, the perfect place to find your perfect match! Plenty of activities to keep everyone busy while the 'Love Bites', including free love potion on arrival, rose ceremony, kiss cam, cocktail making bar, live band, a love wall, Snapchat fun and so much more.

Tickets are only \$35 per person and can be purchased online now and the first 200 to purchase their ticket also get a free rose on arrival! So if you don't want to spend another Valentine's day at home watching the Bridget Jones Diary trilogy, searching for the bottom of a Ben & Jerry's container wearing your sweat pants, find your wingman or woman and get amongst it!

Head to www.gladec.com.au/lovebites to buy your tickets.



love BITES

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Safety / Compliance / Asset Management

There were a number of air-conditioning / refrigeration failures during February at the Centre:

1. Basement Rehearsal Room - Old system. (repaired)
2. Basement Dressing Room - Old split system. (currently being replaced)
3. Hall B (one of the air cons for the flat floor) new system. Broken belt. (repaired)
4. Ice Machine - still being repaired. (fault not known yet)
5. Either side of the Theatre Doors - Still being repaired, Fault not known. (new system)

Work is continuing on the Safety Audit outstanding items and the GRC Safety Team have expressed satisfaction with the progress to date.

The GECC Asset Register has now been finalised by the Operations Supervisor and presented to Management for review. This is the first time the Centre has had a complete list of assets. The list is being shared with Finance and other related Council Departments. Phase 2 of this project now begins with a 3 year Maintenance Plan being developed for the building and all assets, which also includes a replacement plan. This will put the business managers in a strong position to forecast future OAM costs.

Legal Environmental and Policy Implications:

GECC trades having due regard to National Competition Policy <http://ncp.ncc.gov.au/> principles, the application of Codes of Competitive Conduct http://www.austlii.edu.au/au/legis/qld/consol_act/lga2009182/s47.html

On 17 May 2016, Council adopted formal processes for more clearly identifying non-commercial transactions for GECC via the Programming Policy and Annual Programming Proposal.

Catering / Bar Tender:

- Currently negotiation terms of the agreement of the Catering Contractor GECC, with the Lightbox Group. It is proposed the new agreement will commence some time during March 2017.

Attachments:

1. GECC Business Unit Report February 2017
2. GECC Public Programs 2016/2017 Programming Proposal Delivery Report

Tabled Items:

Nil.

Report Prepared by: General Manager Gladstone Entertainment Convention

CSC/5.6. GLADSTONE ENTERTAINMENT CONVENTION CENTRE 2017/2018 PROGRAMMING PROPOSAL

Responsible Officer: Director Corporate and Community Services

Committee Meeting Date: 14 March 2017

File Ref: CC10.2

Purpose:

General Manager Gladstone Entertainment Convention Centre seeking approval of the 2017/18 GECC Programming Proposal in reference to the Programming Policy

Officer's Recommendation:

That the 2017/18 Programming Proposal and the resultant Community Service Obligation claim be accepted.

Background:

On 17 May 2016, Council adopted for the first time a Programming Policy for the Gladstone Entertainment Convention Centre. This policy is intended to provide some high level guidance to GECC management about Council's accepted balance between commercial imperative and community service.

Subsequent to adoption of this important policy, Council also accepted the first, annual Programming Proposal which is effectively a "claim" on Council by the GECC business to provide non-commercial services (event/performance/workshops etc.) that would perhaps not be provided if GECC pursued purely commercial outcomes. If accepted, the "claim" becomes a "community service obligation" (or CSO) payment to the GECC business on behalf of end users/patrons who can/will not pay prices that might be charged on a fully commercial (or even cost recovery) basis.

Consideration:

A report on the delivery of the 2016/17 Programming Proposal is attached to the General Manager's Monthly Report and should be read in conjunction with the 2017/18 Proposal.

Communication and Consultation (Internal/External):

- GECC Management
- Director Corporate & Community Services

Legal Environmental and Policy Implications:

The Programming Policy aims to balance the commercial imperative of the GECC and the community need of the facility and cultural development. Publishing GECC's annual claim for Community Service Obligation payments each year improves the discipline and governance around who receives what from the community business.

Financial and Resource Implications:

The Community Service Obligation Claim for 2017/18 is \$601,500 (\$579,000 in 2016/17). Including the car park makes the claim \$801,500 (\$779,000).

If Council agrees to recognise that the Public Programs Officer is a position that would not exist in the GECC structure if this program of events was not delivered, then its inclusion will lift the CSO claim in 2017/18 to \$911,500.

Commentary:

As stated above, Programming Proposal was adopted for the first time in 2016/17 and this has enabled proper interrogation of "community service obligation" claims from Council for non-commercial activities at GECC. The 2017/18 Proposal is a refined piece of work based on 2016/17 experiences, with the notable differences being:

1. A more accurate understanding of the costs associated with delivering the Seniors Program (including Morning Melodies) - resulting in an increased claim for costs.
2. A reduction in the cost of presenting the Children's Program.
3. A more accurate understanding of the costs associated with delivering the Schools & Education Program - resulting in an increased claim for costs.
4. Continuation of the Combined School/Community Musical production.
5. Partnerships with both Queensland Symphony Orchestra and Queensland Music Festival to deliver workshops and performances in Gladstone.
6. A reduction in the anticipated cost of community concerts.
7. Continued support of Gladstone Eistedfodd
8. Support to a number of special community events like Botanic to Bridge, Carols by Candlelight, although Council could refer these to the Major Events Advisory Panel for review and assessment against other funding priorities.
9. A claim for about one third of the operating costs associated with the GECC public car park.
10. Inclusion of the staff resource (1.0FTE) that produces and manages GECC's Public Program.

Summary:

Following the first attempt in 2016/17 to deliver a series of new programs and articulate the difference between the commercial imperative and the community service in a Council-owned facility, has been further realised.

Analysis of cost measuring has been undertaken through the course of the year with more careful attention. Cost differences have been further refined. Capacity to deliver upon the Programming Proposal has been further refined, delivering a quality and solid program which is financially responsible.

Attachments:

1. GECC 2017/18 Programming Proposal

Tabled Items:

Nil.

Report Prepared by: General Manager Gladstone Entertainment Convention Centre

CSC/5.7. CITY FARMERS MARKETS

Responsible Officer: Director Corporate and Community Services

Committee Meeting Date: 14 March 2017

File Ref: CC5.1

Purpose:

Report seeks Council's financial commitment to the continued operation of the City Farmers Market for a further period of 24 months.

Officer's Recommendation:

THAT:

1. Council enables continuation of the City Farmers Markets, noting that a subsidy will be required for ongoing street closures to ensure safety of patrons at the event.
2. Council accept the proposal from Kelli Jackson of KTYPE CREATIVE to manage the City Farmers Market for a period of up to 24 months; and
3. Council commits to meeting the necessary cost (estimated at \$15,000/annum, plus \$4,000 for the balance of 2016/17) of closing Goondoon Street (between Roseberry and William) on each occasion to enable the City Farmers' Market to proceed in a safe manner as prescribed by regulators.

Background:

Council's Jumpstart Our City Heart initiative identified (amongst many other things) an inner-city market as an important element of bringing "people activity" back to the CBD. GECC was tasked with refreshing the long-standing market (commenced in 2008/09) to the point where it back a commercial prospect for an external operator to take on.

On 17 May 2016 (Resolution G/16/2809), \$9,000 funding was allocated to GECC for this task via the approval of its 2016/17 Programming Proposal and work got underway in earnest, including considerable marketing effort. In addition to GECC staff, a casual contractor was hired from GAPDL to assist with market stall holder management and attraction.

The City Farmers Market held six successful markets from 8 October through to 10 December 2016, located along Goondoon Street and Library Square, in the Entertainment Precinct. Markets are twice monthly on a Saturday, and run from 7am to midday. The markets averaged 22 stall holders and approximately 1,200 customers per market.

This period of operation enabled GECC to "test drive" the CBD Market model and ensure that the eventual invitation for interest from external parties was made from an informed viewpoint.

Consideration:

Expression of Interest were invited from 10 February through to 25 February for management of the markets for a period of up to 24 month period with six monthly reviews. Two high quality applications were received and were assessed in the normal manner (assessment attached).

Kelli Jackson of KTYPE CREATIVE being the preferred supplier. As founder of the 4680 Exhibition and with proven experience, insurances and networks to grow the market, as well as financial capacity, Mrs Jackson is preferred to deliver a strong product.

Communication and Consultation (Internal/External):

The GECC Public Programs Officer and the General Manager have consulted internally across Council departments including:

- Road Services
- Regulatory Services
- Executive Leadership Team
- Councillors

Community consultation has been undertaken with general community members, stall holders and local businesses.

Legal Environmental and Policy Implications:

Policy Implications include the recent changes to Subordinate Local Law No 1.2 (Commercial Use of Local Government Controlled Areas and Roads) 2011 including removing the clause that strictly prohibited stationary vending in urban areas. Regulatory Services advise that due to OH&S risks, closure of Goondoon Street between Yarroon Street and Roseberry Street is required. It is also the preference of the preferred tenderer to ensure that the road closure is necessary for the aforementioned reason and to ensure continued growth and atmosphere of the event for its sustainability.

GECC will apply for the City Farmers Market as a Temporary Entertainment Event with Regulatory Services. This provides for stall holders to sit under this permit rather than holding individual permits.

Financial and Resource Implications:

The preferred market operator and Council regulators agree that the CBD Markets cannot be staged without closure of Goondoon Street (Roseberry to Yarroon) on each occasion. Commercial operation of the market is simply not feasible with these additional costs so it becomes a matter for Council whether it wishes to subsidise this market (and not others) to enable it to happen.

If the recommendations of this report are adopted:

- The City Farmers Market will continue into 2017 until 2019, with a renewed funding allocation.
- From now until end of 2016/17 financial year, funds are re-appropriated internally from unspent CSO, for the City Famers Market.

- Up to \$15,000 be allocated towards street closure over a 12 month period, please see Option A and Option B under Commentary.

Commentary:

There are two options for closing the road:

OPTION A - ROAD CLOSURE WITH TRAFFIC SERVICES

That Council approve to fund the continued road closure of Goondoon Street between Yaroon and Roseberry Street each market for a 24 month period. That Council endorse that the road closure be managed through the use of Traffic Control Services, as per attached TGS Plan, and the payment for this service be appropriated through the CSO Budget. This cost is approximately \$575 incl gst per market or approximately \$12,700 inc GST for 22 markets per year. To ensure some contingency is provided for, up to \$15,000 is recommended to be allocated for these costs, per year.

For the remaining 2016/17 year, if the GECC were to resume the Markets from April, funds of \$4000 would be required to assist with the street closure. Funds are available in CSO to assume this expense.

OPTION B - ROAD CLOSURE WITH BOLLARDS

That Council approve to fund the continued road closure of Goondoon Street between Yaroon and Roseberry Street each market for a 24 month period. That Council endorse that the road closure is managed through the installation of removable bollards across the intersection of Goondoon/Yaroon and Goondoon/Roseberry. That Council agree to engage and pay for the services of a Level 2 Traffic Control Officer to erect traffic management signs each market, in addition to the bollards, as a regulatory requirement.

That this infrastructure be installed and managed through Council's Road Services and Engineering Departments and financed through the CSO Budget, prior to 30 June 2017. Accurate installation costs are still to be determined from the Road Services and Engineering Department.

Advice from Road Services has been provided that traffic control signage is a requirement of this road closure, and a Certified Level 2 Traffic Management Person must install this signage. Further, a new Traffic Management Plan is required to be developed and signed by a Traffic Engineer.

This Option will require the funding of infrastructure, maintenance costs and traffic management costs. In reference to Option A above, costs of \$15,000 is recommended for ongoing traffic control. In addition, a contingency of up to \$50,000 to allow the purchase and installation costs of bollards and ongoing maintenance is recommended.

For the remaining 2016/17 year, funds up to \$60,000 could be required to assist with the street closure, new Traffic Management Plan and bollard installation. A full costing would need to be completed.

Summary:

GECC Public Programs aims to deliver a strong engagement program with the community and work to bring the CBD Revitalisation Strategy into reality through the City Farmers Market. This has been a highly successful and engaging event, building both the brand and

reputation of the GECC and Council, as well as providing economic and social benefit to our community.

Officers recommend the appointment of a market operator and funding commitment to ongoing closure of the road to enable the markets to continue.

Attachments:

1. Expression of Interest
2. Preferred Supplier Application – KType Creative
3. Preferred Supplier Application – Angels Promotions
4. Expression of Interest Assessment Sheet
5. Example invoice for Traffic Control Services, City Farmers Market
6. Current TGS Plan City Farmers Market

Tabled Items:

Nil.

Report Prepared by: General Manager Gladstone Entertainment Convention Centre

CSC/5.8. APPOINTMENT OF CHAIR & DEPUTY CHAIR TO GLADSTONE AIRPORT CORPORATION

Responsible Officer: Director Corporate and Community Services

Committee Meeting Date: 14 March 2017

File Ref: CA3.1

Purpose:

Director Corporate & Community Services prompting nominations for the positions of Chair and Deputy Chair of Gladstone Airport Corporation in advance of the retirement of Dr David Hamill and Tony Goodwin on 30 June 2017.

Officer's Recommendation:

THAT pursuant to s. 55 of the *Local Government (Beneficial Enterprises and Business Activities) Regulation 2010* (repealed), _____ be appointed as Chair and _____ appointed as Deputy Chair of Gladstone Airport Corporation effective 1 July 2017.

Background:

Gladstone Airport Corporation was formed by Council in July 2012 to assume operating and management responsibility for Gladstone Airport. This was done following a period of significant investment in the facility that now requires a primary focus on the business trading on commercial terms.

Laws governing the establishment of a local government-owned corporation required the appointment of at least five (5) board directors, with the initial board comprising:

1. Dr David Hamill (Chair) - extended term concludes 30 June 2017
2. Owen Williams (Deputy Chair) - terminated 2 August 2016
3. Elizabeth Baker - term concluded 30 June 2016
4. John George - terminated 2 August 2016
5. Tony Goodwin - extended term concludes 30 June 2017
6. Brad Bowes - extended term concludes 30 June 2019

Most board directors had their initial appointments extended for a second term however, following the 2016 local government elections, Council decided against renewing the appointment of Ms Baker and replaced her with Cr Rick Hansen and Cr Glenn Churchill.

At a meeting on 2 August 2016, Council resolved to end the appointments of Messrs Williams, George and Cr Churchill as directors and then, at a meeting on 20 September 2016, Council also determined to not renew the appointment of Dr Hamill and Mr Goodwin beyond 30 June 2017 and appointed the following replacements:

1. Adrienne Ward and Leigh Zimmerlie for terms ending 30 June 2019.
2. Graeme Kanofski and Tina Zawila for terms ending 30 June 2020.

Council opted to not nominate a replacement Chair and Deputy Chair at that time.

Consideration:

Recruitment of directors to the board of a local government-owned corporation is governed by the *Local Government (Beneficial Enterprises and Business Activities) Regulation 2010* (repealed but transitioned), with the appointment of a Chair and Deputy Chair governed by s. 55:

55 Appointing the chairperson and deputy chairperson

- (1) *The shareholder must appoint a director to be the chairperson of the board.*
- (2) *The shareholder may appoint a director to be the deputy chairperson of the board.*
- (3) *A deputy chairperson acts for the chairperson whenever—*
 - (a) *there is a vacancy in the office of the chairperson; or*
 - (b) *the chairperson is unable to perform the chairperson's duties (while on sick leave, for example).*
- (4) *The chairperson or deputy chairperson may resign as chairperson or deputy chairperson but remain a director.*

Candidates (board directors from 1 July 2017) for appointment to the positions of Chair/Deputy are:

1. Adrienne Ward (appointed 20 September 2016)
2. Leigh Zimmerlie (appointed 20 September 2016)
3. Graeme Kanofski (appointment effective 1 July 2017)
4. Tina Zawila (appointment effective 1 July 2017)
5. Dr Brad Bowes (first appointed 1 July 2012)

s. 302.3.b of the *Local Government Act 2009* prevents a Councillor (Cr Rick Hansen appointed 5 April 2016) from being Chair or Deputy Chair of a corporate entity.

Communication and Consultation (Internal/External):

The composition of Gladstone Airport Corporation's board has been the subject of considerable internal and external communication, including a degree of public discourse.

The appointment of directors on 20 September 2016 followed public advertising for candidates and interviews conducted by Mayor Matt Burnett, Cr Sobhanian, former CEO Stuart Randle and Senior Internal Auditor, Rowena Smallcombe.

The ultimate appointments were made by resolution of Council.

Legal Environmental and Policy Implications:

The establishment of local government-owned entities is governed by the *Local Government (Beneficial Enterprises and Business Activities) Regulation 2010* (repealed but transitioned). In particular, ss. 53-54 of the Regulation relate to the process for appointing directors to the board of the corporate entity. s. 55 of the Regulation governs the appointment of a Chair and Deputy Chair.

Financial and Resource Implications:

Council's financial (and non-financial) expectations of the corporation are set out in the performance agreement (Statement of Corporate Intent) which is negotiated as part of

Council's budget process each year.

In terms of directors' fees, current remuneration is Chair \$40,000 + expenses, Deputy Chair \$25,000 + expenses and director \$20,000 + expenses. Cr Hansen does not attract fees as a Councillor-appointment.

Commentary:

Nil further.

Summary:

There has been a period of disruption at Gladstone Airport following considerable director changeover and the appointment of a new CEO in February 2017.

The nomination of a new Chair and Deputy Chair concludes the director renewal process and signals the next phase of external management of this high-value asset on behalf of Council and its community.

Attachments:

Nil

Tabled Items:

Nil.

Report Prepared by: Director Corporate & Community Services

CSC/6. URGENT BUSINESS

Nil

CSC/7. NOTICE OF MOTION

Nil

CSC/8. CONFIDENTIAL ITEMS

Nil

CSC/9. MEETING CLOSE

ATTACHMENTS