



GLADSTONE
REGIONAL COUNCIL

GENERAL MEETING AGENDA

**TO BE HELD AT THE GLADSTONE ENTERTAINMENT CONVENTION
CENTRE, 56 GOONDOON STREET, GLADSTONE**

On 18 August 2020

Commencing at 9.00am

Notice Section 277E Local Government Regulation 2012: This meeting will be closed to the public, due to health and safety reasons associated with the public health emergency involving COVID-19.

Live streaming will be available on Council's website.

**Leisa Dowling
CHIEF EXECUTIVE OFFICER**

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G/1. MAYORAL STATEMENT OF CURRENT ISSUES

Nil.

G/2. CONFIRMATION OF MINUTES

G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 4 AUGUST 2020

Responsible Officer: Chief Executive Officer

Council Meeting Date: 18 August 2020

File Ref: CM7.2

Purpose:

Confirmation of the minutes of the General Meeting held on 4 August 2020.

Officer's Recommendation:

That the minutes of the General Meeting of Council held on 4 August 2020 be confirmed.

Attachments:

1. Minutes of the General Meeting of Council held on 4 August 2020.

Tabled Items:

Nil.

Report Prepared by: Executive Secretary

G/3. OFFICERS' REPORTS

G/3.0. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 28 JULY 2020

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 18 August 2020

File Ref: FM15.1

Purpose:

This report seeks Council adoption of the Monthly Financial Statements for the 2020-21 year to date, for the period ended 28 July 2020.

Officer's Recommendation:

That Council adopt the Monthly Financial Statements attached to the officer's report for the 2020-21 year to date, for the period ended 28 July 2020 as required under Section 204 *Local Government Regulation 2012*.

Background:

The percentage of year passed (pro-rata rate) as at 28 July 2020 is 8.22%.

The 2020-21 budget was adopted on 7 July 2020 and has taken into consideration the current COVID-19 pandemic and the expected impacts on the year ahead.

End of year processing for 2019-20 is underway and preliminary comparative figures will be provided with the financial report for August. At this stage the comparative figures in the Statement of Income and Expenditure and Statement of Financial Position are still reflecting the audited figures from 2018-19.

Statement of Income and Expenditure

Income

Recurrent Revenue

Total recurrent revenue	2020-21	Actual as %
Actual	\$156.5m	
Budget	\$189.3m	82.66%

Council's primary source of recurrent revenue is the rates generation, which has been processed in July.

Tipping fees (included in the fees and charges category) are not raised until the following month. As per prior years, July revenue is low as a result of June fees being accrued back into the 2019-20 financial year.

General purpose grants make up \$8.3m of the recurrent revenue budget, with the first \$1.0m of the Financial Assistance Grant (FAG) for 2020-21 expected in August.

Items of interest:

Net rates and utility charges	2020-21	Actual as %
Actual	\$155.6m	
Budget	\$152.1m	102.3%

General rates and annual waste, water and sewerage charges for 2020-21 have been levied. The water consumption revenue for 2020-21 will be raised upon completion of the water meter reading cycles during the year. Discounts are applied when payments are received from customers, resulting in a decrease to net rates and utility charges. The total budget for discounts in 2020-21 is \$12.4m.

Interest charges on overdue rates re-commenced on 1 July 2020, with interest charged up to 18 August 2020. Further interest on overdue rates will not be charged until 2020-21 rates become due.

Capital Revenue

Total capital revenue	2020-21	Actual as %
Actual	\$1.0m	
Budget	\$27.3m	3.56%

Council received funding during July for the following projects:

- \$404k – Phillip Street communities precinct
- \$294k – Tannum Sands state school bus bay
- \$267k – Round Hill Road safety improvements

The following projects have budgeted capital revenue greater than \$1.0m:

- Philip Street Communities Precinct Stage 1a (Federal) **\$4.6m**
- Benaraby Landfill - Stage 3 Landfill Cell Development (Federal) **\$3.2m**
- Gravel Road Resheeting - Various locations (Federal) **\$1.6m**
- Upgrade to pump station SPS A06 (State) **\$1.8m**
- Tondoon Botanic Gardens - Electrical upgrade of external lighting (State) **\$1.6m**
- Gladstone Aquatic Centre - Rejuvenation & upgrade (State) **\$1.3m**

Expenditure

Year to date expenditure although lower than pro-rata rate, is tracking in line with expectations for this time of year. When accruals are processed for end of financial year, the expenses relating to June are pushed back to the prior year typically resulting in a high result for June and a lower result for July. This is reflected in the following results.

Recurrent expenditure

Total recurrent expenditure	2020-21	Actual as %
Actual	\$7.4m	
Budget	\$193.7m	3.84%

Of note:

Employee benefits	2020-21	Actual as %
Actual	\$2.1m	
Budget	\$60.9m	3.45%

Employee benefits are the largest component of Councils recurrent expenditure. The second pay for the month of July was posted on 31 July, and have not been included in this report.

Contractors and consultants	2020-21	Actual as %
Actual	\$0.2m	
Budget	\$25.0m	0.86%

Other materials and services	2020-21	Actual as %
Actual	\$0.2m	
Budget	\$10.1m	1.98%

This category includes budgets for materials, general repairs, fees & charges as well as all other expenses not specifically identified in the Statement of Income and Expenditure. It is expected that the actuals will align closer to budget as the year progresses.

Property and utility expenses	2020-21	Actual as %
Actual	\$0.1m	
Budget	\$7.2m	1.33%

July invoices for electricity, telephone and contract cleaning are yet to be processed.

Waste disposal and tipping fees	2020-21	Actual as %
Actual	\$0.2m	
Budget	\$8.5m	2.69%

The July invoice has not yet been issued by the JJ Richards and State Waste Levy have not fallen due at the time of this report.

Water purchases	2020-21	Actual as %
Actual	\$0.3m	
Budget	\$18.7m	1.48%

Council is awaiting the issue of the July invoice by Gladstone Area Water Board (GAWB).

Finance costs - QTC	2020-21	Actual as %
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Actual	\$0.0m	
Budget	\$4.1m	0%

Finance costs are incurred in the last month of each quarter, with the first costs due to be recognised in September for the 2020/2021 financial year.

Capital Expenditure

	Year to date actual expenditure	Budget	Actual as % of budget
Year to date capital expenditure	\$2.8m	\$64.8m	4.32%
Including commitments (purchase orders)	\$17.7m		27.28%

Of the \$17.4m committed, \$7.6m relates to the Philip Street Communities Precinct.

Capital expenditure (not including commitments) against groups with significant capital expenditure budgets is shown in the table below:

Group	YTD Actual	Budget	Actual as % of Budget
Road Assets	\$0.895m	\$16.922m	5%
Sewerage Assets	\$0.738m	\$11.689m	6%
Strategy & Transformation	\$0.846m	\$12.808m	7%
Water Assets	\$0.270m	\$6.200m	4%
Delivery Support and Performance	\$0.001m	\$5.070m	0%
Waste Assets	\$0.000m	\$4.382m	0%
Property Assets	\$0.006m	\$4.589m	0%
Parks & Environment Assets	\$0.004m	\$1.886m	0%
Community Development & Events	\$0.017m	\$0.455m	4%
Other	\$0.021m	\$0.800m	3%
Total	\$2.797m	\$64.801m	4%

Capital expenditure for July includes \$2.6m of accruals for works carried out during the month. These are expenses relating to July work that will be processed in August. Similarly, it should be noted that with the finalisation of accruals back into the 2019/2020 financial year total capital expenditure for the previous financial year is \$44.2m, compared to the \$40.8m forecast.

Statement of Financial Position

Year to date Assets	Current Value	Adopted Budget	Percentage of Adopted Budget
	\$2.40b	\$2.27b	105.65%

Trade and other receivables reflect a high balance following the rates generation during July. The total asset balance will decrease during the year as cash is expensed on operating costs and capital works.

Year to date Liabilities	Current Value	Adopted Budget	Percentage of Adopted Budget
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	\$141.23m	\$123.30m	114.54%
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Council's borrowing repayments are made quarterly throughout the year, as loan repayments are made throughout the year the balances will align closer to the budget.

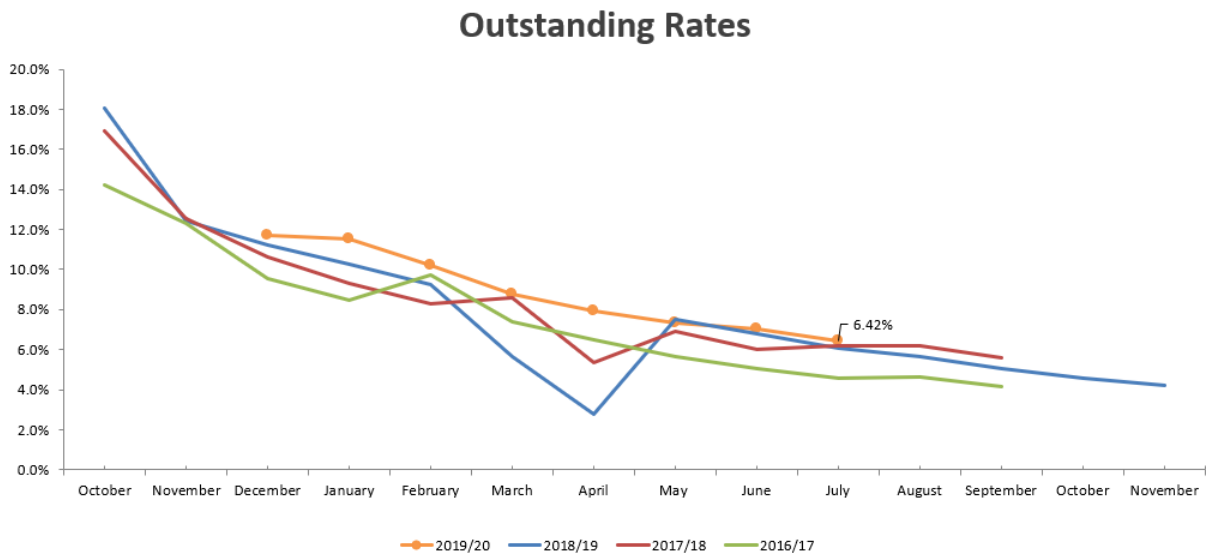
Outstanding Rates

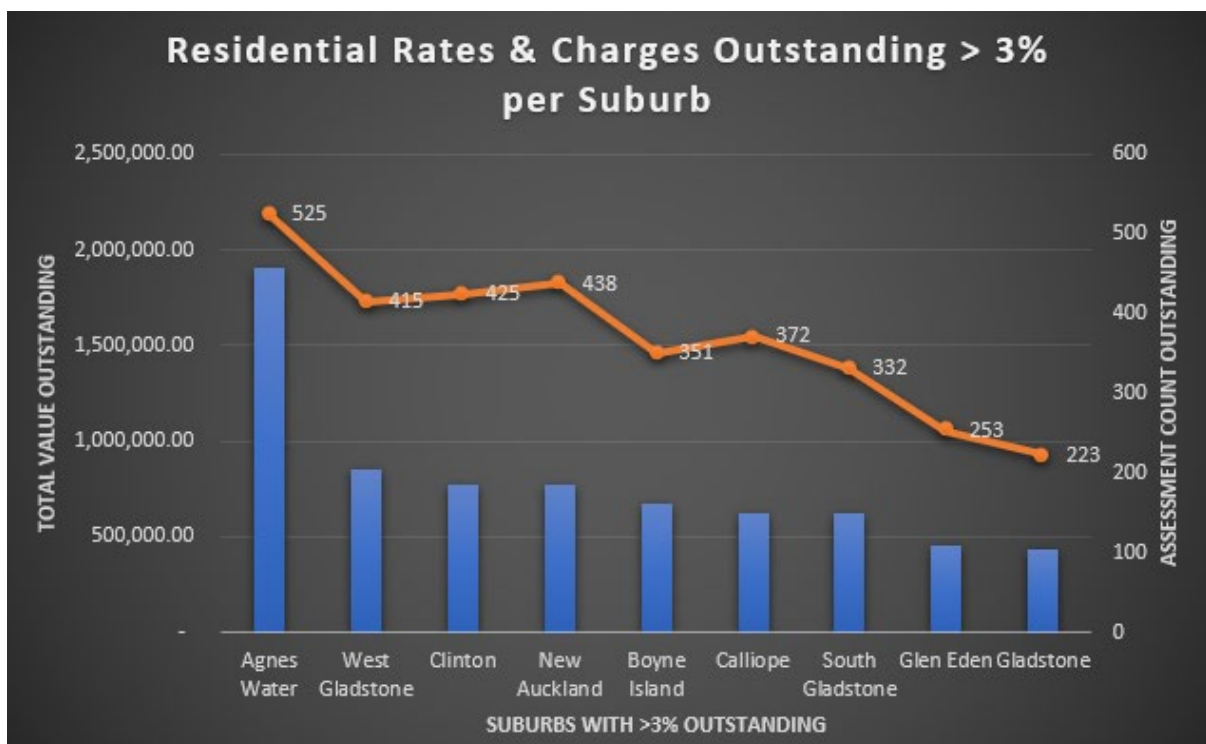
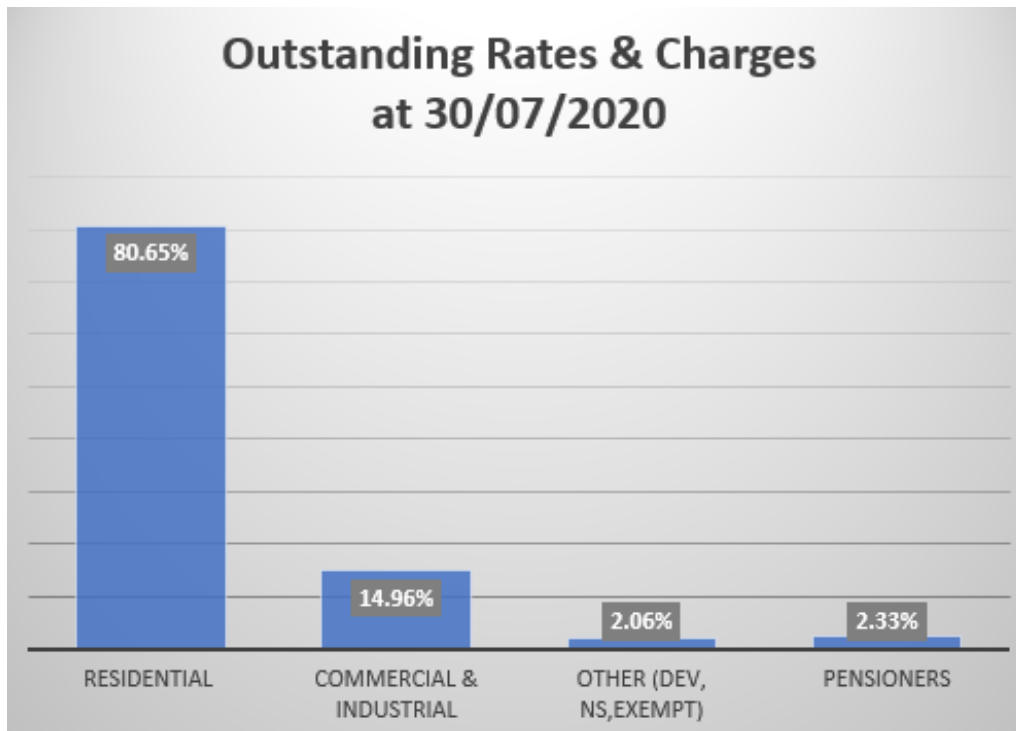
Outstanding rates, as a percentage of gross rates levied (2019-20), and collectible, is at 6.42% at the end of July 2020, compared to 6.08% for the same period last year (2018-19).

Of the \$11.7m of outstanding rates 14.96% relates to commercial / industrial assessments and 85.04% represents residential assessments

These figures include \$1.5m of rates that are currently being repaid under an authorised payment plan, for which there were 5 commercial/industrial assessments and 234 residential assessments. A total of 239 assessments, which is a decrease from 959 assessments in June 2020.

Rates for 2020-21 are not yet due and therefore have not been included in these figures.





Sustainability Ratios

Council's Sustainability Ratios for the period are generally in line with expectations at this stage of the reporting year. Early in the financial year, ratios are typically distorted given that Council raises most of its yearly revenue in a lump sum but incurs expenses and delivers its capital program on an incremental basis throughout the year.

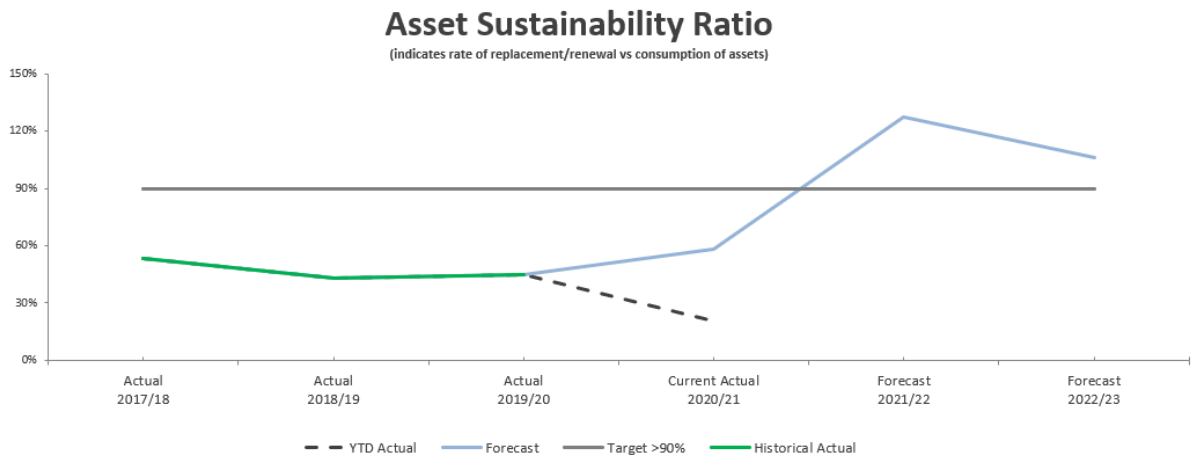
Financial ratios provide a useful snapshot of Council's financial status and emerging trends. Individual ratios do not provide enough information to form a comprehensive opinion of Council's

financial position and performance, but when the right mix of ratios are considered together, they become an important tool in analysing Council's overall financial performance.

Asset Sustainability Ratio

This ratio compares Councils expenditure on capital renewal assets with the rate at which our assets are depreciating. As Council invests in the renewal of its asset base on a rolling cycle, the expected results can vary from year to year. The results for a single year are dependent on the delivery of renewal projects in the capital program. The information provided in the section above indicates the expectations of completion of the capital program as a whole in 2020-21.

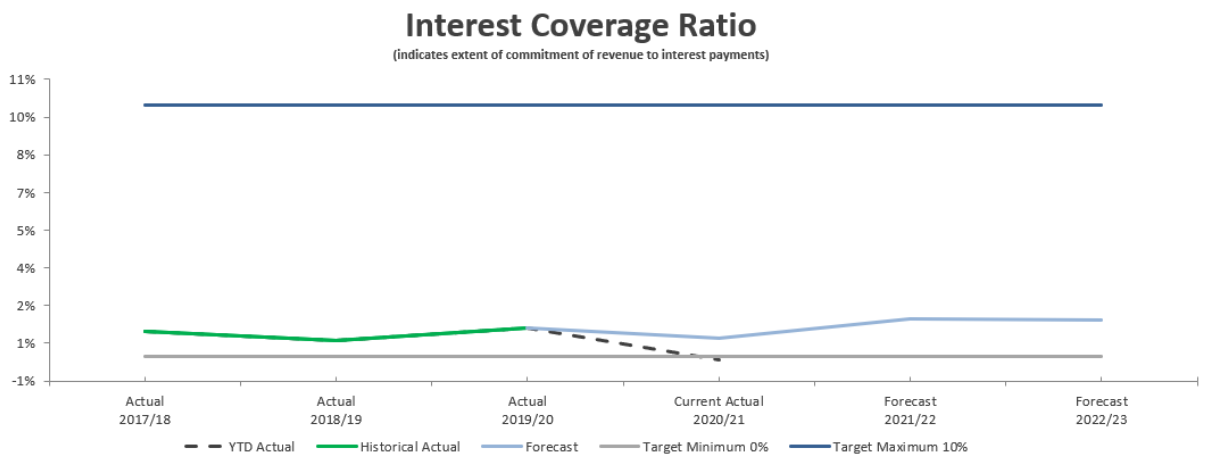
Asset Sustainability Ratio			
CURRENT YTD	PRIOR YTD	BUDGET	TARGET
20.61%	44.81%	57.90%	>90%



Interest Coverage Ratio

This ratio indicates the percentage of operating revenue required to cover net interest costs. The ratio is currently reflecting abnormally due to finance costs from Queensland Treasury Corporation not being available to process for July. The ratio will reflect normally in the August report.

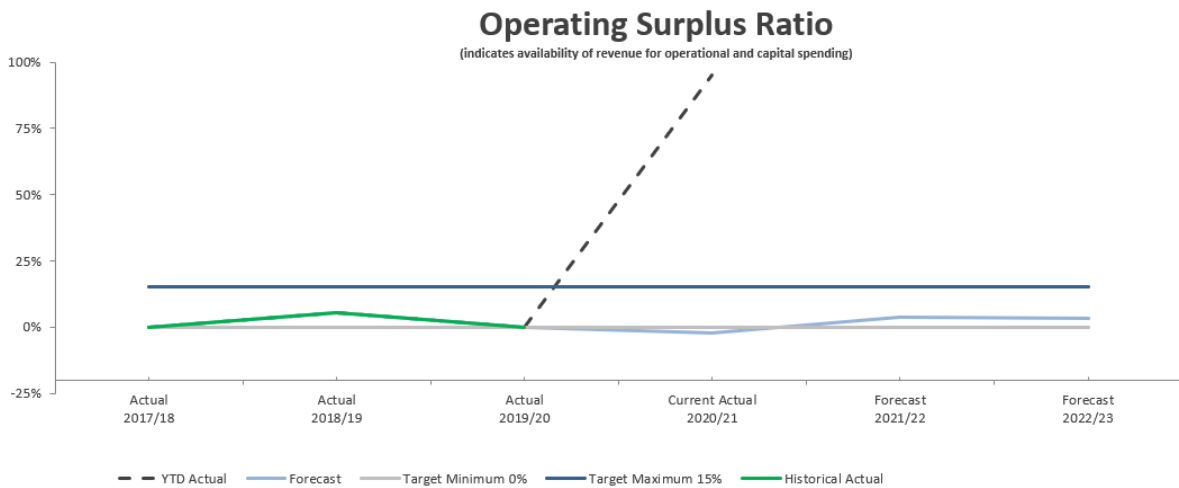
Interest Coverage Ratio			
CURRENT YTD	PRIOR YTD	BUDGET	TARGET
(0.16%)	(2.99%)	0.69%	0 - 10%



Operating Surplus Ratio

A positive result for this ratio indicates that operating revenue can be used to fund capital expenditure, on top of the operational costs of Council. The results of this ratio are more favorable in the beginning of the financial year due to the rates generation occurring in July. In the 2018-19 year the rates generation was not completed until August, causing the ratio to reflect abnormally in the opposite direction

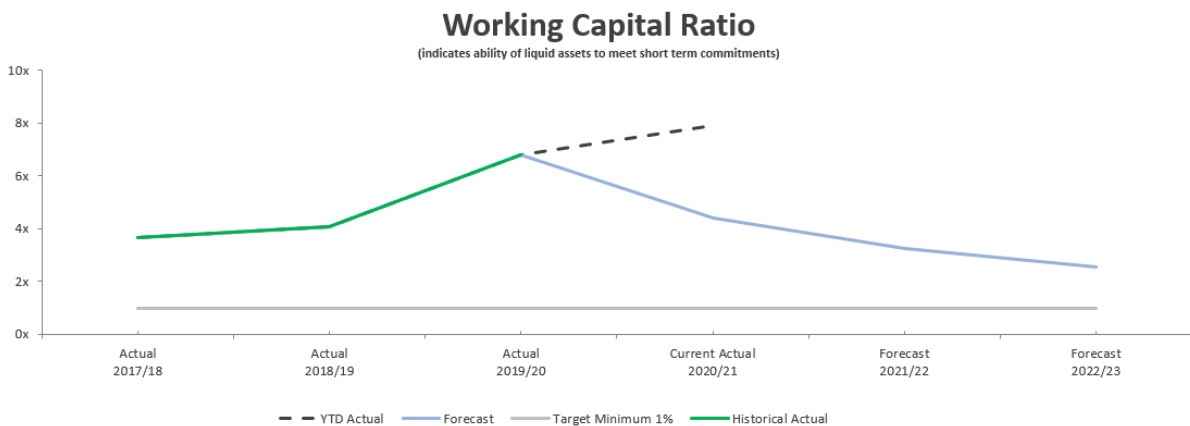
Operating Surplus Ratio			
CURRENT YTD	PRIOR YTD	BUDGET	TARGET
95.25%	(1,503.25%)	(2.29%)	0 - 15%



Working Capital Ratio

The working capital ratio shows the ability of Councils current assets, to cover the commitments of its current liabilities. Due to delays in capital expenditure from 2019-20, Council has a large cash and receivables balance, which increases the results of this ratio. The ratio is in excess of the target minimum, reflecting a healthy position for Council.

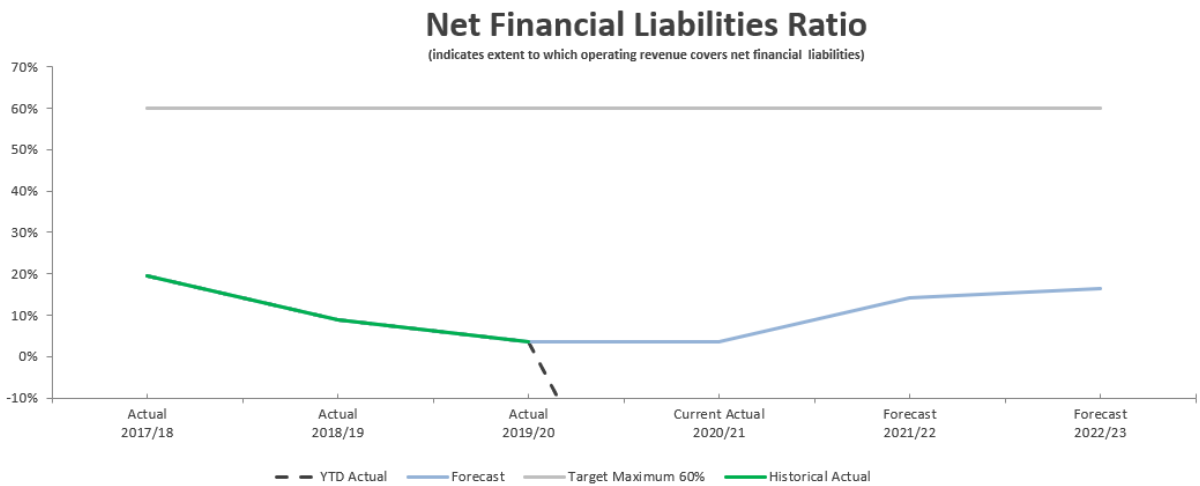
Working Capital Ratio			
CURRENT YTD	PRIOR YTD	BUDGET	TARGET
7.91x	4.13x	4.41x	Greater than 1:1



Net Financial Liabilities Ratio

The ratio shows the extent to which operating revenue covers net financial liabilities. The results of this ratio are negative due to the high value of receivables and the operating surplus following the rates generation. In the 2018-19 year the rates generation was not completed until August, causing the ratio to reflect abnormally in the opposite direction.

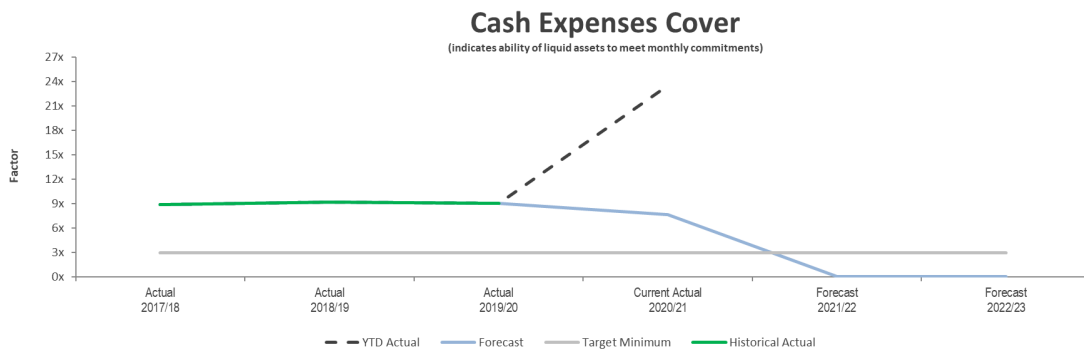
Net Financial Liabilities Ratio			
CURRENT YTD	PRIOR YTD	BUDGET	TARGET
(84.21%)	5,523.27%	3.45%	< 60%



Cash Expenses Cover Ratio

This ratio indicates the number of months that Councils cash balance could cover its cash expenses. The current result reflects a continuing strong cash position proportional to operating costs. This result is well above the target ratio.

Cash Expenses Cover Ratio			
CURRENT YTD	PRIOR YTD	BUDGET	TARGET
23.49x	16.41x	7.69x	> 3x



Options, Risk and Opportunity Analysis:

Nil.

Communication and Consultation:

The report seeks specialist input regarding budget and forecast from Systems Modelling and Metrics Specialist and Cost Analyst. Capital expenditure commentary is provided through Manager Works Planning and Scheduling and information relative to outstanding rates and prepaid rates is sought from Manager Revenue Services.

Legal Strategy and Policy Implications:

Council is required to receive an update at least monthly relative to its financial position, *Section 204 Local Government Regulation 2012*

Financial and Resource Implications:

Nil.

Summary:

Nil.

Anticipated Resolution Completion Date:

18 August 2020.

Attachments:

1. Monthly Financial Statements for period ending 28 July 2020
2. Operating Statements for month end July 2020

Tabled Items:

Nil.

Report Prepared by: Accountant.

G/3.1. REVISED WATER STANDPIPE POLICY

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 18 August 2020

File Ref: CM28.2

Purpose:

The purpose of this report is to allow Council to consider a revised Water Standpipe Policy.

Officer's Recommendation:

That Council:

1. Repeal existing Council Policy P-2014/26 Metered Standpipe (mobile and fixed) and Hydrant Usage Policy; and
2. Adopt revised Water Standpipe Policy (P-2020-12) as presented in Attachment 1 to this report.

Background:

Council at its meeting on the 17 December 2019 directed a review of the Metered Standpipe (mobile and fixed) and Hydrant Usage Policy in advance of the next summer season to facilitate improved service and access to water for those not connected to a water supply.

Recent Amendments

Prior to this review, Council has made two minor amendments to this policy:

- General Meeting 17 December 2019: Council amended the policy to remove the requirement for a consumer to hold an ABN to access water from fixed standpipes which provides the opportunity for landowners that aren't connected to a water supply to access water during drought conditions. This amendment was welcomed by the community to assist in securing safe, reliable and essential water for household use and stock watering during the recent drought.
- General Meeting 28 April 2020: In response to the COVID-19 Public Health Emergency, Social Distancing restrictions required minimising person to person contact. The policy was amended to provide more flexibility for providing monthly mobile metered standpipe readings. Rather than requiring customers to bring in mobile standpipes for reading, Council accepted a time and date stamped photograph for monthly readings.

In relation to the demand that water standpipes place on Council water supplies some relevant statistical information is available in Attachment 3 to this report. Water consumed from fixed standpipes over the last five financial years is approximately one half of one percent (0.55%) for the Lake Awoonga Scheme. Mobile standpipe consumption from the Lake Awoonga and Agnes Water/Seventeen Seventy water supplies over the last 3 years ranges between 1-3% of total metered consumption.

Following consultation (detailed in the Communication and Consultation section of this report) a revised Water Standpipe Policy is attached for Council's consideration.

Options, Risk and Opportunity Analysis:

Option 1 – Recommendation

This option allows Council to adopt a revised policy in advance of the summer season when historically the demand for water increases. The opportunities associated with this option are that:

- As only strategic content remains in the Policy, it allows operational issues to be managed through the CEO including amendments to the Terms and Conditions of Use
- this option addresses the community need to access affordable water during drought conditions (without limiting access to just those with ABNs)
- the policy and supporting terms and conditions of use provides adequate protections for Council and streamlines administrative processes for consumers (ie. simpler process for monthly readings, reduced administration effort associated with fixed standpipe key access, improved credit application processes, etc).

The revised Policy and supporting Terms and Conditions of Use address the issues raised in consultation in the following ways:

1. The Policy has been stripped of operational content leaving only the strategic considerations for Council decision.
2. The supporting Terms and Conditions of Use will provide the administrative detail and conditions required to efficiently manage water standpipe use, with the Policy authorising the CEO to adopt and amend the Terms and Conditions of Use as required.
3. The revised policy supports all customers being provided with access to water from standpipes and not just those with ABNs which should provide some comfort to rural landholders that rely on affordable water for household use and stock watering in times of drought.
4. The CEO will have discretion to make decisions about removing and conditioning water standpipe access approvals depending on the circumstances at the time (for example: Limiting the use of water for specific purposes if required, limit the hours that water can be taken to manage noise complaints, suspend all approvals if needed).
5. The administration associated with the management of standpipes is streamlined in the terms and conditions of use, relating to credit applications, monthly readings, removal of key bonds.
6. It is suggested that when a drought declaration is applied to the bulk water supply and higher water pricing is imposed by GAWB, Council consider addressing this issue through its fees and charges by setting increased water consumption charges if the cost of water is increased by the bulk water supplier.
7. The proposal is to prohibit mobile and fixed water standpipes in the Beecher/Burua constant water supply due to the nature of that supply (constant flow). The Executive Team did not consider it appropriate to restrict mobile standpipe access in the Bororen and Miriam Vale water supplies.
8. Advice from our legal team has ensured that appropriate indemnity and insurance provisions have been included in the Terms and Conditions of Use.
9. In relation to unpaid water consumption invoices, Council is unable to make unpaid invoices a charge on the land and accordingly, the normal debt recovery action will be followed to

secure payment of invoices as required.

In relation to the issues raised in consultation relating to the current key system for access to fixed standpipes, this will undergo a separate review.

Option 2 – Adopt the Revised Water Standpipe Policy subject to amendments

Should Council seek amendments to the revised Policy tabled, it can elect to adopt the policy subject to change. The resolution to facilitate this option is as follows:

“That Council:

1. Repeal existing Council Policy P-2014/26 Metered Standpipe (mobile and fixed) and Hydrant Usage Policy; and
2. Adopt revised Water Standpipe Policy (P-2020-12) as presented in Attachment 1 to this report, subject to the following amendments:
 - a. *Insert amendment detail here;*
 - b. *Insert amendment detail here.”*

Communication and Consultation:

Internal Feedback

A meeting was convened on the 18 February 2020 with internal stakeholders to identify any issues associated with water standpipes (fixed and mobile) with the major issues raised in that forum summarised in the background section of this report.

The issues identified by internal stakeholders at the February meeting are summarised below:

- Opening water use up to all consumers may see Council exceed its MDQ (Maximum Daily Quantity) reserved allocations
- The existing key system to access the fixed standpipes is inefficient in that all users must be out of the system (not taking water at the time) in order to activate new user keys
- The contract with the standpipe key supplier has expired
- The key access software is not easy to extract and interpret data from to proactively monitor water use patterns
- Debt recovery risks increase with the level of users accessing the water supplies via standpipes – Can unpaid water consumption invoices become a charge on the land?
- How will water access from standpipes be managed when the bulk supplier places Council on restriction – will we limit water takes to certain uses?
- Indemnity and public liability insurance provisions of the existing policy are not currently enforced
- Miriam Vale, Bororen and Agnes Water/ Seventeen Seventy have limited water supplies and therefore it was suggested that standpipes should not be used in these supplies
- Noise from fixed water standpipes has the potential to cause a nuisance to adjacent residential areas
- Other administrative processes relating to credit applications, key bonds, debt recovery and monthly readings require review.

Further feedback was also provided through internal consultation on the revised Policy and supporting Terms and Conditions of Use with the issues summarised below:

- Minor amendments to definitions
- The exclusion of the Miriam Vale and Bororen Water Supplies from standpipe use

- Changes to credit application requirements
- The removal of key bonds to make it a one-off charge to secure a fixed standpipe key to reduce the administration costs associated with holding and returning key bonds
- Mobile standpipe return arrangements (returned to depot collected from).

External Feedback

Council conducted a Drought Survey in November 2019 (Attachment 2 to 17 December 2019 General Meeting Report) which provided some valuable insights into the importance of affordable water to the rural community (primary producers, hobby farmers, and smaller landholders) during drought conditions. In particular the importance of rural landholders being able to source and transport water themselves without having to rely on and pay water cartage costs. A standpipe provides a reliable and safe water supply source for residents not within the defined water service area.

The collective feedback from Council's prior consideration of the policy (17/12/2019 and 28/04/2020), the drought survey and the internal stakeholder meeting was used to develop a revised Policy and supporting Terms and Conditions of Use which were circulated for organisation wide consultation commencing on the 4 June and concluding on the 11 June 2020.

No consultation was undertaken with commercial users (with the exception of primary producers) of fixed or mobile standpipes as part of this review.

A comparative review was undertaken of policies and practices of other local governments relating to fixed and mobile standpipes. The Revised Water Standpipe Policy in Attachment 1 is generally consistent with the practices of other local governments.

Legal Strategy and Policy Implications:

The Policy will provide the strategic direction on water standpipe access to Council's Water Supply Schemes. Other than for fire-fighting purposes, Council is not legally obligated to make water available to third parties outside of those properties located within the defined water service area. Allowing other consumers to access water via standpipes, provides an additional revenue stream to assist in meeting the costs of maintaining water network infrastructure.

Financial and Resource Implications:

There are financial and resource costs associated with Council acquiring and maintaining mobile and fixed water standpipe infrastructure which is recovered through the adopted water pricing methodologies.

Summary:

Not applicable.

Anticipated Resolution Completion Date:

30 August 2020

Attachments:

1. Draft Revised Water Standpipe Policy P-2020-12
2. Draft Terms and Conditions of Use – Water Standpipes
3. Statistical Information – Metered Water Consumption, Rainfall and Water Standpipe Consumption

4. Existing P-2014/26 Metered Standpipe (Mobile and Fixed) and Hydrant Usage Policy

Tabled Items:

Nil.

Report Prepared by: Governance Advisor

G/3.2. STANDPIPE HIRE FEES AND CHARGES 2020/2021**Responsible Officer: General Manager Finance Governance and Risk****Council Meeting Date: 18 August 2020****File Ref: FM7.1**

Purpose:

The purpose of this report is to seek Council adoption of amendments to the existing 2020/2021 Schedule of Fees and Charges in order to ensure alignment with the review of the Metered Standpipe (Mobile and Fixed) and Hydrant Usage Policy, and to ensure administrative clarity in the application standpipe fees and charges.

Officer's Recommendation:

That Council adopt the below amendment to Council's 2020/2021 Schedule of Fees and Charges:

Amended Schedule of Fees and Charges		
Standpipe Hire	Rate	Unit
Mobile Standpipe Security Bond	\$ 1,765.00	per application
Non-Refundable Fixed Standpipe Key Charge	\$ 64.50	per key
Mobile Standpipe Hire charge (Short Terms)	\$ 75.50	min 3 days
Mobile Standpipe Hire charge (Medium Term) (between 4 and 7 days)	\$ 93.00	per week
Mobile Standpipe Hire charge (Long term)	\$ 244.00	per month
Mobile standpipe Late Submission of Reading Photography Penalty Charge	\$ 92.00	each
Cost of Water - Lake Awoonga	\$ 4.40	kl

Background:

In November 2019, Council received a customer service request seeking clarification of the nature of mobile standpipe hire fees and charges. In response to this request, Council officers have undertaken a review of the Metered Standpipe (Mobile and Fixed) and Hydrant Usage Policy, as well as an assessment of current standpipe hire fees and charges.

At the Special Budget Meeting of 7 July 2020, Council adopted the 2020/2021 Schedule of Fees and Charges. After internal consultation between Governance, Water Services, Revenue and Finance officers, the amendment of certain standpipe hire fees and charges is recommended.

The financial review of standpipe hire fees and charges has been conducted to ensure that the proposed fees and charges reflect financial viability and cost recognition principles in accordance with Council's Revenue Statement. The proposed fees and charges have been determined with reference to the "Benefits Principle", which requires that a charge for a good or service reflects the special benefit derived from the use of that good or service.

A separate review of the Metered Standpipe (Mobile and Fixed) and Hydrant Usage Policy including Terms and Conditions has been undertaken. On adoption of the revised Policy, the following fees and charges consequently require amendment:

- Addition of the word "Mobile" to relevant standpipe fees and charges for clarification purposes
- Amend the "Fixed Standpipe Key Security Bond" to "Non-Refundable Fixed Standpipe Key Charge" without change to quantum

- Removal of daily “Penalty rate” fee

Options, Risk and Opportunity Analysis:

The financial review undertaken for this report has determined that the income derived from the commercial standpipe hire operation and the cost of water returned a 0.59% profit for the 2019/2020 financial year.

Income from Standpipe Hire	78,979.85
Income from cost of water	587,213.35
	666,193.20
Cost of the 51 Standpipes (access charge of 80mm connection)	-399,840.00
Cost of Water @ \$1.83 per kilolitre	-262,398.23
	-662,238.23
Profit/Loss	3,954.97
	0.59%

Accordingly, the financial review included the following:

- Assessment of usage data relating to all 51 mobile standpipes (29 external & 22 internal).
- Total water usage extracted via mobile and fixed infrastructure (80mm connection points) for the 2019/2020 financial year:
 - Mobile standpipes – 30,673 kilolitres
 - Fixed standpipes – 112,714 kilolitres

Currently, customers are billed on a pro rata basis for each additional day of hire based on the hire term initially nominated by them if their usage exceeds that nominated term. It is for this reason that removal of the daily “Penalty rate” is recommended. This charge has not been used and is currently superfluous. Its intended purpose is being served by the existing pro rata charge billed to customers for each additional day of hire in excess of the term nominated by them at the commencement of hire.

Based on the above review, as well as the Policy and Terms and Conditions changes proposed, the following two options are submitted for Council’s consideration:

Option 1:

Make no change except for updating the input cost of water.

Option 1 - Current Schedule of Fees and Charges		
Standpipe Hire	Rate	Unit
Security Bond	\$ 1,765.00	per application
Fixed Standpipe Key Security Bond	\$ 64.50	per key
Hire charge (3 days)	\$ 75.50	min 3 days
Hire charge (7 days)	\$ 93.00	per week
Hire charge (monthly)	\$ 244.00	per month
Penalty rate - admin fee	\$ 92.00	each
Penalty rate	\$ 7.60	per day
Cost of Water - Lake Awoonga	\$ 4.40	kl

Option 2 (Officer’s recommendation):

Implement fee name changes, removal of the ‘Penalty rate per day fee’, amendment of key charge and updating the input cost of water.

Option 2 - Amended Schedule of Fees and Charges		
Standpipe Hire	Rate	Unit
Mobile Standpipe Security Bond	\$ 1,765.00	per application
Non-Refundable Fixed Standpipe Key Charge	\$ 64.50	per key
Mobile Standpipe Hire charge (Short Terms)	\$ 75.50	min 3 days
Mobile Standpipe Hire charge (Medium Term) (between 4 and 7 days)	\$ 93.00	per week
Mobile Standpipe Hire charge (Long term)	\$ 244.00	per month
Mobile standpipe Late Submission of Reading Photography Penalty Charge	\$ 92.00	each
Cost of Water - Lake Awoonga	\$ 4.40	kl

Communication and Consultation:

The following internal consultation has occurred in preparing this report:

- Legal Advisor
- Governance Advisor
- Senior Revenue Officer
- Business Improvement Officer
- Manager Water Program Delivery

Legal Strategy and Policy Implications:

The fees and charges were adopted by Council at its Special Budget Meeting. Council resolution is required for any proposed amendment to adopted fees and charges.

Standpipe hire is a commercial activity conducted by Council. Fees and charges are calculated on a commercial basis in order to ensure an appropriate rate of return in accordance with section 262(3)(c) of the *Local Government Act 2009*.

Financial and Resource Implications:

Currently the Council's standpipe hire business is operating on a commercial basis at breakeven point. An analysis of surrounding councils' standpipe charges indicates that Gladstone Regional Council's charges are comparatively higher in some categories (refer table below). To maintain the existing commercial breakeven point, any proposed reduction in hire charges would involve either: a further increase in the kilolitre cost of water consumption billed to the customer, or subsidisation by alternative sources such as the general rate or other water income.

GLADSTONE REGIONAL COUNCIL - GENERAL MEETING AGENDA 18 AUGUST 2020

Standpipe Hire Comparison with other Councils		GRC	Rockhampton	Livingstone	Bundaberg	Mackay
Gladstone Regional Council	Unit	Rate	Rate	Rate	Rate	Rate
Security Bond	per application	\$1,765.00	\$2,110.00	\$2,000.00	\$2,435.00	\$2,040.00
Fixed Standpipe Key Security Bond	per key	\$64.50	\$36.00		\$60.91	\$260.00
Hire charge (3 days)	min 3 days	\$75.50			\$55.00	\$22.00
Hire charge (7 days)	per week	\$93.00	\$35.00	\$30.00		\$84.00
Hire charge (monthly)	per month	\$244.00	\$90.00	\$84.00	\$ 81.25**	\$ 185.58*
Penalty rate - admin fee	each	\$92.00	\$60.00			\$96.00
Hire charge	annual				\$975.00	\$2,227.00
Cost of Water - Lake Awoonga	per kilolitre	\$4.40	\$2.65	\$2.80	\$5.60	\$3.44
					<i>*no monthly rate option available</i>	

Summary:

Following completion of the financial review, it is recommended to amend the Schedule of Fees and Charges to ensure alignment with revised policy and terms and conditions, and administrative clarity.

Anticipated Resolution Completion Date:

Implement the recommended amendments by 1 September 2020.

Attachments:

Nil

Tabled Items:

Nil.

Report Prepared by: Manager Revenue Services

G/3.3. GLADSTONE AIRPORT CORPORATION - STATEMENT OF CORPORATE INTENT 2020/2021

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 18 August 2020

File Ref: FM19.1, CA3.1

Purpose:

This report provides for Council's consideration of the Gladstone Airport Corporation's Statement of Corporate Intent for 2020/2021.

Officer's Recommendation:

That Council:

1. Approve the Gladstone Airport Corporation Statement of Corporate Intent for Financial Year 2021, provided as Attachment 1, subject to the following amendments:
 - (a) Part D – Reporting to include:
 - i. Long Term Financial Forecast (minimum forecast period of 10 years) to be provided in Quarter 2 and Quarter 4 of the financial year; and
 - ii. Strategic Risk Register to be provided, at a minimum, on an annual basis;
 - (b) Appendix 3, Section 6 to reflect Council as the decision maker in relation to the matters considered in a closed meeting of Council which relate to Gladstone Airport Corporation; and
2. Advise Gladstone Airport Corporation that Council's recommendation is that the Competitive Neutrality Fee be fixed for the loan period and not subject to annual amendments.

Background:

Under the *Local Government (Beneficial Enterprises and Business Activities) Regulation 2010* (repealed but transitioned) ("the Regulation"), Gladstone Airport Corporation (GAC) is required to annually present a Statement of Corporate Intent to Council for their consideration.

Council (as the owner and sole shareholder) requires visibility of its corporate entity. The Statement of Corporate Intent represents the performance agreement between GAC and Council for the 2020/2021 year, with section 92 of the Regulation detailing the information the Statement of Corporate Intent must contain.

Options, Risk and Opportunity Analysis:

Competitive Neutrality Fee

In their correspondence of 22 July 2020 (Attachment 2), GAC seek the adoption of a competitive neutrality fee (CNF) of 0.58% for FY2021 and for future years proposes the adoption of the CNF at a rate current as at December of the prior year.

GAC have sought external advice (Attachment 3) which highlights the appropriateness of fixing the CNF for the life of the loan if the borrowing was Project Specific Financing. The GAC loan fits this criteria.

Whilst the preferred position of GAC is noted, officers have determined a differing position when considering the external advice received; specifically, in relation to the margin on long term loans as per Table 2 of Attachment 2.

The CNF decision falls to GAC and its auditors, however, it is the officer's recommendation that the CNF, regardless of quantum, be fixed as the borrowing meets the criteria of project specific funding.

Statement of Corporate Intent

Officers have reviewed the draft Statement of Corporate Intent for 2020/2021 (Attachment 1) and recommend additions to the information provided to Council under Part D – Reporting by inclusion of:

- Long Term Financial Forecast (minimum forecast period of 10 years) to be provided in Quarter 2 and Quarter 4 of the financial year; and
- Strategic Risk Register to be provided, at a minimum, on an annual basis.

Furthermore, it is the officer's recommendation that section 6 of Appendix 3 be amended to reflect Council as the decision maker in relation to GAC matters considered in a closed meeting (confidential) and GAC matters considered when the meeting is open to the public.

Council (as the owner and sole shareholder) must act in compliance with the *Local Government Act 2009* and the associated regulations and must also act in the best interests of the community.

Officers support the open and accountable operation of all Council activities. It should be noted that a considerable number of Government Owned Corporation's currently make their Statement of Corporate Intent and information available to the public.

Financial Information

Upon establishment of the Corporation on 01 July 2012, it was recognised that there would be a period upon which GAC would be required to build up a sustainable cash reserve to fund:

- an ability to withstand financial shocks;
- future capital works; and
- full repayment obligations associated with airport debt.

The initial Statement of Corporate Intent prepared for 2012/2013 flagged a Target Dividend Ratio of 60% that would commence FY2016. 2016/2017 was the first year that saw GAC return a dividend to Council, equivalent to 50% of Net Profit After Tax, which was \$0.176m based on the performance of the entity for the financial year ended 30 June 2016.

There is no proposed dividend to be returned to Council with respect to performance in 2019/2020 or the 2020/2021 financial year.

The cash flow of the business establishes that GAC, at the end of the budget reporting period FY 2021, demonstrates an ability to return a dividend to the shareholder at a rate of 50% of Net Profit After Tax based on the forecast financials within the draft Statement of Corporate Intent, however, given the current economic climate and the variability within the forecasts it is anticipated that there will not be a profit for the 2020/2021 financial year.

Communication and Consultation:

Gladstone Airport Corporation Board and Management.

Legal Strategy and Policy Implications:

Under the *Local Government (Beneficial Enterprises and Business Activities) Regulation 2010* (repealed but transitioned), GAC's Board is required to provide Council with a draft Statement of Corporate intent for each financial year no later than 30 April (ss94(1) and (3) of the Regulation).

Council is required to approve the Statement of Corporate Intent within 2 months after it was first provided to Council (s94(8) of the Regulation).

Financial and Resource Implications:

The Statement of Corporate Intent establishes the agreed commercial parameters for the corporate entity and includes the repayment terms of tax equivalents and competitive neutrality fee to Council in accordance with the Regulation.

The proposed Statement of Corporate Intent for 2020/2021 establishes a net cash inflow from GAC to Council of \$2.18m before dividend under the proposed CoVid Budget, which sees a net consolidated cash outflow from Council of \$4.052m with respect to the provision of the airport service to the community.

Compared to the projected financial position for 2019/2020, the proposed 2020/2021 net loss of (\$2.008m) before tax is a \$0.493m decrease in the operating result, year on year.

Summary:

Nil.

Anticipated Resolution Completion Date:

The decision can be implemented without delay following confirmation of the relevant meeting minutes.

Attachments:

1. Proposed Gladstone Airport Corporation Statement of Corporate Intent FY2021;
2. Correspondence from Gladstone Airport Corporation of 22 July 2020;
3. BDO review of Competitive Neutrality Fee rate paid by Gladstone Airport Corporation; and
4. Gladstone Airport Corporation Strategic Plan.

Tabled Items:

Nil.

Report Prepared by: Governance Officer / General Manager Finance Governance and Risk

G/3.4. ADOPTION OF SHOW HOLIDAY 2021

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 18 August 2020

File Ref: CM23.1

Purpose:

The purpose of this report is to provide options for consideration and for Council to nominate a preferred 'show public holiday' for the 2021 calendar year.

Officer's Recommendation:

That Council nominate Monday 9 August 2021 as a Show Holiday for the Gladstone Region in 2021.

Background:

Council's Chief Executive Officer has received a request from the Office of Industrial Relations (OIR) to nominate a 'special holiday' for the 2021 calendar year by 21 August 2020. There are 2 types of special holidays that can be considered:

1. Show Holiday – special holidays which are for the purpose of an agricultural, horticultural or industrial show. Show holidays are also public holidays. A show holiday can only be approved *for a date which a show is being held*; or
2. Bank Holiday – bank holidays can be for significant events held within a local government area *however* these are not public holidays.

As a Bank Holiday is not a 'public holiday', nomination of a bank holiday has not been further considered in this report.

In 2020, Monday 10 August was nominated as the Gladstone Show Holiday in line with the Brisbane "Ekka" Show Holiday.

Council is asked to consider which date to nominate as Show Holiday for the Gladstone Regional Council area.

Options, Risk and Opportunity Analysis

There are three options for Council to consider:

1. Council nominates Monday 9 August 2021 as a show holiday for the Gladstone region (Officer's Recommendation);
2. Council does not nominate a show public holiday; or
3. Council nominates an alternate date, aligned with another show that meets the requirements of the *Holidays Act 1983*.

Communication and Consultation:

A ReachTel phone poll was conducted in July 2018 to gain community feedback into the proposed show holiday and attendance at the Gladstone Show. 75% of participants indicated that they would like to see the holiday in line with a long weekend.

No further consultation was undertaken in preparation for this report.

Legal Strategy and Policy Implications:

Section 4 of the *Holidays Act 1983* outlines the requirements by the Minister for approval of 'Special Holidays' which includes the requirement that a preferred 'show' public holiday can only occur for a date on which an agricultural, horticultural or industrial show is being held.

There is no definition for such events within the *Holidays Act 1983* and general practice has been to align with a declared 'agricultural show' as published by the Queensland Chamber of Agricultural Shows; known as 'Queensland Ag Shows'.

Local events such as the Harbour Festival do not meet the requirements for designation as a show holiday.

Financial and Resource Implications:

The nomination of a show day public holiday (if approved) creates an obligation on Council and businesses within the region to pay public holiday 'penalty rates' as specified within relevant industrial legislation and agreements.

Summary:

Nil.

Anticipated Resolution Completion Date:

The Office of Industrial Relations (OIR) can be advised of Council's decision by 21 August 2020.

Attachments:

Nil.

Tabled Items:

Nil.

Report Prepared by: Manager Governance (Acting) / Business Administration Trainee (Governance)

G/3.5. DEVELOPMENT APPLICATION FOR A MATERIAL CHANGE OF USE OF PREMISES FOR A HIGH IMPACT INDUSTRY AND ENVIRONMENTAL RELEVANT ACTIVITY (ERA) LOCATED AT 14 FRENCH STREET, SOUTH GLADSTONE QLD 4680

Responsible Officer: General Manager Customer Experience

Council Meeting Date: 18 August 2020

File Ref: DA/56/2019 and DB 1.7

Development Application:

Application Number:	56/2019
Applicant:	Veolia C/- ATC Williams
Owner:	Mia Xu Pty Ltd Trustee Mia Xu Family Trust
Date of Receipt:	20 November 2019
Location:	14 French Street and QAL Access Road, South Gladstone Qld 4680
RPD:	Lot 1 RP615240 and Lot 2 RP606994
Area:	Lot 1 – 6,978 m ² Lot 2 – 911m ²
Current Use of Land:	Low Impact Industry (Veolia)
Zoning:	Low Impact Industry
Proposal:	High Impact Industry and Environmentally Relevant Activity 62 (1) (B) (C) (D)
Submissions Close Date:	9 June 2020
Number of Submissions:	One (1) Properly Made Submission One (1) Not Properly Made Submission

Purpose:

The purpose of this report is to assess Development Application 56/2019 for a Material Change of Use of Premises for a High Impact Industry and Environmentally Relevant Activity 62 (1) (B) (C) (D) at 14 French Street and QAL Access Road, South Gladstone QLD 4680 against the *State Planning Policy July 2017* and the *Our Place Our Plan Gladstone Regional Council Planning Scheme, Version 2* and under the *Planning Act 2016* (the Act).

Executive Summary:

A Development Application for a Material Change of Use of Premises for a High Impact Industry and Environmentally Relevant Activity 62 (1) (B) (C) (D) located at 14 French Street and QAL Access Road, South Gladstone was lodged with Council on 20 November 2019.

As per the *Our Place Our Plan Gladstone Regional Council Planning Scheme Version 2* (the Planning Scheme), the proposal triggered Impact Assessment within the Low Impact Industry Zone. By virtue of the level of assessment, Public Notification was required for 15 business days and was conducted by the Applicant from 18 May 2020 to 9 June 2020. During this period, one (1) Properly Made Submission and one (1) Not Properly Made Submission were received. The relevant content raised by the submitters related to environmental impacts (i.e. odour, noise, emissions), traffic conditions, spillage on flood prone area and leakage or exposure to chemicals.

The Development Application required assessment against the relevant provisions of the *State Planning Policy 2017* (the SPP), the Planning Scheme and under the *Planning Act 2016* (the Act).

As per the *Planning Regulation 2017* (the Regulation), the application triggered referral to the Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP), as the subject sites are within 25 metres of a State Transport Corridor and the operation includes an Environmentally Relevant Activity. On 27 May 2020, DSDMIP approved the proposed development subject to conditions stating the proposal is to be carried out generally in accordance with the plans of development and ensure there is no unauthorised access or impacts on the transport corridor.

The Development Application was assessed against the relevant provisions of the SPP, the Planning Scheme and in accordance with the Act. It has been determined that the proposal does not compromise the Low Impact Industry purpose of the land. Therefore, Development Application 56/2019 for a Material Change of Use of Premises for a High Impact Industry and Environmentally Relevant Activity (ERA) 62 (1) (B) (C) (D) is recommended for approval. The approval is supported by a Notice of Reasons and subject to reasonable and relevant conditions.

Subject Site:

The subject site is a corner lot which has frontage to both French Street and QAL Access Road, South Gladstone QLD 468. The two lots can be described as Lot 1 RP615240 and Lot 2 RP606994 and contain a total site area of 7,889 m². The sites are connected to Council's sewer and water infrastructure. Figure One below provides an aerial view of the subject sites and existing Council infrastructure.

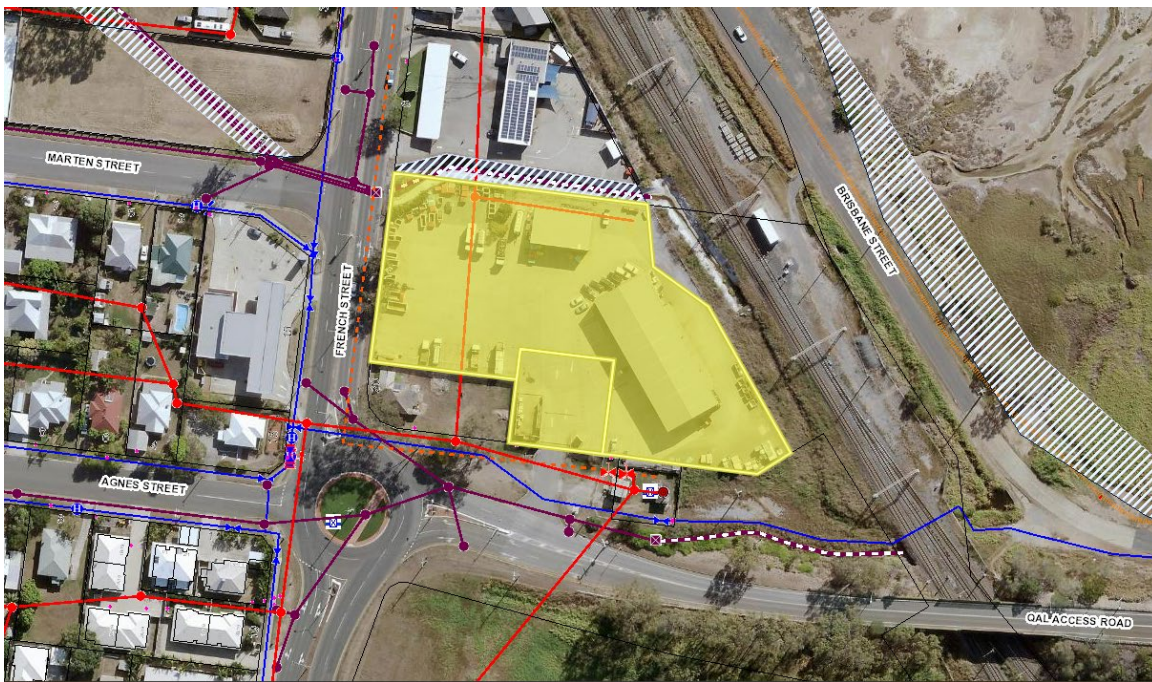


Figure One: Aerial View of Subject Sites

Pursuant to the Planning Scheme, the subject sites are zoned Low Impact Industry. Figure Two illustrates the zoning of the subject sites and surrounding area. The sites have been operating as a Low Impact Industrial use by Veolia for the past eight years. There is an existing residential premise located on the corner of QAL Access Road which is currently unoccupied.

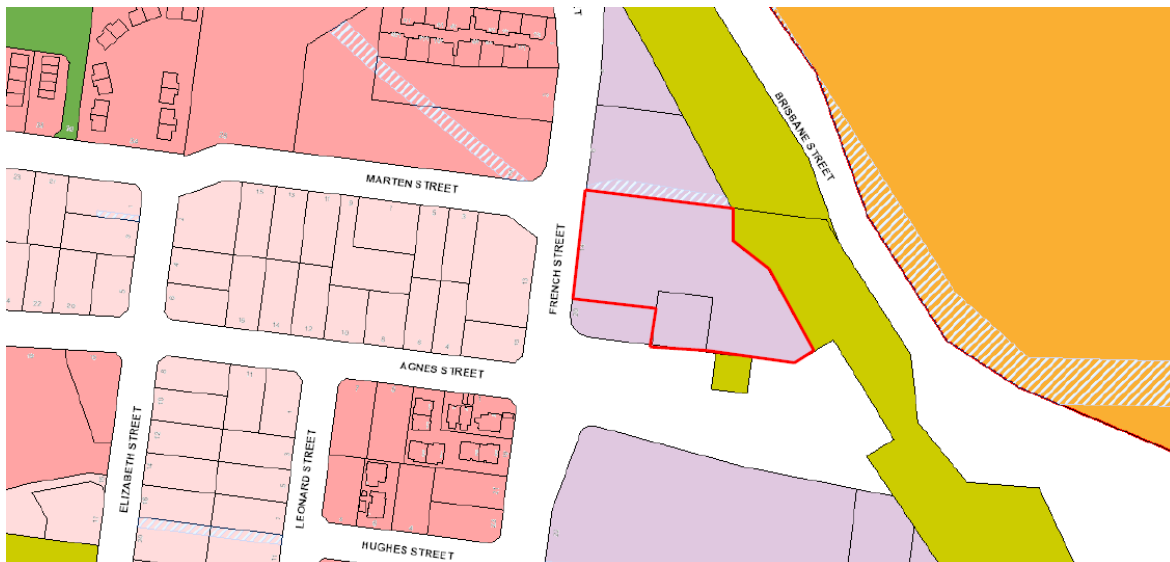


Figure Two: Zoning of the Subject Sites and Surrounding Area

The subject sites have an existing access point on QAL Access Road, approximately 45 metres east of French Street and the Agnes Street roundabout-intersection. French Street is an Urban 4 Lane Distributor Road whilst QAL Access Road is an Urban Industrial Collector Road under Council's Road Hierarchy Policy. The sites are adjacent to Low-medium Density Residential Zones which extend from the opposite side of French Street. The proposed development is approximately 100 metres from the nearest residential zone. Contiguous to the two sites is a rail corridor noted by the Special Purpose Zone. The rail corridor runs parallel to the two sites and a Limited Development Zone that extends north-east on the opposite side of Brisbane Street. Furthermore, there are Low Impact Industry Zones situated north and south of the sites in subject.

Background:

Previous Applications

A Building Works Application for a Workshop and Office was lodged and approved by Council on 11 March 1998 (Ref: 6272/1997/DA).

A pre-lodgement meeting was held on 17 September 2019 for a High Impact Industry and ERA at the subject sites. Council officers advised that the application would need to demonstrate that offsite impacts could be managed in relation to the existing industrial and sensitive land uses surrounding the sites. In these preliminary discussions, the Applicant did not intend to receive, bale or store putrescible general waste, or bulk green waste at the subject sites. However, ERA 62 threshold 1(b) captures a wider range of potential non-putrescible commercial and industrial wastes compared to threshold 1(a). Therefore, proposing threshold 1(b) rather than 1(a) would not affect the aggregate environmental score, potential annual fees or requirements for assessing environmental risk.

Current Application

Development Application 56/2019 was lodged to Council on 20 November 2019 and was confirmed on 23 December 2019. DSDMIP issued a Confirmation Notice on 21 January 2020 and an Information Request on 3 February 2020.

The Applicant provided a response to the Information Request issued by DSDMIP on 1 May 2020. Upon receipt of the material submitted, DSDMIP issued a Referral Agency Approval on 27 May 2020.

The Applicant undertook Public Notification from 18 May 2020 to 19 June 2020. During the Public Notification Period, one (1) properly made submission was received. Furthermore, Council received one (1) not properly made submission outside of the Public Notification period. The submissions

raised several concerns related to environmental impacts (i.e. odours, noise, emissions), traffic conditions, spillage on flood prone land and leakage or exposure to chemicals.

Proposal:

The Applicant seeks a Development Permit for a Material Change of Use of Premises for a High Impact Industry and ERA 62 (1) (B) (C) (D), which is defined under the Planning Scheme:

Premises used for industrial activities that include the manufacturing, producing, processing, repairing, altering, recycling, storing, distributing, transferring or treating of products and have one or more of the following attributes:

- *potential for significant impacts on sensitive land uses due to offsite emissions including aerosol, fume, particle, smoke, odour and noise*
- *potential for significant offsite impact in the event of fire, explosion or toxic release*
- *generates high traffic flows in the context of the local infrastructure network*
- *generates a significant demand on the local infrastructure network*
- *the use may involve night time and outdoor activities*
- *onsite controls are required for emissions and dangerous goods risks.*

The proposed development will utilise the majority of the existing infrastructure as follows;

- reuse of the existing (26) car parking spaces;
- reuse of the existing administration building;
- reuse of the existing wash down bay; and
- repurposing with some interior alterations, the existing fully enclosed building along the northern boundary into a regulated waste transfer facility.

The proposal will continue as an industrial use involving a resource recovery and transfer facility operation (no public access) for receiving and sorting, dismantling, baling, or temporary storing regulated waste (ERA62 (1) (B) (C) (D)). The waste will predominately consist of oil, oily water, mineral oil, and wastewater from fire-fighting. Solid waste may accompany incoming liquid waste (e.g. rags) associated with clean ups.

The Applicant proposes the following new infrastructure onsite;

- liquid storage area (two x 26 kL self-bunded storage tanks) located to the north of the site; and
- heavy vehicle parking area located on the south-western side boundary fronting the Agnes Street roundabout-intersection.

Figure Three below illustrates the Proposed Site Plan and the Waste Transfer Facility Concept.

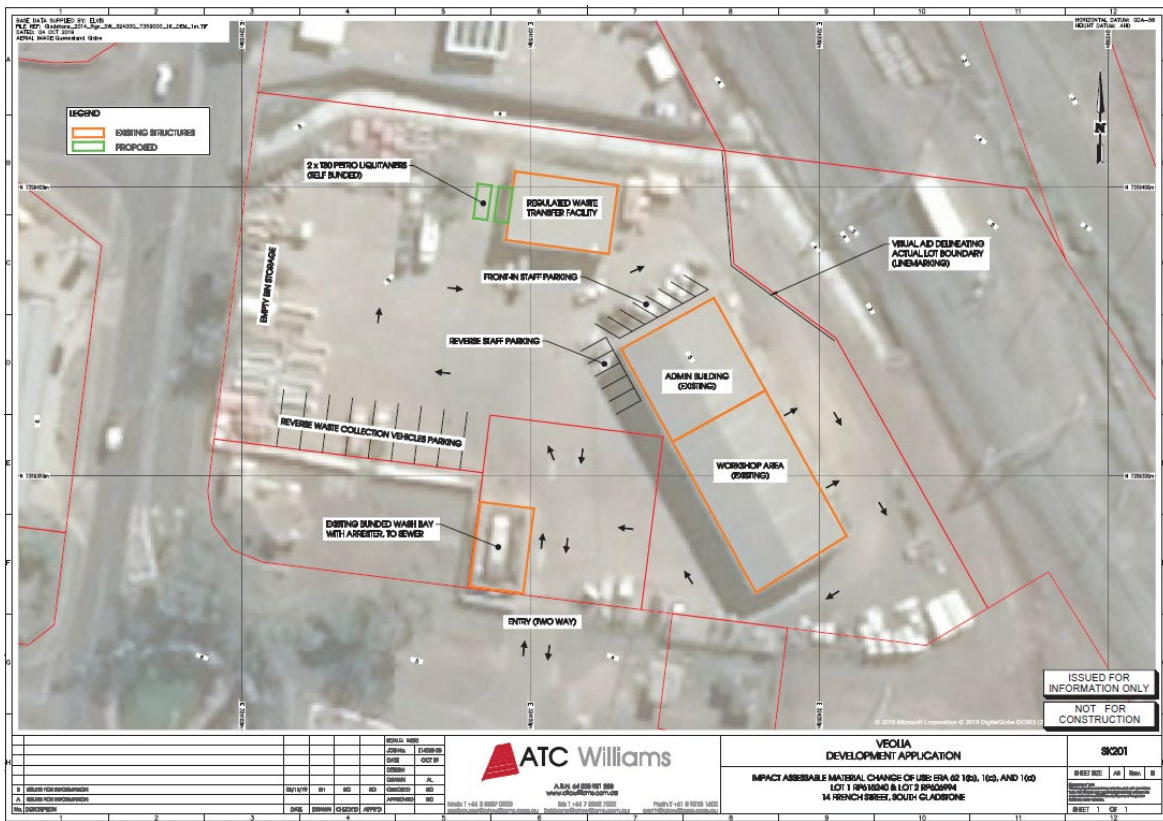


Figure Three: Proposed Site Plan

The development is proposed to generally operate at standard hours; 7am – 6pm Monday to Friday and 7am – 12pm Saturday. However, as per the existing operations, vehicles will arrive and exit the site prior to 7am. Approximately 26 full-time equivalent staff are proposed to work at the site.

The subject sites will support Veolia’s commercial waste collection business offered to existing and potential commercial clients in Gladstone and surrounding areas. As such, the site will have a liquid and general industrial waste focus. Typical wastes that will be received include, but not limited to;

Veolia intends to receive at least the following waste types at the site	
Type	Category
Liquid waste hydrocarbon oil	2
Oily Water	2
Grease trap waste	2
Waste Fuel	2
Wastewater	2
Septic tank/wastewater sludge	2
Oil filters and lead-acid batteries	2
Fertilizer wash water (to beneficial use)	2
Hydro mud/sediment/soil	2
Fire wash waters	1
Rags etc. (general non-putrescible C&L waste)	General

Adopted Infrastructure Charges Notice:

Existing Lawful Use		Proposed Use		
Planning Scheme Definition	GFA	Planning Scheme Definition	GFA	Stage
Low Impact Industry	1,144m ²	High Impact Industry	1,144m ²	N/A

The Development Permit was calculated against the *Gladstone Regional Council Adopted Infrastructure Charges Resolution (No.1) – 2015 – Amendment No. 2 (AIC)*. As the development is repurposing the site from Low Impact to High Impact with no increase to GFA, this would not attract an adopted infrastructure charge. As part of the Decision Notice, the Nil Adopted Infrastructure Charges Notice will be issued in accordance with the Act.

Referral:

The Development Application was referred to DSDMIP for an ERA 62 (1) and proximity to a State Transport Corridor. DSDMIP issued an Information Request on 3 February 2020. The Applicant requested a further extension of 20 business days to allow additional time to respond to the Information Request due to delays as a result of COVID-19. DSDMIP granted the extension on 21 April 2020. The Applicant responded to the Information Request on 1 May 2020.

On 27 May 2020, DSDMIP approved the proposed development subject to conditions (2001-14863 SRA). The response included conditions to ensure:-

- the development is carried out generally in accordance with the plans of development submitted with the application; and
- that there is no unauthorised access onto the transport corridor and to protect impacts on the transport corridor.

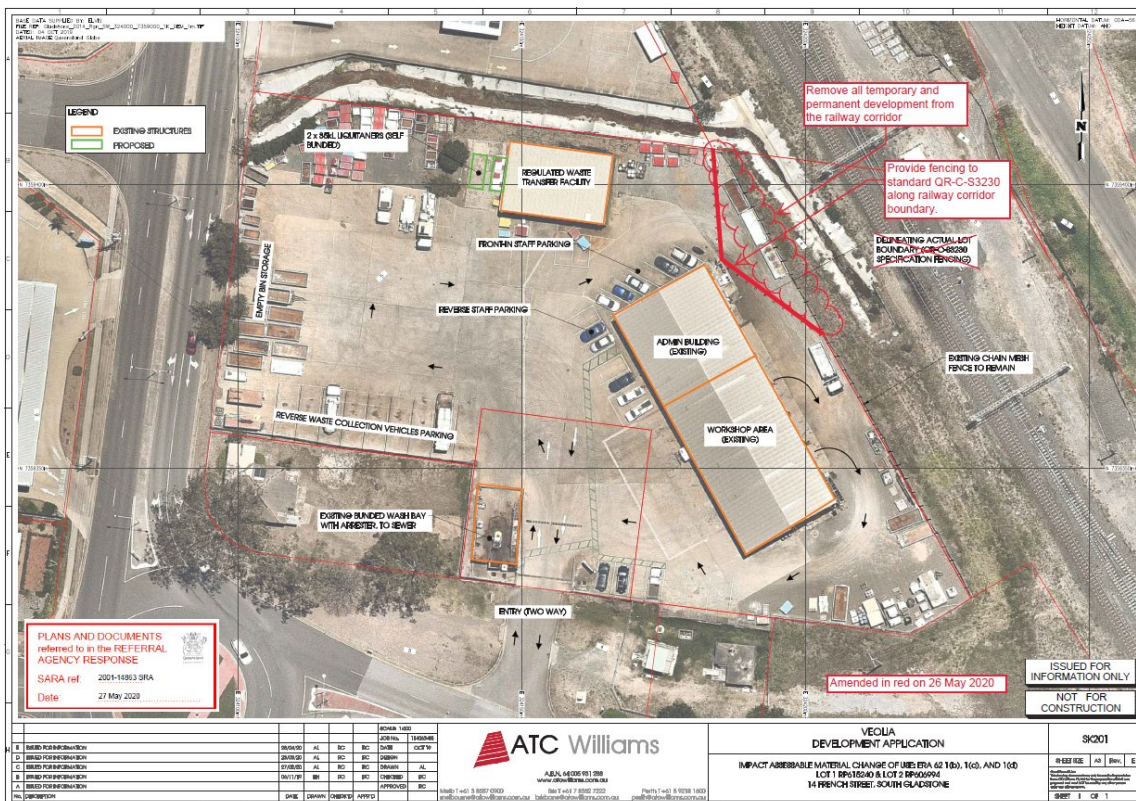


Figure Four: Approved DSDMIP Plan**Assessment:**

Consideration of the proposed development will be undertaken within the requirements of the Act and assessed against the benchmarks detailed within the SPP and the Planning Scheme. The assessment will focus on areas where the proposal fails to comply with the relevant outcomes as well as identifying where relevant conditions can mitigate impacts.

Statutory Planning:State Planning Policy

The SPP articulates the State Interests that have been identified as critical to protecting and enhancing Queensland and delivering developments. The SPP has effect throughout Queensland and sits above regional plans and Planning Schemes in the hierarchy of Planning instruments. An assessment against Part E: Assessment Benchmarks will be required as the Planning Scheme has not been integrated with the current SPP state interest policies. An assessment has been carried out against each applicable State Interest.

State Interest	Trigger	Assessment
Biodiversity	MSES – Regulated Vegetation (category R)	Complies – Whilst the existing structure is located within the mapped MSES buffer, the proposed development does not involve construction of additional structures. As such, the proposal complies.
Natural Hazards Risk and Resilience	Flood hazard area – Level 1 – Queensland floodplain assessment overlay Flood hazard area – Local Government flood mapping area	Complies – As per the Gladstone Regional Council's Mapping, the subject sites are not located in the Flood Hazard Overlay. The development will be reusing the existing buildings and the impervious area, as such, there is no change to the stormwater management plan – i.e. no increase of stormwater to downstream areas.
Strategic Airports and Aviation Facilities	Obstacle limitation surface area Obstacle limitation surface contours Lighting area buffer 6km Wildlife hazard buffer zone	Complies – The development is mapped within the obstacle limitation surface area and contours, lighting area buffer 6km and Wildlife Hazard buffer zone. The proposed development does not involve any new construction and utilises the existing structures on site. Furthermore, assessment of the impacts to airport facilities will be assessed as part of the Airport Environs Overlay Code under the Planning Scheme.

Planning Scheme Requirements:

In accordance with the Planning Scheme Table of Assessment, the proposal triggers Impact Assessment against the whole of the Planning Scheme, however, assessment has been conducted against the following benchmarks:

- Strategic Framework
- Acid Sulfate Soils Overlay Code
- Airport Environs Overlay Code
- Low Impact Industry Zone Code
- Development Design Code
- Landscaping Code

Strategic Framework – Gateway to the World

Strategic Outcome 3.3.1 (1) specifies that: *Gladstone is a world class industrial city that balances the impacts of major industrial development with community and environmental well-being.* The proposed operations include the transfer of waste oil and oily water collection from trucks into self-bunded storage tanks located north west of the two sites. It has been demonstrated through the Air Quality and Noise Assessment Report prepared by Air Noise Environment that the proposed operations will have minimal impact on the community and on the environmental well-being with regards to air and noise pollutions. As such, the proposal is considered compliant with Strategic Outcome 3.3.1 (1) in that it contributes to Gladstone's reputation as a world class industrial city, whilst also balancing the well-being of the community and environment.

Strategic Outcome 3.3.1 (4) provides that: *An adequate supply of industrial land in industrial places is available across the region within designated industrial places.* The two sites are an established industrial use on an industrial zoned parcel of land, however, the type of use proposed requires some additional considerations, therefore triggering this application. The proposed development will not undermine the adequate supply of industrial land in industrial zones across the region as it will utilise the existing site and associated facilities. Given the above, the proposal is deemed compliant with Strategic Outcome 3.3.1 (4).

Strategic Outcome 3.3.1 (5) highlights that: *industrial development occurs in a range of small and large lots that reflect site area requirements for a range of industrial activities. It must also be well serviced, connected to major transport links, transport routes and other key infrastructure and avoids adverse impacts on sensitive uses.* The proposal seeks to utilise the two lots and will incorporate the existing buildings and car parking spaces to continue the resource recovery and transfer facility operation undertaken by Veolia. The location of the Resource Recovery and Transfer Facility has been centrally located as it has connectivity to major transport links and transport routes by the way of an Urban 4 Lane Distributor (French Street) and a State Controlled Road (Gladstone Benaraby Road). Subsequently, the proposal is deemed to be compliant with Strategic Outcome 3.3.1 (5).

Acid Sulfate Soils Overlay Code

The subject lots are within mapped Acid Sulfate Soils Overlay (0-5m AHD and 5-20m AHD). The proposal does not result in excavating, removing or filling material as the existing buildings and facilities will be repurposed. As such, the development will comply with the Acid Sulfate Soils Overlay Code.

Airport Environments Overlay Code

The subject site is impacted by the Airport Environments Overlay (Approach and Department limitation surface – OLS Contours and Inner Horizontal). The proposed use does not seek to create new buildings, structures or vegetation that would penetrate the Obstacle Limitation Surface (OLS) as identified within the Airport Environs Overlay Code. Furthermore, the proposed plans do not

illustrate the location of external lighting. Therefore, to ensure compliance with Acceptable Outcome 2.1, a condition has been recommended.

The proposed operations as mentioned above involve transfer activities which include waste oil and oily water collection from trucks into self-bunded storage tanks located within the north-west of the two sites. The proposed activities relating to the development have been assessed to generate minimal gaseous particles. For example, waste matter will be collected from trucks through tanks which are directly connected to the self-bunded T30 Petro Liquitainer facility. Subsequently, the development will comply with Acceptable Outcome 3 as no gaseous plumes with a or smoke, dust, ash or steam will penetrate the Obstacle Limitation Surface (OLS).

Low Impact Industry Zone Code

The proposed regulated waste transfer facilities will be located within the northern building on the site. The external areas of the sites shown in Figure Five below are currently used for vehicle parking and empty bin storage. The Applicant has noted that this will not change for the proposed site activities. In addition, there is existing fencing around the subject site which includes advertised-mesh attachments that provide screening to the street, e.g. from French Street and Agnes Street roundabout-intersection. Moreover, the proposed T30 Petro Liquitainers will be located behind a vegetated area with an approximate height of 1.8m. The adjoining sites are also located within the low impact Industry zone. As such, the proposal is compliant with Acceptable Outcome 11.



Figure Five: External Areas of Subject Site

Acceptable Outcome 12 requires that: *A minimum 2m width of landscaping is provided along the entire principal road frontage excluding the driveway.* The subject site does not comply with Acceptable Outcome 12, therefore, assessment against Performance Outcome 12 has been conducted.

Performance Outcome 12 provides that: *Landscaping is provided to mitigate the visual impact of development and screen unsightly components.* The proposed development seeks to retain the site in its current condition including the existing landscaping. There is minimal opportunity to provide

landscaping within the two sites as 85.58 percent of the surface area consist of impervious material. However, there is fencing around the subject sites which offer an opportunity for screening materials to mitigate potential visual impacts. In addition, the proposed Petro Liquitainers will be located behind a vegetated area with an approximate height of 1.8 metres. Subsequently, the proposed development is compliant with Performance Outcome 12 as sufficient screening as been incorporated.

The two x T30 Petro Liquitainers (noted by the blue circle in Figure Six below) proposed are setback at an appropriate location and screened by fencing and existing vegetation around the site. The Air Quality and Noise Assessment Report prepared by Air Noise Environment has demonstrated that potential air emission sources will be minimal and only associated with natural venting of emissions from waste oil and oily water storage tanks. In addition, materials will be stored within the wholly enclosed Liquitainers mentioned and collected by a tank pump to the internal shed. With regards to noise generation, the Air Quality and Noise Assessment Report prepared by Air Noise Environment also demonstrated compliance with the noise criteria defined within the *Environmental Protection (Noise) Policy 2019*. Subsequently, the proposal is compliant with Acceptable Outcomes 13.1, 13.2 and 14.



Figure Six: Planning Scheme Zoning Map

The waste transfer station is proposed to generally operate at standard hours; 7am – 6pm Monday to Friday and 7am – 12pm Saturday. Subsequently, the proposal is considered compliant with Acceptable Outcome 17.1. However, to further ensure compliance, a condition has been recommended.

Performance Outcome 19 highlights that: *development is of a low impact nature and is either: a) a low impact industrial activity; b) trade related; c) difficult to locate in other zones due to land area or operational requirements (such as indoor sport and recreation uses); or d) small in scale and ancillary to, or directly supports, the industrial functions of the area.* Whilst this is true, the proposed development as mentioned above seeks to utilise the existing facility with exception to the inclusion of the two self-bunded Liquitainers. As such, the proposed development will reflect low impact activity despite it seeking additional waste product onsite.

The proposed development will not detract from the function and viability of the region’s low impact industries centres. Moreover, the proposed development facilitates the safe, efficient and attractive use of the land for small scale industrial activities as it does not compromise the existing site. Similarly, the proposed development has been demonstrated through the application material to

have minimal impacts on the adjoining land with regards to air and noise pollution. The impacts on the health, safety or amenity of nearby residential zoned land or other sensitive land uses are minimised through maintaining consistency with the light industry use designation for the premises. Therefore, the proposed development is compliant with Performance Outcome 19.

The two x T30 Petro Liquitainers proposed are near existing sewer main infrastructure. However, the proposed Liquitainers are not considered to be permanent structures and will be stored for pick up once at capacity. As such, Building Over or Adjacent to Council Infrastructure Policy approval is not required.

Development Design Code

The Applicant has demonstrated that stormwater runoff will be conveyed under the North Coast Line and Brisbane Street via a channel located outside the northern and eastern boundaries of the two sites. Stormwater runoff will be discharged into the coastal area via these channels. Subsequently the proposed development is compliant with Acceptable Outcome 5.1 and 5.2.

The proposed development will not change the quantity or frequency of surface runoff from the two sites as it does not propose to change permeable or impermeable areas. Therefore, the proposed development is compliant with Performance Outcome 6.

The proposal will retain the sites existing car parking and bicycle spaces. Similarly, the proposed development will not alter the existing access driveway. As such, the proposal is compliant with Acceptable Outcomes 9, 10, 11.1 and 12.

The waste transfer operation associated with the proposal has been determined through the Air Quality and Noise Assessment report to not create significant air emission sources. Air emission sources are only associated with natural venting of emissions from waste oil and oily water storage tanks. In addition, sensitive receptors are located approximately 100 metres from the proposed development. The Air Quality and Noise Assessment report has also demonstrated that the proposed development will be compliant with the acoustic threshold detailed within the *Environmental Protection (Noise) Policy 2019*. Given the above, it has been determined that air and noise impacts to sensitive receptors will be minimal. As such, the proposal is considered compliant with the Acceptable Outcome 16.

The Applicant has demonstrated that existing external lighting will be retained where appropriate. Subsequently, the proposed development is considered compliant with Acceptable Outcome 18 and 19, however, a condition has been recommended to further ensure compliance.

Acceptable Outcome 21 requires that: Waste storage and management arrangements are sited, screened and designed in accordance with the *Waste Management Planning Scheme Policy*. The proposal does not comply with Acceptable Outcome 21, therefore, assessment against Performance Outcome 21.

Performance Outcome 21 highlights that: *Development: a) minimises waste generation (including construction, demolition and operational waste); and b) provides adequate facilities on-site for the storage of waste and recyclables*. The proposed development is a resource recovery and transfer facility operation (no public access) for receiving and sorting, dismantling, baling, or temporary storing regulated waste (ERA62 (1 B,C and D)). As such, there are adequate facilities on-site for the storage of waste and recyclable. Subsequently, the proposed development is compliant with Performance Outcome 21.

The proposed development is not associated with major construction activities which foreshadow soil disturbances. Moreover, the applicant has demonstrated that the proposed development will not increase external on-site pollutants which may affect the groundwater network within the two sites. Subsequently, the proposal complies with Performance Outcomes 23 and 26.

Landscaping Code

There is general landscaping around the subject site which consists of soft landscaping such as turfed areas and street trees along the front entrance via QAL Access Road and the eastern side boundary. The subject site area is predominantly sealed with impervious substances being a low impact facility. As such, there is minimal opportunity for landscaping within the site. However, internal landscaping has been provided within the north-western corner adjacent to the proposed location for the two self-bunded Liquitainers. The landscaping consists of turf and vegetation. The proposed development will not alter or impact the existing landscaping within the site. Subsequently, the proposal is consistent with the Landscaping Code.

Public Notification and Submissions:

Public Notification was triggered as the application is categorised as Impact Assessable, as prescribed by the Act. The Public Notification period occurred between 18 May 2020 to 9 June 2020. During the Public Notification period, one (1) Properly Made Submission was received, whilst one (1) Not Properly Made Submission was received outside of the period (attached). A further breakdown of the submissions has been included below.

Submission	Officer's Response
Issues	
Leakage and exposure to chemicals and high-risk waste	A self-bunded area to transfer liquid waste has been provided within the proposed development. Moreover, Site Management Plans have been developed by Veolia to manage regulated waste within the development and to ensure no spills occur outside of the facility.
Increased noise pollution	The Air Quality and Noise Assessment Report demonstrated minimal impact on noise pollution. Additionally, the development will operate within the acceptable hours of operation, further reducing any noise impacts on surrounding sensitive uses.
Poor traffic condition	Medium and Heavy Rigid vehicles which visit the site will increase by two each day. This is not anticipated to negatively impact on the current traffic conditions. In addition, Veolia provided a Traffic Management Plan which further includes measures to manage transport movement within the facility.
Odours and fugitive emissions – at present waste collection vehicles are parked alongside and front boundary	All handling, storing and transfer of waste product onsite will be conducted within the existing buildings and via the 2 x Petro Liquitainers proposed. This will create a further buffer between the surrounding uses.
Flooding and stormwater	The two sites are not impacted by the Coastal Hazard Overlay or the Flood Hazard Overlay pursuant to the Planning Scheme. Additionally, surface runoff will be conveyed by underground pipes to an external drainage network which will not change based on the development utilising the existing facilities.
Impact on potential usage of the adjoining property	Conditions have been imposed under the Environmental Authority to ensure adjoining properties are not negatively impacted.

	Furthermore, the direct adjoining premises are located within the Low Impact Industry Zone under the Planning Scheme. Any future operation would be subject to the assessment benchmarks listed within the local planning instrument which is not impacted by adjoining operations.
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Summary:

The proposed development will result in High Impact Industry on an existing Low Impact Industry Zone lot. Concerns, that were raised by submitters, regarding environmental impacts (i.e. odors, noise, emissions), traffic conditions, spillage on flood prone area and leakage or exposure to chemicals have been addressed with recommended conditions. As such, the proposed development is considered to comply with the Planning Scheme.

Officer's Recommendation:

That Development Application 56/2019 for a Material Change of Use of Premises for a High Impact Industry and Environmentally Relevant Activity 62 (1) (B) (C) (D) located at 14 French Street and QAL Access Road, South Gladstone Qld 4680, be approved subject to reasonable and relevant conditions.

Statement of Reasons:

The following provides the Notice of Reasons under section 63(5) of the *Planning Act 2016*:

Description of the development:

The approved development is for a Material Change of Use of Premises for a High Impact Industry and Environmentally Relevant Activity 62 (1) (B) (C) (D).

Assessment benchmarks:

Benchmarks applying to the development:	Benchmark reference:
<i>State Planning Policy July 2012</i>	<ul style="list-style-type: none"> • <i>Biodiversity;</i> • <i>Natural Hazards, Risk and Resilience;</i> • <i>and</i> • <i>Strategic Airports and Aviation Facilities</i>
<i>Our Place Our Plan Gladstone Regional Council Planning Scheme, Version 2</i>	<ul style="list-style-type: none"> • <i>Strategic Framework;</i> • <i>Acid Sulfate Soils Overlay Code;</i> • <i>Airport Environs Overlay Code;</i> • <i>Low Impact Industry Zone Code;</i> • <i>Development Design Code; and</i> • <i>Landscaping Code</i>

Reasons for the assessment managers decision:

1. The Application was properly made in accordance with the *Planning Act 2016* and the Development Assessment Rules; and
2. The Application is generally compliant with the relevant benchmarks of the *State Planning Policy July 2017* and the *Our Place Our Plan Gladstone Regional Council Planning Scheme, Version 2* despite conflicts within the Low Impact Industry Zone Code.

Reasons for approval despite any non-compliance with certain benchmarks:

Benchmark reference:	Reasons for the approval despite non-compliance with benchmark:
Airport Environments Overlay Code – Table 8.2.2.3.1 – Acceptable Outcome 2.1	Compliance with Airport Environments Overlay Code – Table 8.2.2.3.1 – Acceptable Outcome 2.1 via a condition
Low Impact Industry Zone Code – Table 6.2.12.3.1 – Performance Outcome 11	Compliance with Low Impact Industry Zone Code – Table 6.2.12.3.1 – Performance Outcome 11
Low Impact Industry Zone Code – Table 6.2.12.3.1 – Performance Outcome 19	Compliance with Low Impact Industry Zone Code – Table 6.2.12.3.1 – Performance Outcome 19
Low Impact Industry Zone Code – Table 6.2.12.3.1 – Performance Outcome 25	Compliance with Low Impact Industry Zone Code – Table 6.2.12.3.1 – Performance Outcome 25
Development Design Code – Table 9.3.2.3.1 – Performance Outcome 6	Compliance with Development Design Code – Table 9.3.2.3.1 – Performance Outcome 6
Development Design Code – Table 9.3.2.3.1 – Acceptable Outcome Performance Outcome 23	Compliance with Development Design Code – Table 9.3.2.3.1 – Performance Outcome 23
Development Design Code – Table 9.3.2.3.1 – Acceptable Outcome Performance Outcome 26	Compliance with Development Design Code – Table 9.3.2.3.1 – Performance Outcome 26

Relevant matters for impact assessable development:

N/A

Matters raised in submissions for impact assessable development:

As noted in the report.

Matters prescribed by a regulation:

1. The *State Planning Policy – July 2017 – Part E*;
2. The *Central Queensland Regional Plan*; and
3. The *Our Place Our Plan Gladstone Regional Council Planning Scheme, Version 2*

Conditions of Approval:

The following provides the Conditions of Approval under section 63(2)(3e) of the *Planning Act 2016*:

Approved Documentation

1. Development is to be carried out generally in accordance with the submitted application including the following plans and supporting documentation except where amendments are required to satisfy the conditions of this approval:

Drawing Number	Revision	Description	Author	Date
SK201	E	Impact Assessable Material Change of Use: ERA 62 1 (b), 1(c), and 1 (d)	ATC William	28 April 2020
SK202	D	Waste Transfer Facility Concept	ATC William	28 April 2020
SK203	B	Existing Land Use	ATC William	6 November 2019

And supporting documents

Document Number	Revision	Description	Author	Date
114063-08-R02	O	Development Application – Impact Assessable Material Change of Use: High Impact Industry, ERA 62 1(b), 1(c), and 1(d) and Environmental Authority for ERA62	ATC Williams	20 November 2019
6018report02.odt	2	Air Quality and Noise Assessment – Proposed Resource Recovery and Transfer Station, South Gladstone	Air Noise Environment	29 April 2020
P10495	2	Traffic Assessment	Harrison Infrastructure Group	April 2020
TEM-328-1	–	Site Emergency Response Plan Gladstone	Veolia	20 February 2018
TEM-435-1	–	North Queensland Regional SHEQ Operational Management Plan	Veolia	8 October 2018
MAN-476-1	–	Safety, Health, Environment and Quality (SHEQ) Management Plan	Veolia	14 March 2018
MAN-555-1	–	Health, Safety and Environment (HSE) Management Plan	Veolia	14 March 2018

Building, Plumbing and Drainage Works

2. Prior to the commencement of the use, all plant and equipment (including air conditioners, exhaust fans and the like) are to be housed, screened and located so that these do not cause environmental nuisance or harm to residential uses in the surrounding area.
3. As part of Building Works, all outdoor lighting is to comply with Australian Standard AS4282 – Control of the Obtrusive Effects of Outdoor Lighting.
4. Prior to the commencement of the use, all lighting at ground level and associated with illuminating ground level areas must be focused downwards and be provided with hoods, shades or other permanent devices to direct illumination downwards and not allow upward lighting to adversely affect the residential uses on this site and the adjoining the sites.

Stormwater Infrastructure

5. Upon commencement of the use, all stormwater runoff must be piped from roofed areas and discharged to a kerb and channel drainage system in a Council controlled road, or an approved inter allotment stormwater drainage system, in accordance with Queensland Urban Drainage Manual 2017.

Transportation Services

6. Prior to the commencement of the use, a minimum of 21 car parking spaces are to be provided on site generally in accordance with the approved plans, including designated disabled car parking spaces. These spaces and all vehicle movement areas are to be constructed, sealed, line marked, provided with wheel stops and maintained in accordance with the Engineering Design Planning Scheme Policy under the Our Place Our Plan Gladstone Regional Council Planning Scheme and AS2890.1.
7. Prior to the commencement of the use, a minimum of 4 bicycle spaces are to be provided onsite within 30m walking distance to the entry of the use. All bicycle spaces are to be constructed in accordance with AS2890.3 (2015).
8. Prior to the commencement of the use, any damage to the driveway crossing and kerb and channel shall be repaired at the owner's expense and to Council's Standard Drawing Urban Commercial/Industrial Driveway.

Advisory Note: Council's standard drawing is located within the Capricorn Municipal Development Guidelines - Drawings and Specifications at <http://www.cmdq.com.au/index.htm>.

Waste Management

9. Prior to the commencement of the use, the waste storage area/s are to be sufficient in size to house all waste collection containers including recycling waste containers. The waste storage area/s must be suitably enclosed and imperviously paved, with a hose cock and hose fitted in close proximity to the enclosure to ensure the area can be easily and effectively cleaned.
10. Prior to the commencement of the use, open storage areas shall be adequately screened so as not to detract from the visual amenity of the area. One way of achieving compliance with this condition is as follows:
 - a. Outdoor storage areas are situated in locations not visible from the street; and
 - a. A 1.8m solid screen fence is located around storage areas.

Lawful Commencement

11. Prior to the commencement of this use, the Applicant is to request a Compliance Inspection be undertaken by Council to confirm that all conditions of this Development Permit are considered compliant.
12. Upon receipt of confirmation from Council that all conditions of this Development Permit are considered compliant, the Applicant is to notify Council within 20 business days that this approved use has lawfully commenced.

End of conditions

Advice to Applicant:

An Adopted Infrastructure Charge Notice in relation to the infrastructure charges applicable to this development has been provided separately.

Attachments:

1. DA/56/2019 - Submissions Received

Tabled Items:

Nil.

Report Prepared by: Development Services

G/3.6. HARVEST DIGITAL PLANNING - SPECIALISED SUPPLIER

Responsible Officer: General Manager Operations

Council Meeting Date: 18 August 2020

File Ref: PE1.1

Purpose:

This report asks Council to determine whether Harvest Digital Planning meets the requirements of s235(b) that is whether Council is satisfied that due to the specialised nature of the services sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders for the delivery of access to the HIVE “Conversations” community engagement platform currently active on Council’s website.

Officer's Recommendation:

That:

1. In accordance with Section 235(b) of the *Local Government Regulation 2012*, Council is satisfied that due to the specialised nature of the services sought, it would be impractical or disadvantageous for Council to invite quotes or tenders for the services necessary to provide access to the HIVE community engagement platform; and
2. Council authorises the Chief Executive Officer to engage Harvest Digital Planning Pty Ltd for a maximum period of three (3) years to provide access to the HIVE community engagement platform.

Background:

Harvest Digital Planning Pty Ltd (“Harvest”) was engaged by Council in April 2019 following a competitive quoting process to deliver the HIVE platform used for online community engagement. Harvest scored the highest overall both technically and commercially. Throughout the past 12 months the HIVE platform was customised for Council and integrated into Council’s website – now known as Conversations Platform (“Conversations”). Conversations was launched on 22 November 2019, with activity on the platform until 3 August 2020 as follows:

26	Projects
780	Members
25,364	Views
16,247	Visits
11,243	Visitors
2,099	Contributions
876	Contributors
160	Followers
173	Follows

Conversations’ numbers have grown steadily since the end of April, as the Brands and Communications and Engagement and Partnerships teams have worked on promoting the platform on its website and more internal and external stakeholders became aware of this virtual engagement tool.

The platform allows community members to select topics (such as arts and culture, community, environment, assets, major projects and others) and locations of interest (All region, Gladstone,

Calliope, Miriam Vale, etc) to keep up to date with any new projects that meet that criteria. It also enables members to 'follow' projects of interest. This means that they will be notified of any updates to that project. These features assist in promoting project engagement, thus increasing project reach. The tool also allows higher connection between Council and the community providing opportunity for community input into projects and initiatives, and how this feedback has been used.

Furthermore, the Conversations platform is a user-friendly website, with a range of interactive tools which allow making a simple form more appealing, visually interesting and concise. The platform can support the digital delivery of Council's community programs, such as engaging competitions, questions and answers sessions, interactive forms, videos, voting sessions and others. Reporting functionality is of high quality and easily accessed to inform the success of the engagement activities.

The HIVE platform has also been utilised to develop the Virtual Neighbourhood Centre, launched to support our community during times of isolation during COVID-19.

As a software provider, Harvest liaises with Council to ensure the website continues to meet Council's needs, to introduce new tools and functionalities and to provide technical support when required. Council was also invited to test a new analytics tool which creates word clouds associated to customer responses and may assist in qualitative analysis of responses.

The initial arrangement with Harvest Digital Planning was for 12 months, this was to allow for a trial period to ensure the platform performed according to Council's requirements. The performance, interaction, support and technology of the Hive platform has been of high quality and as such the Community Development and Events team recommend its continuation as Council's online community engagement tool.

Options, Risk and Opportunity Analysis:

There is a general requirement that local governments must invite written tenders before entering into a medium-sized contractual arrangement (a contract expected to be worth \$15,000 - \$200,000 exc GST).

Section 235(b) of the *Local Government Regulation 2009* (the Regulation) does however provide an exemption to the requirement to invite written tenders where Council resolves that "*because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders.*"

The following reasons support the application of s235(b) of the Regulation:

- Because of their experience working with Council throughout the contract term and their expertise with the HIVE platform, Harvest have developed specialist knowledge of Council's community engagement requirements and existing systems.
- Harvest are currently meeting Council's requirements and it would be disadvantageous to Council in terms of resources (cost and time) to replicate the Conversations and Virtual Neighbourhood Centre.
- It would be disadvantageous to Council to develop a new software platform with a third party provider in terms of potential loss of community engagement - particularly for those projects that are currently promoted through Conversations and a potential lack of willingness on behalf of the community to "learn" or navigate a new platform.

Communication and Consultation:

Senior Legal Advisor
GM Community Development & Events
Community Engagement Specialist

Legal Strategy and Policy Implications:

Based on instructions and interpretation of the subject matter being software as a service, Council's legal advisor supports the engagement of Harvest for the HIVE platform as an exemption under section 235(b) – Specialised Supplier.

Financial and Resource Implications:

The annual subscription for this service is approximately \$35,000 per year excluding GST and is a budgeted item within the Community Development & Events budget.

Summary:

Nil.

Anticipated Resolution Completion Date:

30 September 2020.

Attachments:

Nil.

Tabled Items:

Nil.

Report Prepared by: Manager Contracts and Procurement.

G/3.7. COMMUNITY INVESTMENT PROGRAM - IGNITE EVENT APPLICATIONS

Responsible Officer: General Manager Community Development and Events

Council Meeting Date: 18 August 2020

File Ref: GS3.1

Purpose:

Consider the recommendation of the Community Investment Panel on applications received under the Community Investment Program's Community Celebration Fund for events to be held in 2020.

Officer's Recommendation:

That Council:

1. Adopt the Community Investment Panel recommendation and approve the funding in the below table:

Applicant	Event	Date	Location	Recommendation	
				Funds	In-kind
Agnes Water / 1770 Little Athletics	2020 Nordic Sport Regional Championships Little Athletics	12 - 13 September 2020	Agnes Water	\$5,000	\$220
Baffle Creek Community Inc	Baffle Creek Family Fishing Festival	21 - 26 September 2020	Baffle Creek	\$10,000	
Gladstone Engineering Alliance Inc	GEA 2020 Major Industry Conference and Gala Dinner & Industry Awards Night	8 October 2020	Gladstone	\$6,000	\$2,500
BITS Junior Golf Club	Boyne Tannum Junior Golf Open	10 October 2020	Boyne Island	\$1,500	
RACQ Capricorn Helicopter Rescue Service	Colour Me Capricorn Gladstone Gladstone/Community Open Day	11 October 2020	Gladstone	\$5,000	
Gladstone Community Linking Agency	SpringABILITY Festival	15 - 22 October 2020	Gladstone	\$5,000	
Benaraby Progress Association	Lake Awoonga Adventure Race	17 October 2020	Benaraby	\$5,500	
Raw Movement CrossFit Tannum Sands	The Beachside Mixer	17 - 18 October 2020	Tannum Sands	\$2,500	
Gladstone Swimming Club	Liquid Energy Preparation Swimming Meet	7 November 2020	Gladstone	\$2,500	
Gladstone Region Aboriginal and Islander Community Controlled Health Service	NAIDOC Week March & Picnic	9 November 2020	Gladstone	\$6,500	
Gladstone Harbour City BMX Club Inc	Qld Country Championships	11, 12, 13 December 2020	Gladstone	\$0.00	

2. Authorise the Chief Executive Officer to enter into funding agreements (detailing entitlements and conditions) with the successful applicants.

Background:

Eighteen (18) applications were received through Council's Community Investment Program's Community Celebration Fund – Ignite Event round open during January and February 2020. The applications received were for events to be held in August to November 2020. Assessment of these applications were put on hold due to restrictions in place from COVID-19.

Funds unspent from the Community Investment Program were redirected to support the Gladstone Region Rise Up initiative as part of Council's COVID-19 Recovery Package.

The Community Celebration Fund – Ignite Event stream aims to support events that will showcase and foster community pride, boost our local economy and actively promote visitation across the region. The fund is also intended to leverage the objectives of Council's Gladstone Regional Events Strategy 2019 – 2024.

Upon recommencing assessment of the program, applicants were requested to provide an update of their event status and submit a COVID-19 safe event plan where appropriate.

The following funding applications remain valid and have been assessed by a Community Investment Assessment Panel (the Panel) with recommendations presented to Council for resolution within this report.

Applicant	Event	Date	Location	Request	
				Funds	In-kind
Agnes Water / 1770 Little Athletics	2020 Nordic Sport Regional Championships Little Athletics	12-13 September 2020	Agnes Water	\$5,000	
Baffle Creek Community Inc	Baffle Creek Family Fishing Festival	21 - 26 September 2020	Baffle Creek	\$10,000	
Calliope Rodeo Association	Calliope Rodeo	8 October 2020	Calliope	\$10,000	
Gladstone Engineering Alliance Inc	GEA 2020 Major Industry Conference and Gala Dinner & Industry Awards Night	10 October 2020	Gladstone	\$6,000	\$4,000
BITS Junior Golf Club	Boyne Tannum Junior Golf Open	11 October 2020	Boyne Island	\$2,700	
RACQ Capricorn Helicopter Rescue Service	Colour Me Capricorn Gladstone Gladstone/Community Open Day	15 - 22 October 2020	Gladstone	\$5,000	
Gladstone Community Linking Agency	SpringABILITY Festival	17 October 2020	Gladstone	\$5,000	
Benaraby Progress Association	Lake Awoonga Adventure Race	17 - 18 October 2020	Benaraby	\$5,500	
Raw Movement CrossFit Tannum Sands	The Beachside Mixer	7 November 2020	Tannum Sands	\$5,000	
Gladstone Swimming Club	Liquid Energy Preparation Swimming Meet	9 November 2020	Gladstone	\$2,500	
Gladstone Region Aboriginal and Islander Community Controlled Health Service	NAIDOC Week March & Picnic	11, 12, 13 December 2020	Gladstone	\$10,000	
Gladstone Harbour City B M X Club Inc	Qld Country Championships	12-13 September 2020	Gladstone	\$9,100	

Panel Assessment Process

In accordance with the Community Investment Policy (P-2019-08) and Community Investment Corporate Standard (CS-2019-09), eligible applications are assessed by the Panel.

Panel assessment is undertaken using an assessment matrix to score each application against Key Selection Criteria (KSC) to determine an order of merit. The overall score (ranking) is used to

inform the recommendation. The tables below define the KSC, weighting and definition of score applied in the assessment matrix.

KEY SELECTION CRITERIA (KSC)

Ignite Event funding supports events that contribute to community pride/social outcomes and regional economy and attract up to 2,500 participants.

Key Selection Criteria	Weighting (Out of 100%)
Must meet at least two criteria	Ignite
Social & Community - Drives social and community outcomes, including community pride and cohesion	35
Destination - Enhance the profile and appeal of the Gladstone region	30
Financial Sustainability - Generates economic activity in the Gladstone region	10
Economic Impact - Demonstrates financial sustainability	7.5
Environmental Sustainability - Demonstrated environmental sustainability	7.5
Overnight Visitation – Attracts external visitation specifically generating overnight visitor expenditure.	10

Overall Score	Definition
65% and above	An overall score of 65.5% and above demonstrates that an application has met or exceeded all KPIs. The Assessment Panel may favourably recommend the application.
Between 50.5% to 65%	An overall score between 51% to 65% demonstrates that an application has met or exceeded a KPI(s) but mostly marginal evidence in others. The Assessment Panel may choose to recommend funding the application based on scores received for KPIs with high weighting and overall alignment to Community Celebration Fund objectives.
50% or Less	An overall score of 50% or less demonstrates that an application has mostly provided marginal evidence across all KPIs. The Assessment Panel may still choose to recommend the application for part funding based on some evidence of meeting the objectives of the Community Celebration Fund objectives.

Options, Risk and Opportunity Analysis:

Applications were assessed by the panel in July 2020 with scoring captured in an Assessment Matrix. Panel comments and recommendations are attached.

Applicant	Event	Date	Location	Request		Panel Score	Recommendation	
				Funds	In-kind		Funds	In-kind
Agnes Water / 1770 Little Athletics	2020 Nordic Sport Regional Championships Little Athletics	12 & 13 September 2020	Agnes Water	\$5,000		72%	\$5,000	
Baffle Creek Community Inc	Baffle Creek Family Fishing Festival	21 - 26 September 2020	Baffle Creek	\$10,000		70%	\$10,000	
Gladstone Engineering Alliance Inc	GEA 2020 Major Industry Conference + Gala Dinner & Industry Awards Night	8 October 2020	Gladstone	\$6,000	\$4,000	74%	\$6,000	\$2,500
BITS Junior Golf Club	Boyne Tannum Junior Golf Open	10 October 2020	Boyne Island	\$2,700		76%	\$1,500	
RACQ Capricorn Helicopter Rescue Service	Colour Me Capricorn Gladstone Gladstone/Community Open Day	11 October 2020	Gladstone	\$5,000		63%	\$5,000	
Gladstone Community Linking Agency	SpringABILITY Festival	15 - 22 October 2020	Gladstone	\$5,000		68%	\$5,000	

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Benaraby Progress Association	Lake Awoonga Adventure Race	17 October 2020	Benaraby	\$5,500		75%	\$5,500	
Raw Movement CrossFit Tannum Sands	The Beachside Mixer	17 & 18 October 2020	Tannum Sands	\$5,000		62%	\$2,500	
Gladstone Swimming Club	Liquid Energy Preparation Swimming Meet	7 November 2020	Gladstone	\$2,500		71%	\$1,500	
Gladstone Region Aboriginal and Islander Community Controlled Health Service	NAIDOC Week March & Picnic	9 November 2020	Gladstone	\$10,000		67%	\$6,500	
Gladstone Harbour City BMX Club Inc	Qld Country Championships	11 -13 December 2020	Gladstone	\$9,100		51%	\$0	\$0

Communication and Consultation:

The Assessment Panel that undertook assessment consisted of the following officers:

- General Manager Customer Experience
- Manager Events & Entertainment delegation from General Manager Community Development & Events
- Community Development Specialist delegation from Manager Engagement & Partnerships
- Manager Brand
- Economic Development Specialist

Additional communications/consultation was undertaken with the following internal stakeholders:

- General Manager Community Development & Events
- Cultural Project Specialist – Gladstone Regional Art Gallery & Museum
- Events Specialist
- Events Booking Officer
- Senior Legal Advisor

Legal Strategy and Policy Implications:

All applications are assessed against Council’s Community Investment Policy (P-2019-08) Community Investment Corporate Standard (CS-2019-09) and published funding guidelines.

On favorable adoption of the Panel’s recommendations detailed in this report, authorised officers will proceed to enter into a grant and/or one-year (1) sponsorship agreement (detailing sponsor entitlements and funding conditions) with each successful applicant.

Financial and Resource Implications:

In 2020/21, Council budgeted \$460,000 to support recommended applications received through the Community Celebration Fund. The applications in this round will be funded through this budgeted amount. Council’s in-kind support granted to successful applicants are covered through the budgeted in-kind support allocation for the Community Investment Program of \$170,000.

As part of the Community Celebration Fund budget, \$80,000 of funds were allocated as Ignite Event funding. As this is the first funding round for the 2020/21 financial year, following the implementation of the Officer’s recommendation \$31,500 of Ignite Event funding will remain.

It was originally anticipated that funding rounds would be held in May for events from December to March and a further round in September for events from April through to July.

Officers are considering the appropriate timing for further funding releases given the impact of COVID-19.

Summary:

Nil.

Anticipated Resolution Completion Date:

30 August 2020

Attachments:

1. Ignite Panel – July 2020 – Report
2. Assessment Matrix – July 2020 – Ignite Panel Assessment

Tabled Items:

Nil.

Report Prepared by: Community Investment Officer

G/4. DEPUTATIONS

G/4.1. WRAPT IN MUGUL EPHEMERAL INSTALLATION ARTS PROJECT

Responsible Officer: Chief Executive Officer

Council Meeting Date: 18 August 2020

File Ref: CM7.6

Purpose:

To present a briefing on the Wrapt in Mugul Ephemeral Installation Arts Project and provide Councillors with an overview and update of the project.

Background:

Deputation details are as follows:

Time of Presentation	9:00am
Duration of Presentation plus question time	15 minutes
Speakers to present	Lee McIvor Nigel Lavender
Is the matter currently or has previously been subject to legal proceedings?	No.
Matter for information only	Yes.

Attachments:

Nil.

Tabled Items:

Nil.

Reported Prepared by: Executive Secretary

G/5. COUNCILLORS REPORT

Nil.

G/6. URGENT BUSINESS

Nil.

G/7. NOTICE OF MOTION

Nil.

G/8. CONFIDENTIAL ITEMS

G/8.1. RPQS 242-20 READY MIX CONCRETE AND ASSOCIATED PRODUCTS

Responsible Officer: General Manager Operations

Council Meeting Date: 18 August 2020

File Ref: PE1.1

Reason for Confidentiality:

This report is **CONFIDENTIAL** in accordance with Section 275 (1) of the Local Government Regulation 2012, the meeting is to be closed to the public to discuss business relating to the following: -

(e) contracts proposed to be made by it.

G/8.2. 234-20 SUPPLY AND DELIVERY OF 2 X STREET SWEEPERS

Responsible Officer: General Manager Operations

Council Meeting Date: 18 August 2020

File Ref: PE1.1

Reason for Confidentiality:

This report is **CONFIDENTIAL** in accordance with Section 275 (1) of the Local Government Regulation 2012, the meeting is to be closed to the public to discuss business relating to the following: -

(e) contracts proposed to be made by it.

ATTACHMENTS