



**GLADSTONE**  
REGIONAL COUNCIL

**GENERAL MEETING AGENDA**

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

**On 20 October 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 6 OCTOBER 2020**

**Responsible Officer:** Chief Executive Officer

**Council Meeting Date:** 20 October 2020

**File Ref:** CM7.2

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#### **Purpose:**

Confirmation of the minutes of the General Meeting held on 6 October 2020.

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

That the minutes of the General Meeting of Council held on 6 October 2020 be confirmed.

#### **Attachments:**

1. Minutes of the General Meeting of Council held on 6 October 2020.

#### **Tabled Items:**

Nil.

**Report Prepared by:** Executive Secretary

## G/3. OFFICERS' REPORTS

### G/3.1. EOI SMART METERS

**Responsible Officer: General Manager Operations**

**Council Meeting Date: 20 October 2020**

**File Ref: PE1.1**

#### **Purpose:**

This report seeks a resolution from Council to make use of the provisions in s228(2)(b) of the *Local Government Regulation 2012*, that allows for the invitation of expressions of interest before considering whether to invite written tenders. This resolution is sought in relation to the supply of a Smart Water Meter Solution.

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

That in accordance with Section 228(3) of the *Local Government Regulation 2012*, it would be in the public interest to invite expressions of interest from suppliers of Smart Water Meter Solutions, before inviting written tenders, on the basis that Council wishes to identify options available to it, without making a commitment, for the purpose of thorough option analysis and planning.

#### **Background:**

On 29 November 2019 Council's Executive approved the Improved Water Demand Monitoring Business Case. A recommendation in this business case was to progress into the selection phase of a Smart Water Meter Solution. The objective of Smart Water Meters is to address:

- Unaccounted for water;
- High water usage;
- Poor customer experience; and
- Safety of water meter readers.

Asset Planning undertook an investigation and identified the asset components of the Smart Water Meter Solution to include:

- Meter Technology;
- Communications Carrier;
- Data Platform; and
- Council/ Customer Platform (including integration with existing systems).

The investigation also looked at other supplementary processes to realise value and objectives from the asset solution, this included:

- Water balance monitoring;
- Water meter replacement programming;
- Water meter reading methodology;
- Water meter billing methodology;
- Community education;
- Council's SCADA system; and
- Rollout Plan.

### **Options, Risk and Opportunity Analysis:**

An Expression of Interest (EOI) is intended to seek information from prospective contractors which will demonstrate the capacity to perform Smart Water Metering Project and can result in supplier entering a negotiation for a contract or being shortlisted for a subsequent tender.

An EOI process will provide the following benefits:

- An opportunity to capture the entire market;
- View the technology range available, noting that this is an emerging and rapidly transforming technology space;
- Allow opportunity for proponents to present a fit for purpose solution based on our current and planned processes (and present other applications of their technology);
- The process would allow the flexibility to shortlist and refine the solution in a more collaborative nature with proponents; and
- The underlying idea of rather than specify technology requirements, we would advise our objectives and process requirements so that the experts can advise the most prudent and efficient solution.

This is to be delivered within a single EOI document for Council's consideration, without making any commitments, until such time as an Invitation to Tender is issued and Council accepts an offer.

Bundaberg Regional Council (sought for their similar size to Council and recent rollout of Smart Water Meters) went to the market with an EOI in 2018 and received over 20 responses.

Mackay Regional Council have also rolled out an end to end Smart Water Metering solution following a Return on Investment investigation. They have also developed processes for data to talk to systems such as Pathway for billing purposes.

### **Communication and Consultation:**

The Asset Planning Team have undertaken both internal and external engagements during Smart Water Metering investigations.

### **Legal Strategy and Policy Implications:**

Section 228(3) of the *Local Government Regulation* 2012 states that the local government may invite expressions of interest only if it:

- (a) decides, by resolution, that it would be in the public interest to invite expressions of interest before inviting written tenders; and*
- (b) records its reasons for making the resolution in the minutes of the meeting at which the resolution was made.*

Additionally, Section 228(6) states that if the local government invites expressions of interest, the local government may:

- (a) prepare a short list from the persons who respond to the invitation for expressions of interest; and*
- (b) invite written tenders from those persons.*

**Financial and Resource Implications:**

There will be no cost incurred by Council for conducting the EOI, except for resource time in the preparation, management, evaluation and closure of the EOI; as well as advertising expenses as it will be advertised in the Courier Mail and on LG TenderBox.

**Summary:**

Nil.

**Anticipated Resolution Completion Date:**

The intended release of the Expression of Interest will be in October 2020.

**Attachments:**

Nil.

**Tabled Items:**

Nil.

**Report Prepared by:** Manager Contracts and Procurement

**G/3.2. REQUEST FOR NEGOTIATED DECISION TO DEVELOPMENT APPLICATION 50/2019 FOR A MATERIAL CHANGE OF USE OF PREMISES FOR A TOURIST PARK (14 SITES AND LODGE (12 GUESTS))**

**Responsible Officer: General Manager Customer Experience**

**Council Meeting Date: 20 October 2020**

**File Ref: DA/50/2019 and DB1.7**

**Development Application:**

Application Number:	50/2019
Applicant:	Ms D M Laurie
Owner:	Ms D M Laurie
Date of Receipt:	9 September 2020
Location:	135 Newtons Road, Rosedale QLD 4674
RPD:	Lot 15 RP619121
Area:	16.08 hectares
Current Use of Land:	Dwelling House with associated structures and Camping Grounds
Zoning:	Rural Zone
Proposal:	Tourist Park (14 Sites and Lodge (12 Guests))
Planning Scheme:	<i>Our Place Our Plan Gladstone Regional Council Planning Scheme Version 2</i>
Number of Submissions:	One (1) Properly Made Submission

**Purpose:**

The purpose of this report is to consider the request for a Negotiated Decision to Development Application 50/2019 for a Material Change of Use of Premises for a Tourist Park (14 Sites and Lodge (12 Guests)) located at 135 Newtons Road, Rosedale, approved at Council's General Meeting on 7 July 2020. The Applicant lodged representations against conditions 1 and 18 to negotiate the approved plans and toilet and showering facilities.

**Executive Summary:**

A Development Application for Material Change of Use of Premises for a Tourist Park (14 Sites and Lodge (12 Guests)) located at 135 Newtons Road, Rosedale was lodged with Council on 23 October 2019 and approved on 7 July 2020 at Council's General Meeting with reasonable and relevant conditions.

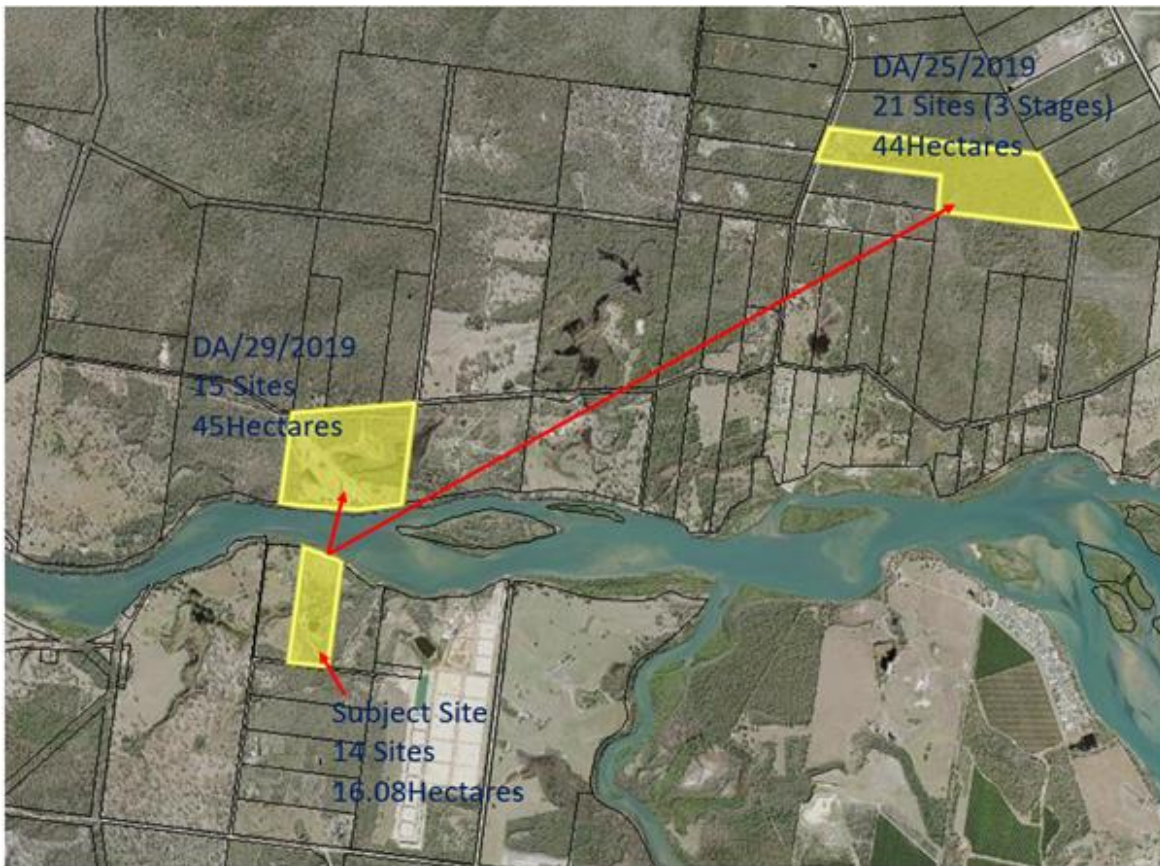
After receipt of the Decision Notice, the Applicant lodged representations against Conditions 1 and 18. The request to amended these conditions has been considered against the *Our Place Our Plan Gladstone Regional Council Planning Scheme Version 2* (the Planning Scheme) in accordance with the *Planning Act 2016* (the Act). From the additional justification provided by the Applicant, the request to amend two conditions has been assessed and recommended for approval.

**Subject Site:**

The site is located at 135 Newtons Road, Rosedale, otherwise described as Lot 15 on RP619121. The site comprises a single, rectangular shaped lot with an existing access point to Newtons Road. The subject site is also serviced by an existing boat ramp located along the rear boundary of the



property in an Esplanade Reserve. In terms of size, the site has an area of 16.08 hectares and is relatively flat.



**Figure One: Approved surrounding Nature-based Tourism developments**

The site does not have access to Council's infrastructure such as water and sewerage. The site has vehicular access to/from Newtons Road which is an unsealed Rural Access Road under Council's Road Hierarchy Policy.

**Background:**

A Development Permit for this application was approved by Council and issued on 14 July 2020. After receipt of the Development Permit, the Applicant suspended the Appeal Period and lodged representations against two conditions of the Development Permit on 9 September 2020.

**Approved Development:**

The Development Approval was for a Tourist Park (14 Sites and Lodged (12 Guests)). The existing Dwelling House will incorporate the Manager's residence, office and Lodge. The design of the Dwelling House includes two separate sections (one side incorporating the Manager's residence and another side incorporating the lodge) with a breeze way to separate either side. The Lodge has three bedrooms while further utilising the lounge room and media room as additional bedrooms. The approved development will also incorporate two camping areas, each containing seven sites located around the existing dam and behind the existing lodge. Figure Two illustrates the Approved Plan.

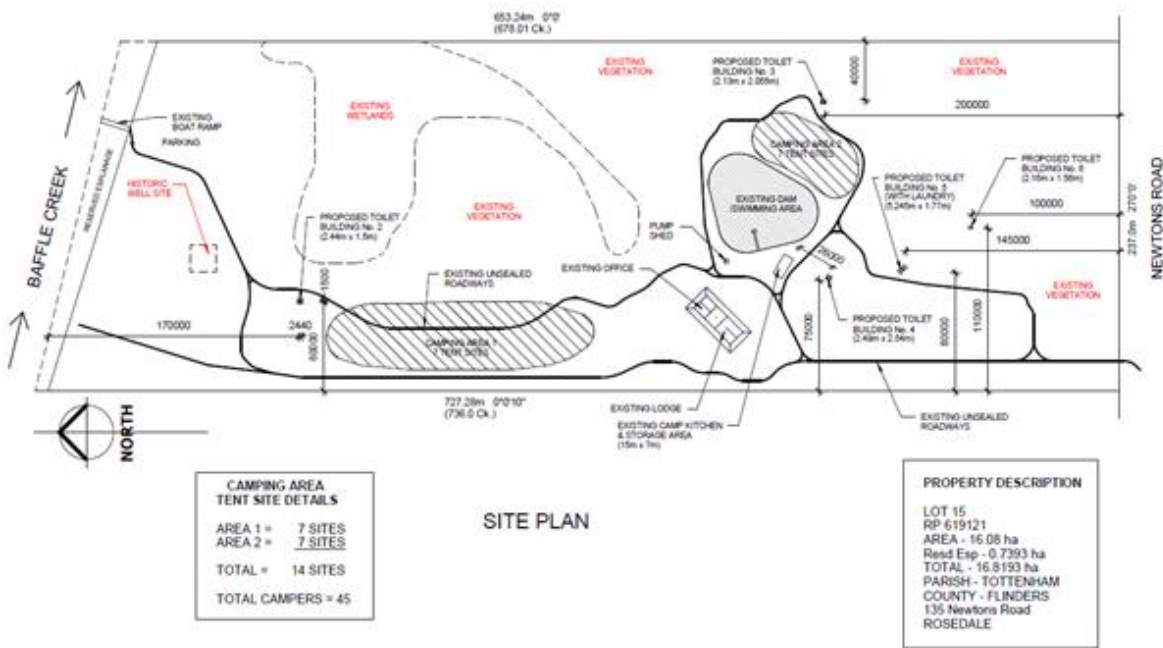


Figure Two: Approved Plan

**Adopted Infrastructure Charges Notice:**

The Development Permit was calculated against the *Gladstone Regional Council Adopted Infrastructure Charges Resolution (No.1) – 2015 – Amendment No. 2* (AIC). As part of the Decision Notice, an Adopted Infrastructure Charge was issued for \$33,050. The lodged representations against the Development Permit will not result in an amended Infrastructure Charge Notice however, the Applicant has lodged a request for the Infrastructure Charges to be considered against the Infrastructure Charges Rebate Scheme.

**Planning Scheme Requirements:**

The Applicant made representations against the Development Permit which has been addressed as follows. Please note that the original condition is in **bold**, the Applicant’s justification is in *italics* and the Officer’s comments in normal type.

**Condition 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
PD 2198	3	Site Plan	John Poulsen Building Design	22/5/20
PD 2200	-	Proposed Toilets No. 2 Floor Plan	John Poulsen Building Design	21/5/19
PD 2200	-	Proposed Toilets No. 2 Elevations	John Poulsen Building Design	21/5/19
PD 2201	-	Proposed Toilets No.3 Floor Plan	John Poulsen Building Design	21/5/19
PD 2201	-	Proposed	John Poulsen	21/5/19

		Toilets No.3 Elevations	Building Design	
PD 2202	-	Proposed Toilet No. 4 Floor Plan	John Poulsen Building Design	21/5/19
PD 2202	-	Proposed Toilet No. 4 Elevations	John Poulsen Building Design	21/5/19
PD 2203	-	Proposed Toilet No. 5 Floor Plan	John Poulsen Building Design	21/5/19
PD 2203	-	Proposed Toilet No. 5 Elevations	John Poulsen Building Design	21/5/19
PD 2204		Proposed Toilet No. 6 Floor Plan	John Poulsen Building Design	21/5/19
PD 2204	-	Proposed Toilet No. 6 Elevations	John Poulsen Building Design	21/5/19

Applicant's Comments

This condition is requested to be modified to update the Site Plan to include an additional Camp Kitchen and Toilet in Camping Area 1. Figure Three illustrates the amended Site Plan.

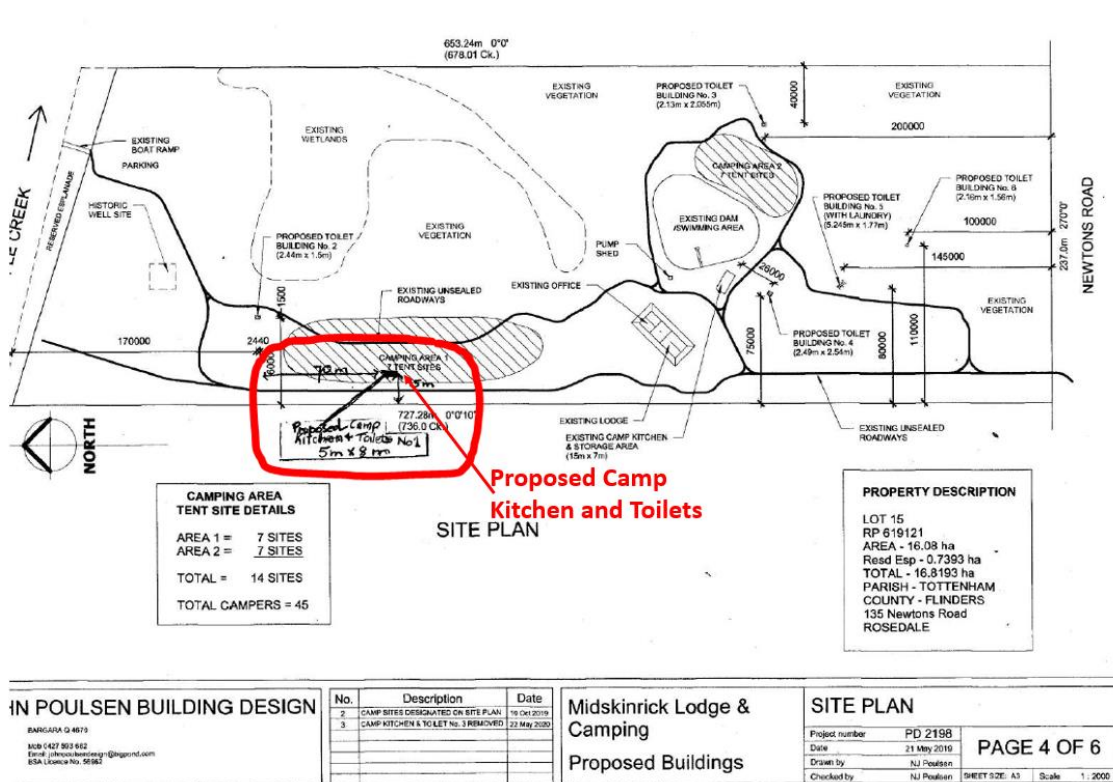


Figure Three: Amended Site Plan

**Officer's Comments**

The Applicant advised during a meeting on 20 August 2020 that while amending the Site Plan, the additional Camp Kitchen and Toilet Block for Camping Area 1 was removed by accident on the Approved Plan. The additional Toilet Block will provide an additional shower and toilet to the already proposed five ablution blocks. The additional structures are located outside of the Coastal Hazard Area to ensure there is no increase in the severity of coastal erosion and does not significantly increase the potential for damage on the site. As such, Council is satisfied with the plans and agree to amend Condition 1 to state the following:

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:

<b>Drawing Number</b>	<b>Revision</b>	<b>Description</b>	<b>Author</b>	<b>Date</b>
<b>PD 2198</b>	<b>3</b>	<b>Site Plan</b>	<b>John Poulsen Building Design</b>	<b>21/5/20</b>
<b>PD2199</b>	-	<b>Proposed Camp Kitchen Floor Plan</b>	<b>John Poulsen Building Design</b>	<b>21/5/20</b>
<b>PD2199</b>	-	<b>Proposed Camp Kitchen Elevations</b>	<b>John Poulsen Building Design</b>	<b>21/5/20</b>
PD 2200	-	Proposed Toilets No. 2 Floor Plan	John Poulsen Building Design	21/5/19
PD 2200	-	Proposed Toilets No. 2 Elevations	John Poulsen Building Design	21/5/19
PD 2201	-	Proposed Toilets No.3 Floor Plan	John Poulsen Building Design	21/5/19
PD 2201	-	Proposed Toilets No.3 Elevations	John Poulsen Building Design	21/5/19
PD 2202	-	Proposed Toilet No. 4 Floor Plan	John Poulsen Building Design	21/5/19
PD 2202	-	Proposed Toilet No. 4 Elevations	John Poulsen Building Design	21/5/19
PD 2203	-	Proposed Toilet No. 5 Floor Plan	John Poulsen Building Design	21/5/19
PD 2203	-	Proposed Toilet No. 5 Elevations	John Poulsen Building Design	21/5/19
PD 2204		Proposed Toilet No. 6 Floor Plan	John Poulsen Building Design	21/5/19
PD 2204	-	Proposed Toilet No. 6 Elevations	John Poulsen Building Design	21/5/19

**Condition 18**

**Provide and maintain adequate toilet and showering facilities as per the *Subordinate Local Law No. 1.6 (Operation of Camping Grounds) 2011* as follows:**

- a. at least 2 showers (in separate cubicles) for each sex, for every 14 individual camp sites (within the camping ground);
- b. at least 2 handbasins; and
- c. for water closets – for every 14 individual camp sites (within the camping group) –
  - i. for males – at least 2 water closet pedestals and 0.9 metres of urinal stall; and
  - ii. for females – at least 4 water closet pedestals.

Applicant's Comments

*We would like to place an objection to Condition 18 of our approval ie. The labelling of toilets and showers as 'female/male' and the inclusion of a urinal for men. It is our intention to label our amenity blocks as uni-sex. We note that this is common practice in Gladstone Shire and more reflective of 'gender' equality.*

Officer's Comments

The purpose of the *Subordinate Local Law No. 1.6 (Operation of Camping Grounds) 2011* is to ensure the operator/Applicant of a proposed Tourist Park provide and maintains the site in particular adequate toilet, bathing and showering facilities for both sexes (including disabled persons) using the Tourist Park. Whilst the *Subordinate Local Law No. 1.6 (Operation of Camping Grounds)* does not fully address a land use approval for Tourist Park, it is considered as part of the Planning Assessment. Council provided a condition requesting the Applicant to provide the following in accordance with the Local Law;

- 4 showers (2 x male and 2 x female);
- 2 handbasins (1 x male and 1 x female);
- 4 x closet pedestals and 0.9m urinal stall (male); and
- 8 x closet pedestals (female)

The proposed amended condition was forwarded to the Environmental and Health Department on 16 September 2020 for comment. The following feedback was received.

*"The proposal would be permitted provided the total number of uni-sex facilities is consistent with the total number of male and female facilities required under the Local Law. Additionally, the urinal would be required.*

*If the applicant does not meet the minimum standards under the Local Law, then an application for a licence is required, however, there is no guarantee the proposal would be approved as it would need to go through the assessment process."*

The proposed amendment from the Applicant and the Environmental Health Department is consistent with the intended use of the site, however, the installation of a urinal stall is required. Therefore, it is recommended that Condition 18 is amended to reflect uni-sex facilities.

**Provide and maintain adequate toilet and showering facilities as per the *Subordinate Local Law No. 1.6 (Operation of Camping Grounds) 2011* as follows:**

- a. at least 4 uni-sex showers (in separate cubicles), for every 14 individual camp sites (within the camping ground);

- b. at least 2 handbasins; and
- c. for water closets – for every 14 individual camp sites (within the camping group) –
  - i. 6 uni-sex water closet pedestals;
  - ii. and 0.9 metres of urinal stall.

***The following toilet and shower facilities are to be fixed and constructed in accordance with the Plumbing and Drainage Act 2018 and obtain building approval under the Building Act 1975.***

**Officer’s Recommendation:**

That the request for a Negotiated Decision Notice to Development Application 50/2019 for a Material Change of Use of Premises for a Tourist Park (14 Sites and Lodge (12 Guests)) located at 135 Newtons Road, Rosedale, be recommended for approval. The approval is supported by a Negotiated Decision Notice.

**Notice 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 Tourist Park (14 Sites and Lodge).

**Assessment Benchmarks:**

Benchmarks applying to the development:	Benchmark reference:
<i>State Planning Policy July 2012</i>	<ul style="list-style-type: none"> <li>• Biodiversity; and</li> <li>• Natural Hazards, Risk and Resilience</li> </ul>
<i>Our Place Our Plan Gladstone Regional Council Planning Scheme, Version 2</i>	<ul style="list-style-type: none"> <li>• Strategic Framework;</li> <li>• Acid Sulfate Soils Overlay Code;</li> <li>• Bushfire Hazard Overlay Code;</li> <li>• Coastal Hazard Overlay Code;</li> <li>• Scenic Amenities Overlay Code;</li> <li>• Rural Zone Code;</li> <li>• Development Design Code; and</li> <li>• Landscaping Code</li> </ul>

**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 Rural Zone Code.

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

Benchmark reference:	Reasons for the approval despite non-
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	<b>compliance with benchmark:</b>
Strategic Framework – 3.3 Gateway to the World – Strategic Outcome 3.3.1 (14)	Generally compliant with Strategic Framework – 3.3 Gateway to the World – Strategic Outcome 3.3.1 (14)
Strategic Framework – 3.4 Community Living – Strategic Outcome 3.4.1 (9)	Generally compliant with Strategic Framework – 3.4 Community Living – Strategic Outcome 3.4.1 (9)
Strategic Framework – 3.7 Our environment and heritage – Strategic Element 3.7.2 – Sustainable management of the natural environment and resources	Generally compliant with Strategic Framework – 3.7 Our environment and heritage – Strategic Element 3.7.2 – Sustainable management of the natural environment and resources
Strategic Framework – 3.8 Our rural and coastal townships and places – Strategic Outcome 3.8.1 (1)	Generally compliant with Strategic Framework – 3.8 Our rural and coastal townships and places – Strategic Outcome 3.8.1 (1)
Strategic Framework – 3.8 Our rural and coastal townships and places – Strategic Outcome 3.8.1 (6)	Generally compliant with Strategic Framework – 3.8 Our rural and coastal townships and places – Strategic Outcome 3.8.1 (6)
Strategic Framework – 3.8 Our rural and coastal townships and places – Strategic Element 3.8.2 – Southern townships and place	Generally compliant with Strategic Framework – 3.8 Our rural and coastal townships and places – Strategic Element 3.8.2 – Southern townships and place
Acid Sulfate Soils Overlay Code – Table 8.2.1.3.1	Compliance with Acid Sulfate Soils Overlay Code – Table 8.2.1.3.1 via conditions.
Bushfire Hazard Overlay Code - Table 8.2.4.3.1 – Performance Outcome 1	Compliance with Bushfire Hazard Overlay Code – Table 8.2.4.3.1 – Performance Outcome 1 via a condition
Coastal Hazard Overlay Code - Table 8.2.5.3.1 – Performance Outcome 2	Generally compliant with Coastal Hazard Overlay Code – Table 8.2.5.3.1 – Performance Outcome 2
Coastal Hazard Overlay Code - Table 8.2.5.3.1 – Performance Outcome 4	Compliance with Coastal Hazard Overlay Code Table 8.2.5.3.1 – Performance Outcome 4 via a condition
Coastal Hazard Overlay Code - Table 8.2.5.3.1 – Acceptable Outcome 5.1	Compliance with Coastal Hazard Overlay Code Table 8.2.5.3.1 – Acceptable Outcome 5.1 via a condition
Coastal Hazard Overlay Code - Table 8.2.5.3.1 – Acceptable Outcome 5.2	Compliance with Coastal Hazard Overlay Code Table 8.2.5.3.1 – Acceptable Outcome 5.2 via a condition
Coastal Hazard Overlay Code - Table 8.2.5.3.1 – Acceptable Outcome 6	Compliance with Coastal Hazard Overlay Code Table 8.2.5.3.1 – Acceptable Outcome 6 via a condition
Coastal Hazard Overlay Code - Table 8.2.5.3.1 – Performance Outcome 12	Compliance with Coastal Hazard Overlay Code Table 8.2.5.3.1 – Performance Outcome 12 via a condition
Scenic Amenity Overlay Code – Table 8.2.11.3.1 – Performance Outcome 2	Generally compliant with Scenic Amenity Overlay Code – Table 8.2.11.3.1 – Performance Outcome 2
Rural Zone Code – Table 6.2.22.3.1 – Performance Outcome 10	Generally compliant with Rural Zone Code – Table 6.2.22.3.1 – Performance Outcome 10
Rural Zone Code – Table 6.2.22.3.1 – Performance Outcome 11	Generally compliant with Rural Zone Code – Table 6.2.22.3.1 – Performance Outcome 11

Rural Zone Code – Table 6.2.22.3.1 – Performance Outcome 14	Generally compliant with Rural Zone Code – Table 6.2.22.3.1 – Performance Outcome 14
Rural Zone Code – Table 6.2.22.3.1 – Performance Outcome 15	Compliance with Rural Zone Code Table 6.2.22.3.1 – Performance Outcome 15 via a condition
Development Design Code – Table 9.3.2.3.1 – Acceptable Outcome 1.2	Compliance with Development Design Code – Table 9.3.2.3.1 – Acceptable Outcome 1.2 via a condition
Development Design Code – Table 9.3.2.3.1 – Acceptable Outcome 2.2	Compliance with Development Design Code – Table 9.3.2.3.1 – Acceptable Outcome 2.2 via a condition
Development Design Code – Table 9.3.2.3.1 – Acceptable Outcome 5.1	Generally compliant with Development Design Code – Table 9.3.2.3.1 – Acceptable Outcome 5.1
Development Design Code – Table 9.3.2.3.1 – Acceptable Outcome 11.1	Compliance with Development Design Code – Table 9.3.2.3.1 – Acceptable Outcome 11.1 via a condition
Development Design Code – Table 9.3.2.3.1 – Acceptable Outcome 15	Compliance with Development Design Code – Table 9.3.2.3.1 – Acceptable Outcome 15 via a condition
Development Design Code – Table 9.3.2.3.1 – Acceptable Outcome 16	Compliance with Development Design Code – Table 9.3.2.3.1 – Acceptable Outcome 16 via a condition
Development Design Code – Table 9.3.2.3.1 – Acceptable Outcome 19	Compliance with Development Design Code – Table 9.3.2.3.1 – Acceptable Outcome 19 via a condition
Development Design Code – Table 9.3.2.3.1 – Acceptable Outcome 21	Compliance with Development Design Code – Table 9.3.2.3.1 – Acceptable Outcome 21 via a condition
Development Design Code – Table 9.3.2.3.1 – Acceptable Outcome 31	Generally compliant with Development Design Code – Table 9.3.2.3.1 – Acceptable Outcome 31
Development Design Code – Table 9.3.2.3.1 – Performance Outcome 38	Compliance with Development Design Code – Table 9.3.2.3.1 – Performance Outcome 38 via a condition
Landscaping Code – Table 9.3.5.3.1	Generally compliant with Landscaping Code – Table 9.3.5.3.1

**Relevant Matters under Section 45(5)(b) of the Act that the Development was Assessed Against:**

1. The subject site is not constrained by Flood Hazard Overlay under the Planning Scheme. However, updated flood information and data is considered relevant in the assessment of this proposal.

**Matters raised in Submissions and Council’s response in dealing with these matters:**

Tabled in this 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
PD 2198	3	Site Plan	John Poulsen Building Design	21/5/20
PD2199	-	Proposed Camp Kitchen Floor Plan	John Poulsen Building Design	21/5/20
PD2199	-	Proposed Camp Kitchen Elevations	John Poulsen Building Design	21/5/20
PD 2200	-	Proposed Toilets No. 2 Floor Plan	John Poulsen Building Design	21/5/19
PD 2200	-	Proposed Toilets No. 2 Elevations	John Poulsen Building Design	21/5/19
PD 2201	-	Proposed Toilets No.3 Floor Plan	John Poulsen Building Design	21/5/19
PD 2201	-	Proposed Toilets No.3 Elevations	John Poulsen Building Design	21/5/19
PD 2202	-	Proposed Toilet No. 4 Floor Plan	John Poulsen Building Design	21/5/19
PD 2202	-	Proposed Toilet No. 4 Elevations	John Poulsen Building Design	21/5/19
PD 2203	-	Proposed Toilet No. 5 Floor Plan	John Poulsen Building Design	21/5/19
PD 2203	-	Proposed Toilet No. 5 Elevations	John Poulsen Building Design	21/5/19
PD 2204		Proposed Toilet No. 6 Floor Plan	John Poulsen Building Design	21/5/19
PD 2204	-	Proposed Toilet No. 6 Elevations	John Poulsen Building Design	21/5/19

**Special Conditions**

2. At all times, the total number of guests must not exceed 45 people on site during the operation of the 14 Camp Sites and Lodge (12 guests).
3. The Operation of the Tourist Park shall be monitored by the onsite Manager with respect to the number of a guests and compliance with conditions of this approval.

4. At all times, open campfires are prohibited unless a permit from Rural Fire Services has been obtained.
5. Boundaries are to be clearly delineated for Campers to mitigate trespassing on adjoining properties. Camping is to remain within the approved Camping Areas 1 and 2 and outside of the Esplanade reserve.
6. Prior to the commencement of the use, the Applicant must submit an Emergency Response and Evacuation Plan to Council for approval. The Plan is to:
  - a. Be prepared by a suitably qualified person;
  - b. Be provided for the whole of the site;
  - c. Provide an evacuation and emergency plan in the event of a bushfire or flood event;
  - d. Be implemented by the Applicant for the life of the approval.

*Bushfire Event*

- i. Identify of the location and severity of all bushfire risks including vegetation, topography and bushfire history;
- ii. Identify fire risk reduction features including fire-fighting facilities to be installed and their ongoing maintenance schedule; and
- iii. Demonstrate that the site will be adequately serviced with onsite firefighting equipment.

*Flood and Cyclone Event*

- i. Identify an alternative evacuation route in order to achieve an acceptable level of flood risk;
  - ii. Identify any influence including storm tide which alters the behaviour of flood hazard; and
  - iii. Identify of the location and severity of all flood risks including creeks, waterways and floodplains.
7. As part of any Development Application for Building Works, the Applicant is to construct all internal roads with a minimum width of 6m and a minimum formed width of 4m and with a maximum grade of 12.5%.
  8. As part of Building Works, a cleared fire break is to be provided at a minimum of 10m *of the immediate development footprint*.
  9. Prior to the commencement of the use, a water tank of a minimum size of 50,000 litres is to be constructed prior to the commencement of the use for the purpose of on-site potable water.
  10. At all times, an adequate supply of water must be provided and maintained for the purposes of drinking, cooking and personal hygiene. The water supply for drinking purposes must be potable water in accordance with the *Water Supply (Safety and Reliability) Act 2008*.
- Advisory Note: If water obtained from a particular water outlet in the campground is not suitable for drinking, a sign must be permanently displayed at the outlet stating that it is "Unsuitable for Drinking".*
11. As part of Building Works, the Applicant is to provide an easily accessible concrete water storage tank or in-ground swimming pool or dam. The water storage infrastructure is:
    - a) To be constructed with fire brigade fittings;
    - b) To have a minimum capacity of 5,000 litres;

- c) To be located within 100m of the immediate development footprint;
- d) To be located outside of the Coastal Hazard Overlay; and
- e) To be readily identifiable with clear signage.

### **Building, Plumbing and Drainage Works**

- 12. The Applicant is required to obtain a Development Permit and Building Final for Building Works in accordance with the *Planning Act 2016*. Construction is to comply with the *Building Act 1975*, the National Construction Code and the requirements of other relevant authorities.
- 13. The Applicant is required to obtain a Development Permit and Building Final for Building Works to reclassify the current Dwelling House to a Class 1b prior to the commencement of use.

*Advisory Note: A final inspection is required prior to the commencement of operation.*

- 14. The Applicant is required to obtain a Development Permit for Plumbing and Drainage Works and Plumbing and Drainage Final in accordance with the *Planning Act 2016*. Construction is to comply with the *Plumbing and Drainage Act 2018* and the requirements of other relevant authorities.
- 15. Details of the proposed colour scheme, materials and finishes for all external areas of the new structures are to be submitted to Council for approval prior to the issue of a Development Permit for Building Works.
- 16. As part of Building Works, all outdoor lighting is to comply with Australian Standard AS4282 – Control of the Obtrusive Effects of Outdoor Lighting.
- 17. 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.

### **Environmental and Health**

- 18. **Provide and maintain adequate toilet and showering facilities as per the *Subordinate Local Law No. 1.6 (Operation of Camping Grounds) 2011* as follows:**
  - a. **at least 4 uni-sex showers (in separate cubicles), for every 14 individual camp sites (within the camping ground);**
  - b. **at least 2 handbasins; and**
  - c. **for water closets – for every 14 individual camp sites (within the camping group) –**
    - i. **6 uni-sex water closet pedestals;**
    - ii. **and 0.9 metres of urinal stall.**

***The following toilet and shower facilities are to be fixed and constructed in accordance with the *Plumbing and Drainage Act 2018* and obtain building approval under the *Building Act 1975*.***

### **Sewerage Infrastructure**

- 19. As part of any Development Application for Plumbing and Drainage Works, any on-site effluent disposal systems are to be designed to withstand inundation during a Flood Event.

20. Prior to the commencement of the use, the Applicant must construct a suitably sized on-site sewerage treatment system, designed by a suitably qualified professional to cater for the development.

### **Transportation Services**

21. Prior to the commencement of use, the Applicant is to construct all internal driveways with a minimum cleared width of 6m and a minimum formed width of 4m and with a maximum grade of 12.5%.
22. Prior to the commencement of the use, a 7m wide Rural Road Access driveway is to be constructed in accordance with Council's Standard Drawing Rural Roads Access.

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

23. Prior to the construction of any works within Council's road reserve, the Applicant shall obtain a Works on a Council Road Approval in conformity with Council's Subordinate Local Law No. 1.15.

*Advisory Note: Council's Local Law No. 1.15 – Application to Construct (and maintain) a Driveway (vehicle crossover) is found at <http://www.gladstone.qld.gov.au/forms>*

### **Waste Management**

24. As part of any Development Application for Building Works, a Waste Management Plan is to be submitted and approved by Council. The Waste Management Plan is to be in accordance with the Waste Management Planning Scheme Policy of the Our Place Our Plan Gladstone Regional Council Planning Scheme.
25. Prior to the commencement of the use, refuse bins are to be provided in accordance with Table SC6.7.3.2 of Schedule 6.7 Waste Management at a rate of one 240L waste storage bin and one 240L recycling bin per 4 campsites.
26. 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
  - b. A 1.8m solid screen fence is located around storage areas.

### **Miscellaneous**

27. Prior to the commencement of the use, the Applicant must submit a Property Pest Management Plan for approval by Council. The Plan is to detail what restricted matter under the *Biosecurity Act 2014* (Qld) the Plan relates to; the location of restricted matter on the site; and what actions will be undertaken to manage the restricted matter before, during and after the development activity. The Plan must be drafted by a suitably qualified person who has a minimum of five years of experience in invasive species management. Upon approval of the Pest Management Plan, the Applicant must undertake all recommended actions.

*Advisory Note: Council's Regulatory Services Division (Pest Management Section) can provide support in the development of this Property Pest Management Plan which are contactable on (07) 4970 0700.*

28. At all times, the development must achieve the noise generation levels set out in the *Environmental Protection (Noise) Policy 2008*. That is the development must prevent or minimise the generation of any noise or vibration such that nuisance is not caused to other nearby sensitive land uses.

**Lawful Commencement**

29. 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.
30. 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.

If any proposed Advertising Devices are to be included onsite, please note the Gladstone Regional Council *Subordinate Local Law No 1.4 (Installation of Advertising Devices) 2011* or Planning Scheme - Advertising Devices Code may be applicable.

**Attachments:**

1. DA/50/2019 - Decision Notice dated 14 July 2020
2. DA/50/2019 – Change Representations submitted on 21 August 2020

**Tabled Items:**

Nil

**Report Prepared by:** Development Services

### **G/3.3. PSA 13-21 SUPPLY AND DELIVERY OF SODIUM HYPOCHLORITE**

**Responsible Officer: General Manager Operations**

**Council Meeting Date: 20 October 2020**

**File Ref: PE1.1**

#### **Purpose:**

This report seeks Council's approval to enter into a contract with Coogee QCA Pty Ltd for the Supply and Delivery of Sodium Hypochlorite.

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

That Council:

1. Endorse the Tender Evaluation Panel's recommendation and award the Supply and Delivery of Sodium Hypochlorite for PSA 13-21 to Coogee QCA Pty Ltd; and
2. Authorise the Chief Executive Officer to enter into a 1-year contract with three (3) 1-year extension options available at Council's discretion, with Coogee QCA Pty Ltd.

#### **Background:**

Sodium Hypochlorite is a disinfection agent used by Council for treating wastewater. This chemical is required to meet compliance requirements, including Environmental Authority conditions.

Sodium Hypochlorite is used at the following six (6) locations:

- Calliope Wastewater Treatment Plant ("WWTP");
- Boyne Island WWTP;
- Tannum Sands WWTP;
- Gladstone WWTP;
- QAL Tank; and
- Yarwun WWTP.

#### **Options, Risk and Opportunity Analysis:**

An Invitation to Tender ("ITT") was released to the open market via LG Tenderbox and newspaper advertising on 8 August 2020 and closed on 1 September 2020. One (1) offer was received from Coogee QCA Pty Ltd ("Coogee").

Technical analysis of the offer concluded that Coogee have the capabilities, including chemical quality specification, to meet Council's requirements.

The previous contract for this supply, awarded in 2018, was also to Coogee and are regarded to have performed well.

Coogee have a branch office in the Gladstone region.

#### **Communication and Consultation:**

Subject Matter Experts (“SMEs”) were engaged in the evaluation of this tender.

**Legal Strategy and Policy Implications:**

The procurement process was conducted in accordance with s233(2)-(8) of the *Local Government Regulation* giving regard to the *Sound Contracting Principles*.

**Financial and Resource Implications:**

Operational budgets provide for anticipated expenses to be incurred under this contract, however as this is a Preferred Supplier Agreement (“PSA”) there is no financial commitment.

**Summary:**

Nil.

**Anticipated Resolution Completion Date:**

The contract is expected to be in place in October 2020.

**Attachments:**

Nil.

**Tabled Items:**

Nil.

**Report Prepared by:** Manager Contracts and Procurement

### G/3.4. 569 COAST ROAD, BAFFLE CREEK - LEASES

**Responsible Officer: General Manager Strategic Asset Performance**

**Council Meeting Date: 20 October 2020**

**File Ref: CP8.2**

#### **Purpose:**

The purpose of this report is for Council to consider leasing land located at 569 Coast Road, Baffle Creek to three (3) not for profit community organisations.

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

That Council:-

1. That Section 236(1)(b)(ii) of the *Local Government Regulation 2012* applies to the proposed lease Mark Apply the exceptions contained in the *Local Government Regulation 2012*:-
  - (a) Section 236(1)(b)(ii) - Baffle Creek Mens Shed Inc
  - (b) Section 236(1)(c)(iii) - Baffle Creek Community Inc and Deepwater/Baffle Creek Riders Club Inc.
2. Authorise the Chief Executive Officer to enter into a ten year Lease at 569 Coast Road, Baffle Creek with the following:-
  - a) Baffle Creek Community Inc – Lease A on SP 318677 in Lot 7 SP172472.
  - b) Baffle Creek Mens Shed Inc – Lease B on SP 318677 in Lot 7 SP 172472.
  - c) Deepwater/Baffle Creek Riders Club Inc – Lease C on SP 318677 in Lot 7 SP 172472.
3. Note that Deepwater/Baffle Creek Riders Club Inc name may change.

#### **Background:**

569 Coast Road, Baffle Creek (Lot 7 SP 172472) is freehold land owned by Council. The land is currently divided into 2 lease areas.





Yellow outline lease area is currently leased to Baffle Creek Community Inc (previously known as Baffle Creek Sports & Recreation Association).

Blue outline lease area is currently leased to Deepwater/Baffle Creek Riders Club Inc.

Baffle Creek SES and Impact Community Services buildings are located within the Baffle Creek Community Inc lease area but under separate agreements. There is a clause in the Baffle Creek Community Inc Lease that acknowledges that these buildings are the responsibility of Council and are excluded from the Baffle Creek Community Inc lease area.

Baffle Creek Community Inc and Deepwater/Baffle Creek Riders Club Inc leases expired on 30 June 2020 and both organisations have expressed interest in entering another lease with Council (both organisations are currently holding over as a monthly tenancy).

Prior to the lease expiring on 30 June 2020, Deepwater/Baffle Creek Riders Club Inc membership numbers had dropped considerably and with the lack of volunteers, it made it difficult for the club to continue operating. The Club has since reformed and fully operational with just under 30 members.

Deepwater/Baffle Creek Riders Club Inc has recently been advised by Office of Fair Trading that they have not been operating within the guidelines. The club is now working with the Office of Fair Trading to rectify this. It is expected that this should be finalised by end of November 2020. This process may result in the Club's name being changed.

The Baffle Creek Men's Shed Inc was established in 2016 and currently has 30 members. The members reside within the local area of Rules Beach, Baffle Creek, Rosedale, Mt Maria, Deepwater and Wartburg. Member activities include (but not limited to) metal work and wood work.

Baffle Creek Mens Shed Inc currently rent a shed within the Baffle Creek Community Inc lease area and have also expressed interest in leasing land at 569 Coast Road, Baffle Creek, due to the current shed not meeting their needs:-

1. Lack of space – limited space to set up safe work zones, no partitioning for separate work spaces (required for protection between activities), awning too small to enable protection from the sun or rain if working outside, no area for meeting/recreational activities.
2. Insufficient facilities – no power, water or toilet at the shed and no functional kitchen.
3. Unsafe working conditions – no exhaust system for fumes and dust, tools being powered by generator that has limitations to the type and number of appliances, use of extension leads.

### **Options, Risk and Opportunity Analysis:**

569 Coast Road, Baffle Creek is currently configured into 2 lease areas.

Council Officers took the opportunity when the Baffle Creek Community Inc and Deepwater/Baffle Creek Riders Club Inc leases expired on 30 June 2020 to re-survey the existing lease areas, create an additional lease area and survey the area of land that is occupied by Baffle Creek SES and Impact Community Services.

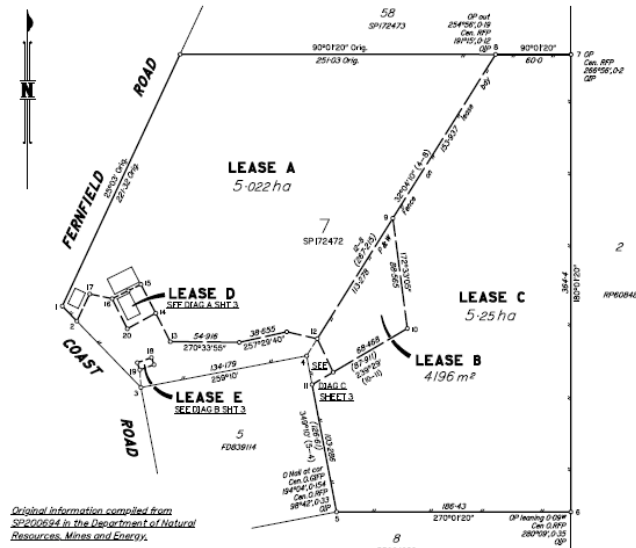
569 Coast Road, Baffle Creek now encompasses 5 lease areas and common area for parking, public toilet, and access to all lease areas within 569 Coast Road, Baffle Creek.

Lease A - Baffle Creek Community Inc (existing Lessee). Baffle Creek Mens Shed currently rent a shed within this lease area.

Lease B - Vacant

Lease C - Deepwater/Baffle Creek Riders Club Inc (existing Lessee)

Lease D – Baffle Creek SES (existing Lessee)  
 Lease E – Impact Community Services (existing Lessee)



To address the requests received from Baffle Creek Community Inc, Deepwater/Baffle Creek Riders Club Inc and Baffle Creek Mens Shed Inc to lease land at 569 Coast Road, Baffle Creek, Council Officers have considered two (2) options:-

1. Undertake an expression of interest to determine if other groups are interested in leasing Lease A, B and C.
2. Enter into lease agreements with Baffle Creek Community Inc, Deepwater/Baffle Creek Riders Club Inc and Baffle Creek Mens Shed Inc.

**Option 1 – Undertake an expression of interest to determine if other groups are interested in leasing Lease A, B and C**

Land that is owned or controlled by Council is limited in the Baffle Creek area. For this reason, there may be other groups that are interested in leasing land within the Baffle Creek area.

**Advantages**

- Provides other groups an opportunity to express interest in leasing land.
- No change to agreements with Baffle Creek SES and Impact Community Services.

**Disadvantages**

- Baffle Creek Community Inc have only recently carried out improvements on the land.
- Baffle Creek Community Inc has received further funding to upgrade the community centre with a deadline of 31 March 2021.
- Baffle Creek Community Inc, Deepwater/Baffle Creek Riders Club Inc and Baffle Creek Mens Shed Inc may be required to compete with other groups.
- If Baffle Creek Community Inc, Deepwater/Baffle Creek Riders Club Inc and Baffle Creek Mens Shed Inc are unsuccessful during the tender process, these organisations may need to relocate, and may not continue operating.
- Not consistent with current leasing approach.
- Time taken for tender process, Baffle Creek Mens Shed Inc may not meet funding deadline of 31 March 2021.

This is not the preferred option.

**Option 2 – Enter into lease agreements with Baffle Creek Community Inc, Deepwater/Baffle Creek Riders Club Inc and Baffle Creek Mens Shed Inc**

This option is consistent with the existing leasing/renting arrangements at this location. Both Baffle Creek Community Inc and Deepwater/Baffle Creek Riders Club Inc currently lease this land and Baffle Creek Mens Shed Inc rent a shed at this location.

It is proposed that following lease areas are assigned:-

Lease A - Baffle Creek Community Inc

Lease B – Baffle Creek Mens Shed Inc

Lease C - Deepwater/Baffle Creek Riders Club Inc

**Advantages**

- Assists Baffle Creek Mens Shed Inc to address their concerns that they are experiencing in their current location (lack of space, insufficient facilities, unsafe working conditions) and potentially offer more activities and encourage additional members.
- Allows Baffle Creek Mens Shed Inc to construct a new shed with funding they have secured.
- Allows Baffle Creek Community Inc to continue with their improvements with funding they have secured.
- Meets the requirements of Council's Leasing of Land for Sport and Recreation Purposes Policy.
- Meets the exceptions under section 236 of the *Local Government Regulation 2012* (236(1)(b)(ii) and 236(1)(c)(iii)) should Council resolve to lease the land to Baffle Creek Mens Shed Inc, Baffle Creek Community Inc and Deepwater/Baffle Creek Riders Club Inc.

**Disadvantages**

- There may be other groups wanting to lease land within the Baffle Creek area.

This is the preferred option.

**Communication and Consultation:**

Council Officers provided a letter of support to Baffle Creek Mens Shed Inc in 2019 for their funding application through the CQ Bushfires Flexible Funding Grants Program to construct a shed, acknowledging that this relied on Baffle Creek Mens Shed Inc securing land tenure.

Wartburg State School and Baffle Creek Community Inc were requested to provide comments/feedback on the proposed relocation of the Baffle Creek Mens Shed Inc to Lease B. No objections were received. Comments/feedback was not requested from Deepwater/Baffle Creek Riders Club Inc as they had agreed to surrender part of their lease area on the likelihood of Baffle Creek Mens Shed Inc relocating.

Masters Surveying were engaged to re-survey 569 Coast Road, Baffle Creek.

Baffle Creek Community Inc, Deepwater/Baffle Creek Riders Club Inc, Baffle Creek Mens Shed Inc, Baffle Creek SES and Impact Community Services have been consulted throughout the entire process, and have agreed to the new lease areas and common area.

Baffle Creek Mens Shed Inc has been liaising with Council's Planning section in regards to Council's requirements for a Mens Shed to be located at 569 Coast Road, Baffle Creek.

**Legal Strategy and Policy Implications:**

569 Coast Road, Baffle Creek is freehold land and is considered a valuable non-current asset.

Under section 227 of the *Local Government Regulation 2012* ("LGR"), Council cannot enter into a valuable non-current asset contract unless it first invites written tenders or offers the non-current asset for sale by auction. Exceptions to S227 include the ability to dispose of the property other than by tender or auction if Council in general meeting resolves to transfer the property to a community organisation, or the disposal is for the purpose of renewing the lease of land to the existing tenant.

Baffle Creek Community Inc and Deepwater/Baffle Creek Riders Club Inc are existing tenants that lease the land.

Baffle Creek Mens Shed Inc meets the definition of a community organisation.

**Financial and Resource Implications:**

Survey costs of \$7,100 and lodgement of survey plan and leases has been budgeted under Cost Centre 548.

Option 1 – depending on who leases the land will depend on what rent is charged. Generally for not for profit community organisations rent is charged at peppercorn rent, with outgoings being the responsibility of the Lessee.

This option will also require staff resources to undertake the tender process.

Option 2 – Peppercorn rent, with outgoings being the responsibility of the Lessee.

Lease templates have already been drafted and conditions of the lease have been accepted.

**Summary:**

Nil

**Anticipated Resolution Completion Date:**

30 June 2021

**Attachments:**

Nil

**Tabled Items:**

Nil.

**Report Prepared by:** Property Acquisition & Disposal Specialist (Acting)

### G/3.5. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 29 SEPTEMBER 2020

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

**Council Meeting Date: 20 October 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 29 September 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 29 September 2020 as required under Section 204 *Local Government Regulation 2012*.

#### Background:

The percentage of year passed (pro-rata rate) as at 29 September 2020 is 25.21%.

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.

Forecasting for the remaining months of 20-21 is currently underway with a forecast position to be included in these reports by the end of October.

End of year processing for 2019-20 is underway and preliminary comparative figures have been provided in the financial statements. The figures are still subject to change until final sign off.

#### Statement of Income and Expenditure

##### Income

##### Recurrent Revenue

<b>Total recurrent revenue</b>	2020-21	Actual as %
Actual	<b>\$149.1m</b>	
Budget	<b>\$189.3m</b>	<b>78.74%</b>

Items of interest:

<b>Net rates and utility charges</b>	2020-21	Actual as %
Actual	<b>\$143.4m</b>	
Budget	<b>\$152.1m</b>	<b>94.32%</b>

**GLADSTONE REGIONAL COUNCIL - GENERAL MEETING AGENDA 20 OCTOBER 2020**

General rates and annual waste, water and sewerage charges for 2020-21 have been levied. Discounts are applied when payments are received from customers, resulting in a decrease to net rates and utility charges. Discounts processed year to date are \$5.0m.

The water consumption revenue for 2020-21 will be raised upon completion of the water meter reading cycles during the year.

<b>Fees and charges</b>	2020-21	Actual as %
Actual	<b>\$2.8m</b>	
Budget	<b>\$13.8m</b>	<b>20.25%</b>

Tipping fees for commercial customers and internal use for September are yet to be raised.

<b>Interest received from investments</b>	2020-21	Actual as %
Actual	<b>\$0.1m</b>	
Budget	<b>\$1.9m</b>	<b>5.53%</b>

Investing is expected to resume as rates are paid and cash balances increase. The discount date this year is the 19<sup>th</sup> of October 2020. Therefore, the bulk of the interest earnings will be recognised later in the year.

<b>Income tax equivalents</b>	2020-21	Actual as %
Actual	<b>\$0.0m</b>	
Budget	<b>\$0.5m</b>	<b>0.00%</b>

The budget for income tax equivalents refers to the Competitive Neutrality payments receivable from the Gladstone Airport Corporation. These payments are made following the end of each quarter.

<b>Other recurrent income</b>	2020-21	Actual as %
Actual	<b>\$0.3m</b>	
Budget	<b>\$2.0m</b>	<b>15.75%</b>

The budget includes \$0.7m in revenue for the Gladstone Entertainment & Convention Centre. Receipts year to date in have been minimal.

<b>General purpose grants</b>	2020-21	Actual as %
Actual	<b>\$1.0m</b>	
Budget	<b>\$8.3m</b>	<b>11.83%</b>

The budget includes \$8.3m for the Federal assistance grant (FAG). The next instalment of \$1.0m is expected to be received in November.

<b>State Government subsidies and grants</b>	2020-21	Actual as %
Actual	<b>\$0.2m</b>	
Budget	<b>\$3.5m</b>	<b>5.89%</b>

The largest portion of the budget is \$1.6m for the Queensland Government Waste Levy. The first quarterly payment was received but is treated as a liability until such time that the waste levy expense occurs. Upon payment of the waste levy (due 2 months from the end of the applicable month), the corresponding amount is recognised as revenue.

The remainder of the budget is across multiple areas, amounts in excess of \$0.3m include libraries, bushfire funding and strategic projects.

### Capital Revenue

<b>Total capital revenue</b>	2020-21	Actual as %
Actual	<b>\$5.0m</b>	
Budget	<b>\$27.3m</b>	<b>18.25%</b>

Significant amounts have been received year to date for the following projects:

- \$0.9m – Upgrade to pump station SPS A06 (*State*)
- \$0.6m – Gladstone Aquatic Centre - Rejuvenation & upgrade (*State*)
- \$0.4m – Goondoon Street – Pavement Renewal & Sinkhole (*Federal*)
- \$0.4m – Blackmans Gap Road - Safety Improvements (*Federal*)
- \$0.4m – Philip Street Communities Precinct Stage 1a (*Federal*)
- \$0.4m – Works for Queensland - Multiple parks project (*State*)
- \$0.4m – Dawson Highway - Batter restoration/Stabilisation (*Federal*)
- \$0.3m – Tannum Sands State School - Bus Bay project (*State*)
- \$0.3m – Round Hill Road - Safety improvements (*State*)
- \$0.2m – Benaraby Landfill - Installation of second weighbridge (*State*)

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

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

### **Expenditure**

Year to date expenditure remains lower than pro-rata rate however, this result is tracking in line with expectations for this time of year.

Recurrent expenditure

<b>Total recurrent expenditure</b>	2020-21	Actual as %
Actual	<b>\$42.3m</b>	
Budget	<b>\$193.7m</b>	<b>21.86%</b>

Of note:

<b>Employee benefits</b>	2020-21	Actual as %
Actual	<b>\$15.03m</b>	
Budget	<b>\$60.9m</b>	<b>24.70%</b>

Employee benefits are the largest component of Councils recurrent expenditure. All payroll transactions for September had been processed at the time this report was prepared.

<b>Contractors and consultants</b>	2020-21	Actual as %
Actual	<b>\$3.9m</b>	
Budget	<b>\$25.0m</b>	<b>15.68%</b>

The largest component of the budget is \$3.4m for JJ Richards domestic waste collection. Invoices for July, August and September were not yet paid at the time this report was prepared. Invoices for July and August are expected to be processed in the coming weeks.

<b>Other materials and services</b>	2020-21	Actual as %
Actual	<b>\$1.8m</b>	
Budget	<b>\$10.1m</b>	<b>18.02%</b>

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.

<b>Property and utility expenses</b>	2020-21	Actual as %
Actual	<b>\$1.0m</b>	
Budget	<b>\$7.2m</b>	<b>14.40%</b>

At the time this report was prepared, September invoices for electricity and contract cleaning were yet to be processed as well as telephone invoices for August and September.

<b>Staff and Councillor associated expenses</b>	2020-21	Actual as %
Actual	<b>\$0.3m</b>	
Budget	<b>\$2.5m</b>	<b>10.46%</b>



This category includes a budget of \$0.9m for training and seminars / conferences. Minimal expenditure has been incurred year to date.

<b>Waste disposal and tipping fees</b>	2020-21	Actual as %
Actual	<b>\$1.3m</b>	
Budget	<b>\$8.5m</b>	<b>15.49%</b>

August and September invoices for the State Waste Levy are yet to be processed (due 2 months from the end of the applicable month).

<b>Water purchases</b>	2020-21	Actual as %
Actual	<b>\$3.5m</b>	
Budget	<b>\$18.7m</b>	<b>18.79%</b>

Bulk water purchases for September were not processed at the time this report was prepared.

### Statement of Financial Position

Year to date	Current Value	Adopted Budget	Percentage of Adopted Budget
Assets	<b>\$2.66b</b>	<b>\$2.27b</b>	<b>117.34%</b>

The budget represents the expected position at 30 June 2021. Trade and other receivables reflect a high balance following the rates generation. The total asset balance will decrease during the year as cash is expensed on operating costs and capital works.

Year to date	Current Value	Adopted Budget	Percentage of Adopted Budget
Liabilities	<b>\$154.9m</b>	<b>\$123.3m</b>	<b>125.65%</b>

Council's borrowing repayments are made quarterly throughout the year. As loan repayments are made, the balance will align closer to the budget.

### Capital Expenditure

	<b>Actual</b>	<b>Budget</b>	<b>Actual as % of budget</b>
Year to date capital expenditure	\$8.8m	\$64.8m	13.57%
Including commitments (open purchase orders)	\$29.5m		45.47%

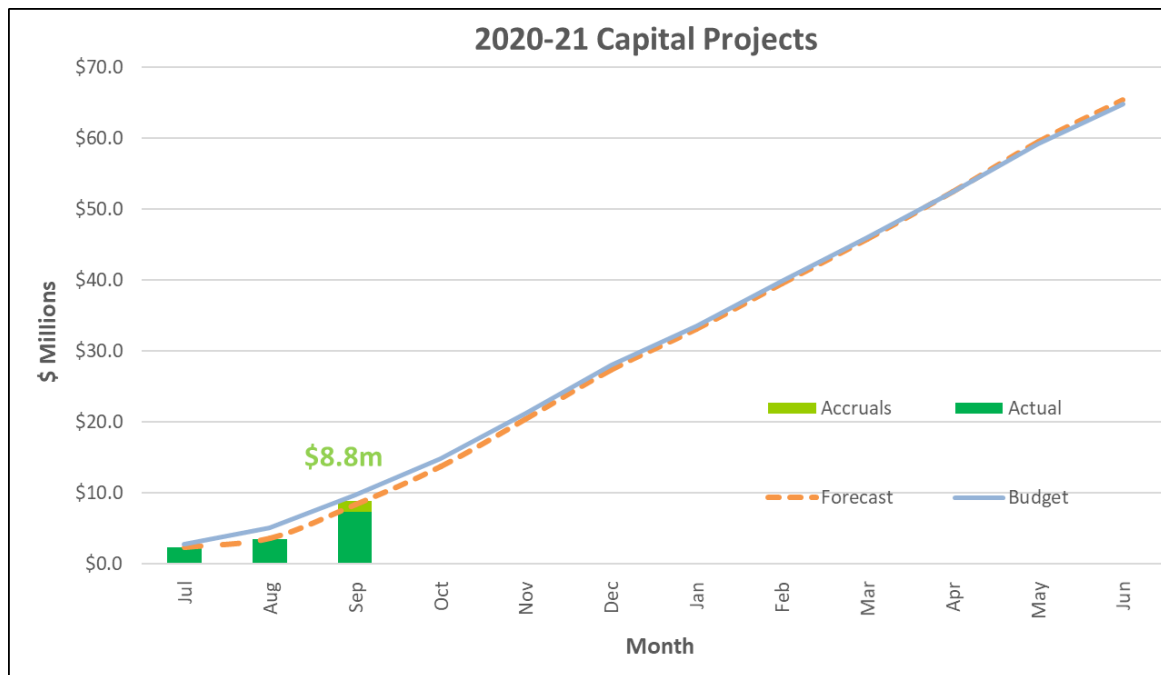
Of the \$29.5m committed, \$10.1m relates to the Philip Street Communities Precinct.

Accruals of \$1.5m have been included in the actuals, to account for major claims relating to September work.

Capital expenditure against groups with significant capital expenditure budgets is shown in the table below:

Group	YTD Actual	Budget	Actual as % of Budget
Road Assets	\$1.309m	\$16.922m	8%
Sewerage Assets	\$1.950m	\$11.689m	17%
Strategy & Transformation	\$2.842m	\$12.808m	22%
Water Assets	\$1.265m	\$6.200m	20%
Delivery Support and Performance	\$0.588m	\$5.070m	12%
Waste Assets	\$0.341m	\$4.382m	8%
Property Assets	\$0.228m	\$4.589m	5%
Parks & Environment Assets	\$0.019m	\$1.886m	1%
Community Development & Events	\$0.056m	\$0.455m	12%
Other	\$0.198m	\$0.800m	25%
<b>Total</b>	<b>\$8.796m</b>	<b>\$64.801m</b>	<b>14%</b>

Regular forecasting is undertaken by the project delivery team. The latest estimate of capital expenditure for the 2020-21 year is \$66.9m.



Although the capital expenditure is currently in line with forecast, significant emphasis is still required on projects to achieve expenditure. Regular detailed updates are provided to the Elected Members by the project delivery team.

**Outstanding Rates**

Outstanding rates, as a percentage of gross rates levied (2019-20), and collectible, is at 5.29% at the end of September 2020, compared to 5.05% for the same period last year (2018-19).

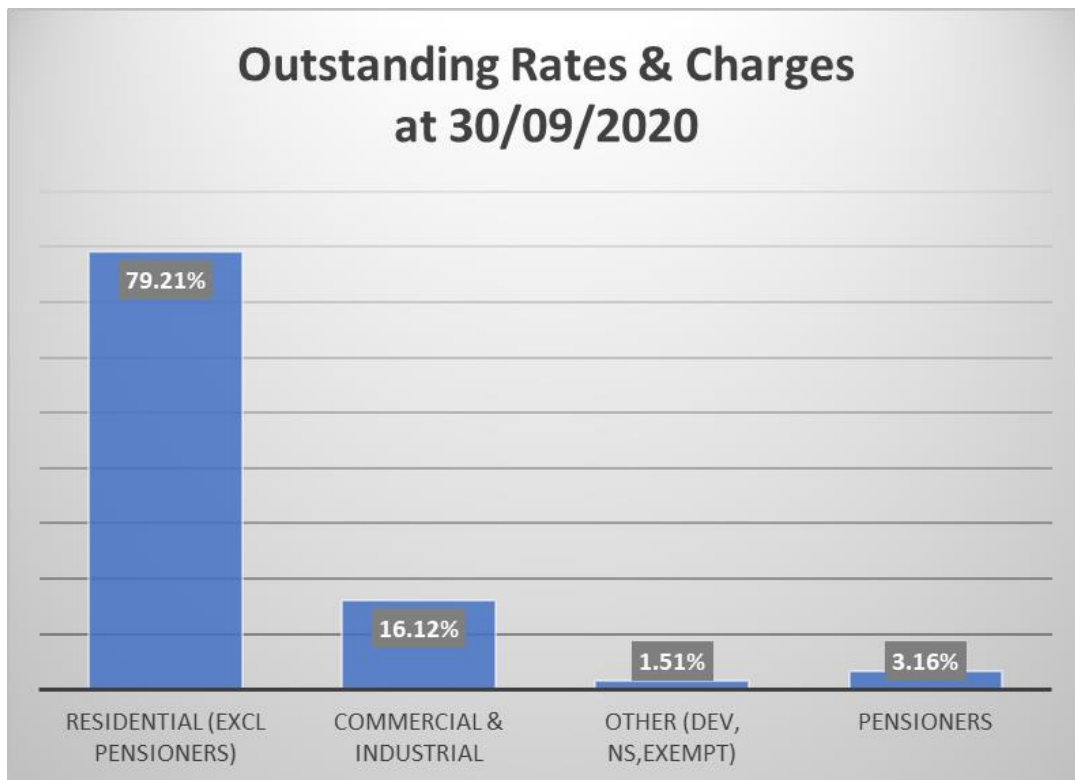
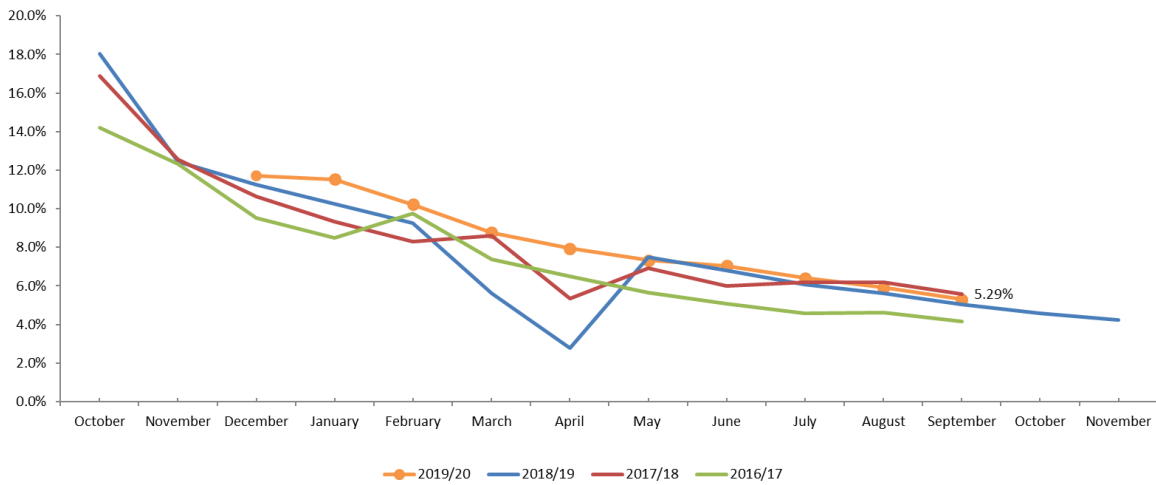
Of the \$9.7m of outstanding rates 16.1% relates to commercial / industrial assessments and 83.9% represents residential assessments

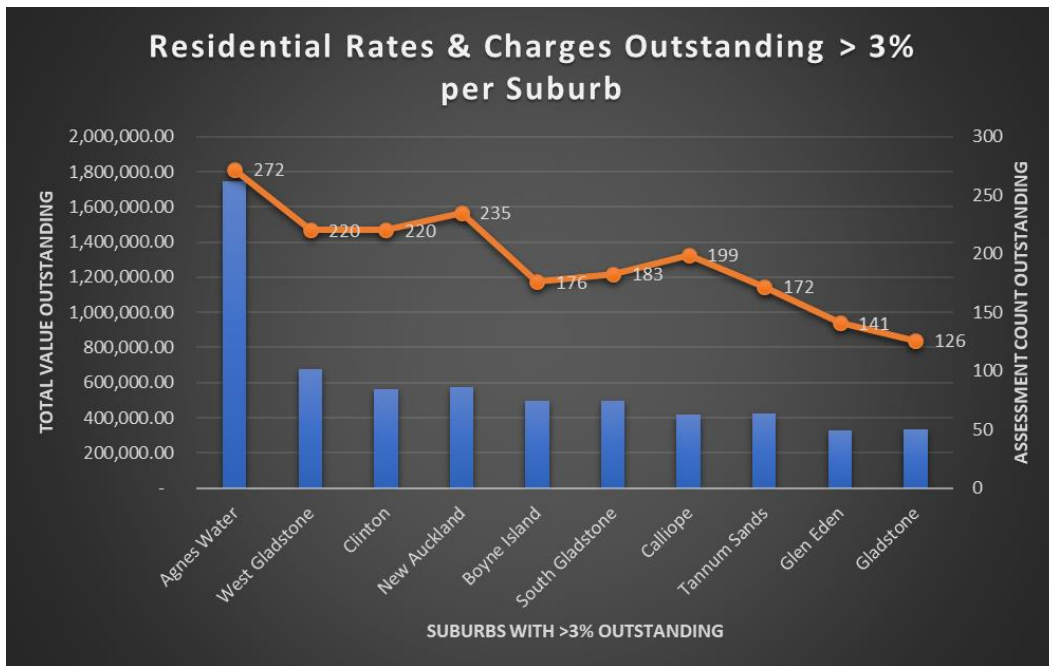
These figures include \$2.95m of rates that are currently being repaid under an authorised payment plan, for which there were 32 commercial/industrial assessments and 970 residential assessments. A total of 1,002 assessments, which is an increase from 688 assessments in August 2020.

There were 2,814 ratepayers who had paid their rates in advance, in the amount of \$2.31m.

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

### Outstanding Rates





### Sustainability Ratios

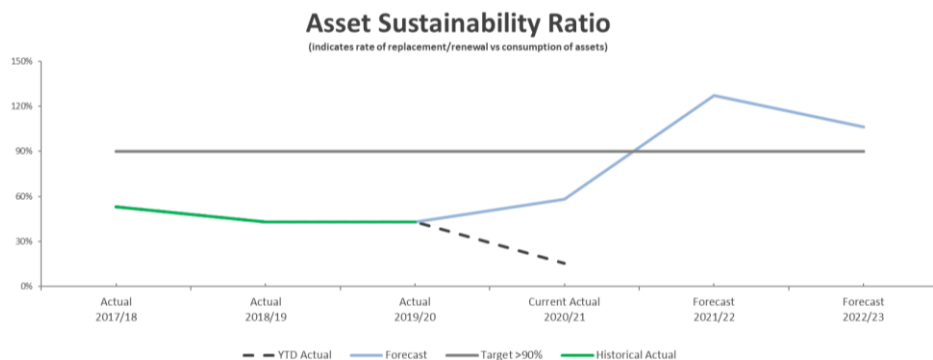
Council's Sustainability Ratios for the period are generally in line with expectations at this stage of the reporting year. Early in the financial year, ratios are typically distorted given that Council raises most of its yearly revenue in a lump sum but incurs expenses and delivers its capital program 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 Council's 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 below indicates the expectations of completion of the capital program as a whole in 2020-21. The majority of expenditure year to date has been focused on new capital projects, with the renewal projects forecast to be undertaken later in the year.

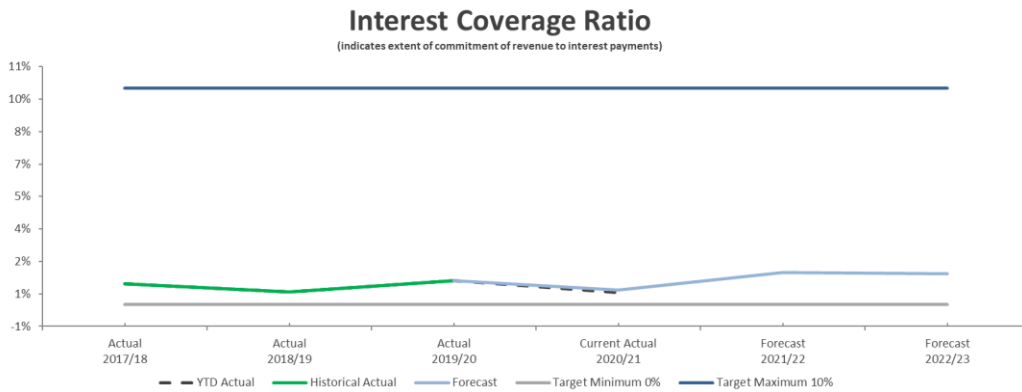
<b>Asset Sustainability Ratio</b>			
<b>CURRENT YTD</b>	<b>PRIOR YTD</b>	<b>BUDGET</b>	<b>TARGET</b>
<b>15.21%</b>	<b>35.57%</b>	<b>57.90%</b>	<b>&gt;90%</b>



Interest Coverage Ratio

This ratio indicates the percentage of operating revenue required to cover net interest costs. The ratio is currently reflecting a positive result and is in line with historical performance at this time of year.

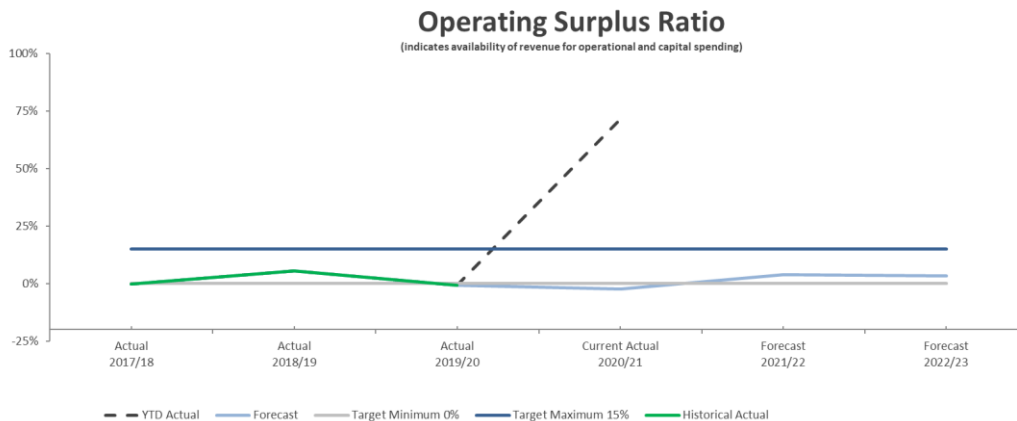
<b>Interest Coverage Ratio</b>			
<b>CURRENT YTD</b>	<b>PRIOR YTD</b>	<b>BUDGET</b>	<b>TARGET</b>
<b>0.57%</b>	<b>0.59%</b>	<b>0.69%</b>	<b>0 - 10%</b>



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.

<b>Operating Surplus Ratio</b>			
<b>CURRENT YTD</b>	<b>PRIOR YTD</b>	<b>BUDGET</b>	<b>TARGET</b>
<b>71.60%</b>	<b>74.10%</b>	<b>(2.29%)</b>	<b>0 - 15%</b>

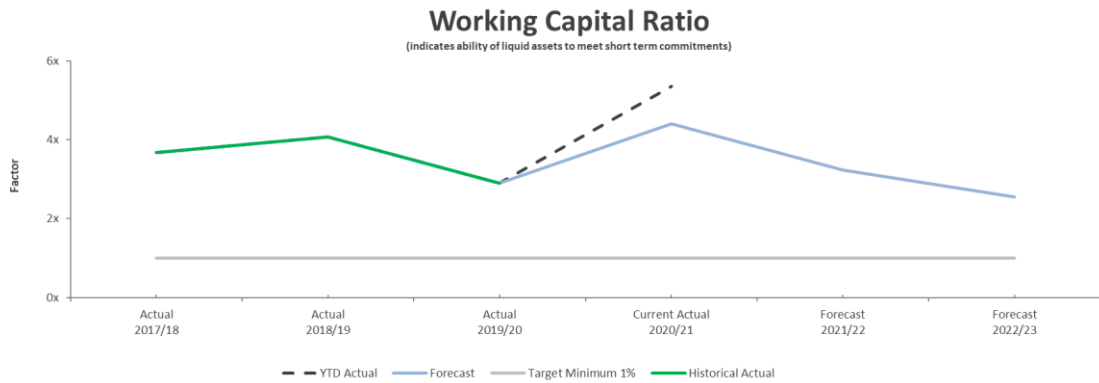


Working Capital Ratio

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.

<b>Working Capital Ratio</b>			
<b>CURRENT YTD</b>	<b>PRIOR YTD</b>	<b>BUDGET</b>	<b>TARGET</b>

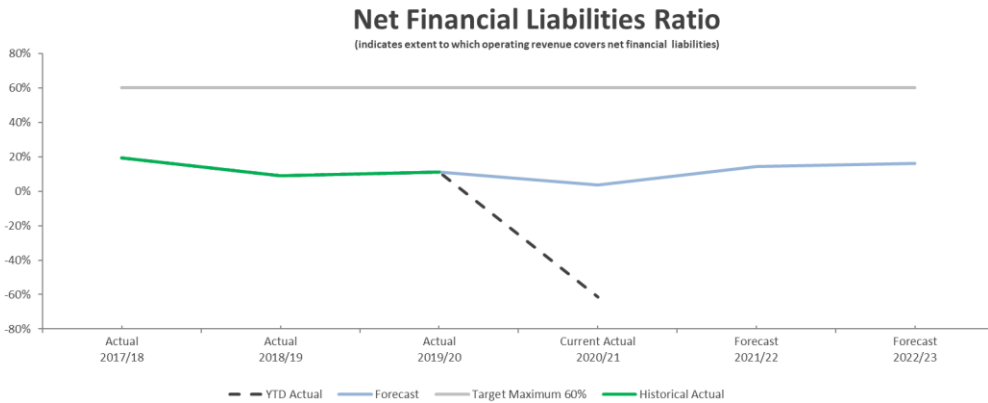
<b>5.35x</b>	<b>6.64x</b>	<b>4.41x</b>	<b>Greater than 1:1</b>
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**Net Financial Liabilities Ratio**

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. The results are expecting to align closer to budget as the year progresses.

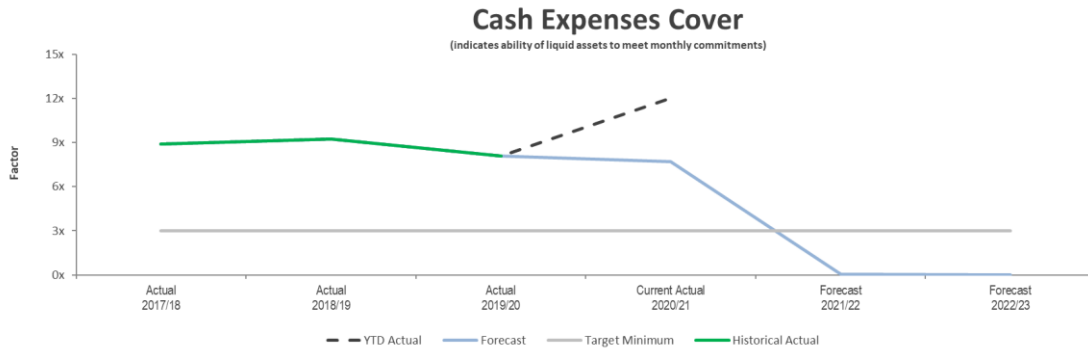
<b>Net Financial Liabilities Ratio</b>			
<b>CURRENT YTD</b>	<b>PRIOR YTD</b>	<b>BUDGET</b>	<b>TARGET</b>
<b>(61.42%)</b>	<b>(59.09%)</b>	<b>3.45%</b>	<b>&lt; 60%</b>



**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.

<b>Cash Expenses Cover Ratio</b>			
<b>CURRENT YTD</b>	<b>PRIOR YTD</b>	<b>BUDGET</b>	<b>TARGET</b>
<b>12.03x</b>	<b>17.79x</b>	<b>7.69x</b>	<b>&gt; 3x</b>



**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:**

20 October 2020

**Attachments:**

1. Monthly Financial Statements for period ending 29 September 2020
2. Operating Statements for month end September 2020

**Tabled Items:**

Nil.

**Report Prepared by:** Accountant

### **G/3.6. PSA 144-17 ARBORICULTURE SERVICES - EXTENSION**

**Responsible Officer: General Manager Operations**

**Council Meeting Date: 20 October 2020**

**File Ref: PE1.1**

#### **Purpose:**

The purpose of this report is to obtain Council approval to extend PSA 144-17 Arboriculture Services for a further four (4) months on existing terms and conditions.

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

That Council endorse the contract extension and authorise the Chief Executive Officer to offer a four (4) month contract extension to Treescap Australasia Pty Ltd for the provision of arboriculture services under the current terms and conditions of the contract.

#### **Background:**

Council has a Preferred Supplier Arrangement ("PSA") in place with Treescap Australasia Pty Ltd for the provision of arboriculture services throughout the Gladstone region. This arrangement reached the final term of three (3) years and five (5) months on 9 October 2020.

#### **Options, Risk and Opportunity Analysis:**

Considerable analysis has been undertaken by subject matter experts for the development of the new tender scope, however this process has been impaired due to complexities with the scope, COVID and incorporation of processes associated with the implementation of Council's new Computerised Maintenance Management System which is currently only in the development phase.

In order to continue to deliver services that meet community expectations, without the impractical process of obtaining quotes for all activities while the tender process is conducted, an extension of the current contract is deemed to be the most practical solution.

In principle agreement from the service provider for a four (4) month extension was obtained prior to the contract expiry on the condition of Council endorsement.

#### **Communication and Consultation:**

Council's Parks Program Delivery team have requested this extension.

#### **Legal Strategy and Policy Implications:**

Council will be bound by the current terms and conditions of the PSA for an additional four (4) months. Council is not required to order a particular quantity of work under the arrangement.

A tender process will be conducted in parallel to this extension in accordance with Procurement Policy.

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



Expenses incurred as a result of extending this arrangement is accounted for in the approved budget.

**Summary:**

Nil.

**Anticipated Resolution Completion Date:**

Deed of Variation to be finalised in October 2020.

**Attachments:**

Nil.

**Tabled Items:**

Nil.

**Report Prepared by:** Manager Contracts and Procurement

### **G/3.7. MULCH FEES AND CHARGES**

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

**Council Meeting Date: 20 October 2020**

**File Ref: FM7.1**

#### **Purpose:**

To seek Council's endorsement of proposed temporary changes to the 2020/2021 Fees and Charges for Council's "Sale of Mulch" and "Council Loading Mulch" fees.

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

That Council adopt the proposed temporary change to the 2020/2021 Fees and Charges for the "Sale of Mulch" and "Loading of Mulch" fees for a period of one (1) month.

#### **Background:**

With the upcoming fire season and the recent fire at the Benaraby Landfill that destroyed our stockpiled mulch, we have identified another significant environmental and reputational risk for Council at our Gladstone Waste Transfer Station due to the vast amounts of stockpiled mulch that has been onsite for several years representing a high possibility of catching fire.

If the deteriorating stockpiled mulch should catch fire it would be almost impossible to extinguish the fire, as the mulch has not been correctly stockpiled over the years in line with industry standards.

Mulch does not sell in any significant quantities at the Gladstone Waste Transfer Station and is not used in any Gladstone Regional Council projects. Currently we sell mulch "free of charge" to domestic customers (with a loading fee of \$10 per load if Council loads the mulch) and \$10 per tonne to commercial customers (with a loading fee of \$50 per load if Council loads the mulch).

In the interest of trying to clean up the Gladstone Waste Transfer Station to minimize our environmental and reputational risk, we propose the following changes for a period of one (1) month to see if this makes any difference in moving the mulch;

1. Reduce the commercial rate for the "Sale of Mulch" fee per tonne to "No Charge"
2. Reduce the commercial rate for "Council Loading Mulch" fee to "No Charge" based on the customer taking 80% of the mulch on a self-loading basis.
3. Reduce the domestic rate for "Council Loading Mulch" fee to "No Charge"

In further efforts to reduce the stockpile volumes we will advertise the above and target select local industries with an offer to submit an Expression of Interest to take the mulch free of charge on a self-loading basis. If more than one expression of interest is received, then the supply would be based on a shared option i.e. 2 applicants = 50% each, which is our preferred position.

#### **Options, Risk and Opportunity Analysis:**

With the upcoming fire season and the deteriorating state of our stockpiled mulch at the Gladstone Waste Transfer Station, Council is exposed to a high risk of the mulch catching fire and it would be almost impossible to extinguish the fire. This also exposes Council to environmental and reputational risk.

**Communication and Consultation:**

Internally the Operations, Governance and Revenue Services teams have been consulted. Externally we have identified that there is some interest from two commercial entities to take the mulch at the Gladstone Waste Transfer Station but only if it was free of charge.

**Legal Strategy and Policy Implications:**

Should we have a fire Council will be exposed to non-compliance investigations under the Environmental Protection Act 1994 and Work Health and Safety Act 2011.

**Financial and Resource Implications:**

There will be very little financial impact on the budget, as this will only be loss of income for one (1) month and currently the domestic market already receives the mulch free of charge, and Council will only be exposed to the loss of loading income. Commercial sales of Mulch since 1 July 2020 amounted to \$9604, which translates into an approximate average monthly loss of income of \$2,800.

**Summary:**

Proposed temporary changes to the 2020/2021 Fees and Charges for the "Sale of Mulch" and "Council Loading Mulch" fees, to be free of charge for a period of one (1) month to facilitate accelerated removal of stockpiled mulch and reduce Councils exposure to fire during the upcoming fire season.

**Anticipated Resolution Completion Date:**

30 November 2020.

**Attachments:**

Nil

**Tabled Items:**

Nil.

**Report Prepared by:** Manager Revenue Services

**G/4. DEPUTATIONS****G/4.1. REEF GUARDIAN COUNCIL PROGRAM 2020-2024****Responsible Officer: Chief Executive Officer****Council Meeting Date: 20 October 2020****File Ref: CM7.6**

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**Purpose:**

A presentation to Council will be held by the Great Barrier Reef Marine Park Authority to present the key aspects and opportunities for the Reef Guardian Council Program 2020-2024.

**Officer's Recommendation:**

That the Deputation from Great Barrier Reef Marine Park Authority be received.

**Background:**

The Great Barrier Reef Marine Park Authority will present the key aspects and opportunities for the Reef Guardian Council Program 2020-2024.

<b>Time of Presentation</b>	9am
<b>Duration of Presentation plus question time</b>	30 minutes
<b>Speakers to present</b>	Rebecca Allen
<b>Is the matter currently or subject to legal proceedings?</b>	No
<b>Is the matter for information only to Council?</b>	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**

Nil



## **ATTACHMENTS**