



**GLADSTONE**  
REGIONAL COUNCIL

# **GENERAL MEETING NOTICE AND AGENDA**

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

**On 15 December 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**

## Table of Contents

ITEM	PAGE
<b>G/1. MAYORAL STATEMENT OF CURRENT ISSUES.....</b>	<b>3</b>
<b>G/2. CONFIRMATION OF MINUTES .....</b>	<b>4</b>
G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 1 DECEMBER 2020.....	4
<b>G/3. DEPUTATIONS .....</b>	<b>5</b>
G/3.1. MOVEMENT DAY GLADSTONE.....	5
G/3.2. CQ UNIVERSITY MIT REAP GLADSTONE CONNECT .....	6
<b>G/4. OFFICERS' REPORTS.....</b>	<b>7</b>
G/4.1. REQUEST FOR CHANGE APPLICATION TO DEVELOPMENT APPROVAL 33/2018 FOR A MATERIAL CHANGE OF USE OF PREMISES FOR AN EDUCATIONAL ESTABLISHMENT LOCATED AT LOT 22 SP 178795 .....	7
G/4.2. NAMING OF INFRASTRUCTURE ASSET - RENAME NICHOLS ROAD ....	20
G/4.3. SYSTEMATIC APPROVED INSPECTION PROGRAM 2021.....	24
G/4.4. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 24 NOVEMBER 2020 .....	27
G/4.5. REVISED ETHICS INTEGRITY AND AUDIT POLICY .....	41
G/4.6. AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING SCHEDULE 2021.....	44
G/4.7. GLADSTONE REGION YOUTH COUNCIL UPDATE .....	46
G/4.8. COMMUNITY INVESTMENT PROGRAM - COMMUNITY CELEBRATION FUND - IGNITE EVENT - OUT OF ROUND APPLICATION .....	49
G/4.9. TENDER 105-21 PURCHASE OF MEDIUM RIGID TRUCKS .....	54
<b>G/5. COUNCILLORS REPORT .....</b>	<b>57</b>
<b>G/6. URGENT BUSINESS.....</b>	<b>58</b>
<b>G/7. NOTICE OF MOTION .....</b>	<b>59</b>
<b>G/8. CONFIDENTIAL ITEMS .....</b>	<b>60</b>

## **G/1. MAYORAL STATEMENT OF CURRENT ISSUES**

Nil.

## **G/2. CONFIRMATION OF MINUTES**

### **G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 1 DECEMBER 2020**

**Responsible Officer:** Chief Executive Officer

**Council Meeting Date:** 1 December 2020

**File Ref:** CM7.2

---

**Purpose:**

Confirmation of the minutes of the General Meeting held on 1 December 2020.

**Officer's Recommendation:**

That the minutes of the General Meeting of Council held on 1 December 2020 be confirmed.

**Attachments:**

1. Minutes of the General Meeting of Council held on 1 December 2020.

**Tabled Items:**

Nil.

**Report Prepared by:** Executive Secretary

## G/3. DEPUTATIONS

### G/3.1. MOVEMENT DAY GLADSTONE

**Responsible Officer:** Chief Executive Officer

**Council Meeting Date:** 15 December 2020

**File Ref:** CM7.6

---

#### **Purpose:**

To present to Council the concept and information about Movement Day Gladstone and to pray for the Councillors.

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

That the deputation from Movement Day be received.

#### **Background:**

Deputation details are as follows:

<b>Time of Presentation</b>	9:00am
<b>Duration of Presentation plus question time</b>	15 mins
<b>Speakers to present</b>	Reverend Jarrod Beezley Ps Ian Alwood Chris Ford
<b>Is the matter currently or has previously been subject to legal proceedings?</b>	No
<b>Matter for information only</b>	

#### **Attachments:**

Nil.

#### **Tabled Items:**

Nil.

**Reported Prepared by:** Executive Secretary

## G/3.2. CQ UNIVERSITY MIT REAP GLADSTONE CONNECT

**Responsible Officer:** Chief Executive Officer

**Council Meeting Date:** 1 December 2020

**File Ref:** CM7.6

---

### **Purpose:**

The following deputation will be held on 1 December 2020:

- CQ University to present briefing on the Massachusetts Institute of Technology Regional Entrepreneurship Accelerator Project (MIT REAP) Gladstone Connects program.

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

That the deputation from CQ University be received.

### **Background:**

Deputation details are as follows:

<b>Time of Presentation</b>	9:15am
<b>Duration of Presentation plus question time</b>	15 mins
<b>Speakers to present</b>	Luke Sinclair Linda Pfeiffer Rob Gibb
<b>Is the matter currently or has previously been subject to legal proceedings?</b>	No
<b>Matter for information only</b>	Yes

Council will receive a deputation from CQ University to inform and update Council on the MIT REAP Gladstone Connects program.

MIT REAP Gladstone Connects program aims to support the diversification of the regional economy away from reliance on big industry. The project aims to foster economic growth and social progress through innovation and entrepreneurship across a number of sectors in the region in particular tourism and manufacturing.

### **Attachments:**

1. GLD Team for GRC
2. QLD Connects Survey Report 20201019 (final)

### **Tabled Items:**

Nil.

**Reported Prepared by:** Executive Secretary

## G/4. OFFICERS' REPORTS

### G/4.1. REQUEST FOR CHANGE APPLICATION TO DEVELOPMENT APPROVAL 33/2018 FOR A MATERIAL CHANGE OF USE OF PREMISES FOR AN EDUCATIONAL ESTABLISHMENT LOCATED AT LOT 22 SP 178795

**Responsible Officer:** General Manager Customer Experience

**Council Meeting Date:** 15 December 2020

**File Ref:** DA.33.2018; DB1.7

---

#### **Development Application:**

Application Number: DA/33/2018  
Applicant: Goora Gan Steiner School C/- Angelo Oliaro  
Owner: Department of Natural Resources, Mines and Energy (DNRME)  
Request Lodged: 5 November 2020  
Location: Lot B SP 218087 in Lot 22 SP 178795  
RPD: Lot B SP 218087 in Lot 22 SP 178795  
Area: 1.287 hectares (Lease)  
Current Use of Land: Club and Educational Establishment  
Zoning: Conservation Zone  
Proposal: Educational Establishment  
Planning Scheme: *Our Place Our Plan Gladstone Regional Council Planning Scheme V2*  
Public Notification Period: Original Application - 1 November 2018 to 22 November 2018  
Number of Submissions: 1 Not Properly Made Submission

#### **Purpose:**

The purpose of this report is to assess the requested Change Application (Minor) to Development Application 33/2018 for a Material Change of Use of Premises for an Educational Establishment at Lot B SP 218087 in Lot 22 SP 178795 against the *State Planning Policy – July 2017* and the *Our Place Our Plan Gladstone Regional Council Planning Scheme Version 2* under the *Planning Act 2016*.

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

That the request for a Changed Decision Notice (Minor) for Development Application 33/2018 for a Material Change of Use of Premises for an Educational Establishment be refused. The original Amended Decision Notice dated 22 January 2019 to remain in effect.

#### **Executive Summary:**

A Development Application for Material Change of Use of Premises for an Educational Establishment located at Lot B SP 218087 in Lot 22 SP 178795, Agnes Water, was received by Council on 21 September 2018 and confirmed on 27 September 2018.

The original application assessment required Impact Assessment against the relevant provisions of the *State Planning Policy - July 2017* (SPP) and the *Our Place Our Plan Gladstone Regional Council Version 2* (the Planning Scheme) in accordance with the requirements of the *Planning Act 2016* (the

Act). By virtue of the level of assessment, public notification was required. The public notification period occurred between 1 November 2018 to 22 November 2018 with one (1) Not Properly Made Submission.

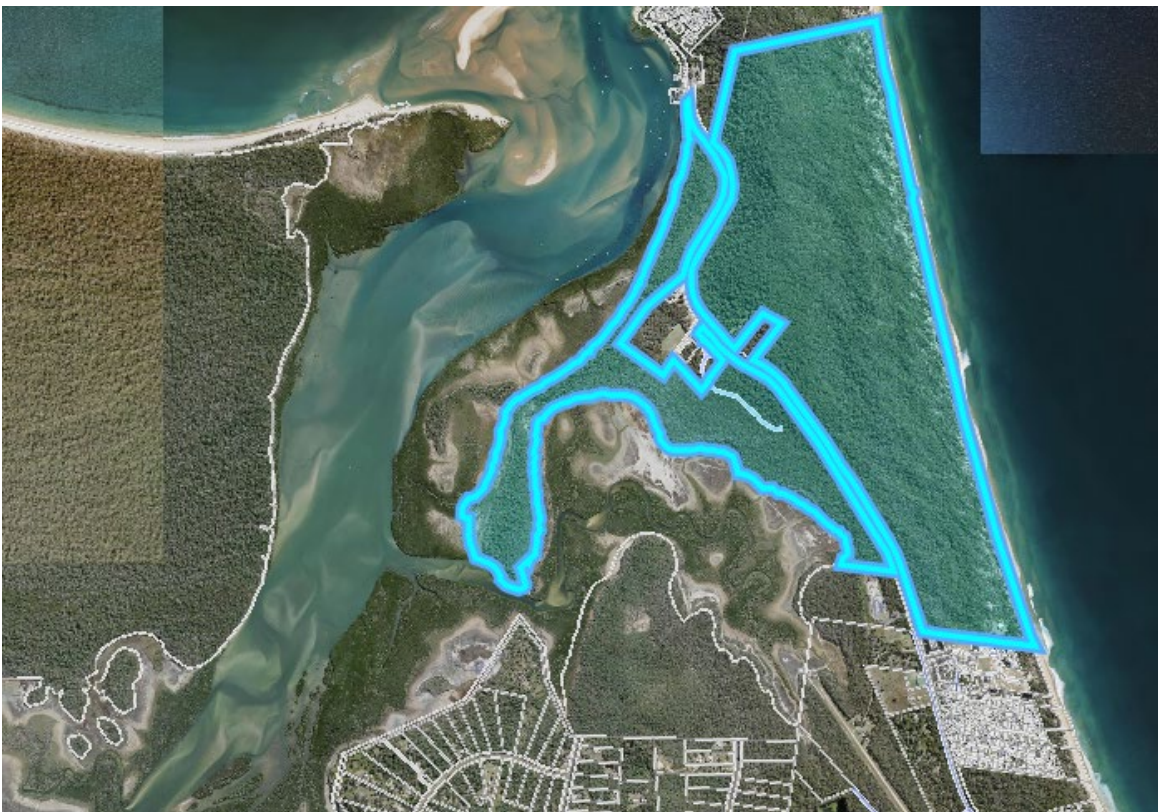
After assessment of the application against the relevant provisions under the Planning Scheme and SPP, the proposal is identified to be generally consistent with the relevant benchmarks. Therefore, the application for a Material Change of Use of Premises for an Educational Establishment was approved by Council at its 22 January 2019 General Meeting, subject to reasonable and relevant conditions inclusive of the special condition pertaining to a capacity restriction.

Council received an enquiry from the Applicant regarding the intent to increase the space and student numbers onsite. Upon review of the condition package, the Development Permit specifically restricted an increase in operation based on the application material provided. As such, the Applicant lodged a Change Application (Minor Change) on 5 November 2020.

Based on the following assessment as per the relevant statutory requirements, it is considered that the proposed change is inconsistent with the Planning Scheme and therefore the Change Request is recommended for refusal.

**Subject Site:**

The proposed development has obtained a lease within Lot 22 SP 178795 to operate the Educational Establishment. The subject site and leased area can be viewed in Figure One and Two. The site currently has connections to Council’s reticulated water and sewer services.

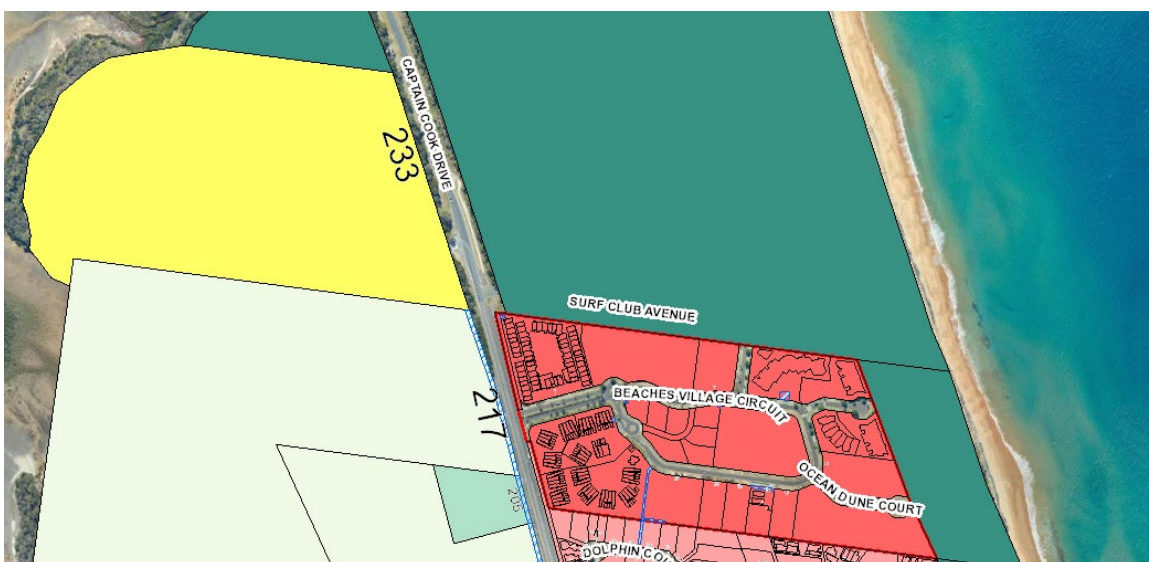


**Figure One: Aerial Image of Lot 22 SP 178795**





**Figure Two: Aerial Image of Leased area within Lot 22 SP 178795**



**Figure Three: Subject Site Zoning (Conservation Zone)**

**Background:**

*Goora Gan Steiner School*

The Goora Gan Steiner School was hiring the Agnes Water Meeting Room, Monday to Friday (located at 71 Springs Road, Agnes Water). The Goora Gan Steiner School enquired in 2017 to progress obtaining a lease at 71 Springs Road, Agnes Water for a short-term lease until a suitable permanent location was attained. However, the request was not supported by Council or Department of Natural Resources, Mines and Energy.

Upon review of other alternative short-term locations, the Goora Gan Steiner School identified the building located within Lot 22 SP 178795 (also known as the Agnes Water Surf Lifesaving Club). The Agnes Water Surf Lifesaving Club currently lease a portion of the land from Department of Natural Resources Mines and Energy (DNRME). The Goora Gan Steiner School obtained a sub-lease at this site for six (6) years (i.e. lease terminates in 2024) for the operation of an Educational Establishment. To date, the Applicant has been progressing a review of potential sites in the Agnes

Water locality to ensure they can relocate in accordance with their lease conditions. To date, Council Officers have responded to three emails providing high level preliminary advice on seven potential sites with the Applicant.

#### *Previous Approvals*

The building located at Lot 22 SP 178795 was constructed in 1998 as a Clubhouse (BP/46/1997). In 2009 and 2012, privately certified alterations were completed on the building (BP/107/2009 and BP/2376/2012).

#### *Current Application*

Development Application 33/2018 was lodged with Council on 21 September 2018 and considered properly made on 24 September 2018. On 11 October 2018, Council issued an Information Request pertaining to Bushfire Management practices, waste management and site access. The Applicant responded to the Information Request with amended plans and supporting material.

The application was assessed under the SPP, Planning Scheme and the Act, where it was recommended to approve the application despite conflicts with the planning scheme given the temporary lease arrangements with DNRME. As such, Council approved the recommendation at the 22 January 2019 General Council Meeting. The Applicant entered into the Applicant Appeal Period where they could lodge change representations for Council to consider. During this period, the Applicant did not lodge representations against the Decision Notice and commenced completing the necessary requirements stated in the conditions. Upon completion of the requirements, the Applicant requested a Planning Final which was later issued on 25 March 2019 confirming the use was able to lawfully commence onsite.

Since being operational, the Applicant now seeks to expand the area within the existing building to operate the Educational Establishment, thus increasing the student capacity onsite. The Applicant lodged the Request for Change Application (Minor) to facilitate the increase to the Educational Establishment on 5 November 2020, which was considered Properly Made on 12 November 2020.

#### **Referral:**

In accordance with Schedule 10 of the *Planning Regulation 2017* (the Regulation), the proposed development was not required to be referred to a referral agency.

#### **Commenced Development Permit:**

The original Development Permit approved a Change of Use from Club to an Educational Establishment while utilising the existing Clubhouse structure. The Educational Establishment operates over the two floors, while allowing a separate space and access for the existing Club (Agnes Water Surf and Lifesaving Club) on the ground floor. The approved floor plan illustrating both uses co-locating in the existing building can be viewed below in Figures Four and Five.



Hours of Operation:

- School Hours - Monday to Friday 8:30am to 2:30pm; and
- Officer Hours – Monday to Friday 7:30am to 4:30pm.

Expected school numbers:

2018 (current)	2019 (expected enrolments)	2020 (expected enrolments)	2021 (expected enrolments)
1 School Facilitator	1 School Facilitator	1 School Facilitator	1 School Facilitator
2 full time Teachers	2 full time Teachers	3 full time Teachers	3 full time Teachers
0 Administration Officer	Part Time Administration Officer	1 full time Administration Officer	1 full time Administration Officer
0 Teacher Aide	1 Teacher Aide	1 Teacher Aide	1 full and 1 part time Teacher Aide
17 Students	33 Students	40 students	48 students

**Proposed Changes:**

The Applicant has stated that the Minor Change Application is being sought as the current venue located along Surf Club Avenue has attracted higher enrolment numbers than originally expected. The Minor Change submission acknowledged that the current venue remains the *'bridging option to continue to allow the school to operate and provide services to the local community whilst providing time to explore options for more permanent establishment elsewhere'*.

The Agnes Water Surf Life Saving Club has offered additional leased area within the building to the Goora Gan Steiner School to expand. To formalise this expansion the Applicant is required to obtain owners consent from DNRME and lodge the Change Application (Minor) with respect to the approved plans and conditions.

The proposed plans can be viewed below in Figures Five to Six.



## **Assessment of the Change Request:**

### **Assessment against Definition of a “Minor Change”**

The application is considered to meet the definition of a Minor Change under Schedule 2 of the Act, on the following grounds:

#### *The proposal would not result in “Substantially Different Development”*

The proposed changes will not result in the creation of a “Substantially Different Development” as defined in the Development Assessment Rules 2017.

#### *The proposal will not result in the inclusion of prohibited development in the application*

The proposed Minor Change does not include any material or outcomes that would be considered Prohibited Development.

#### *The proposal would not result in a referral to a referral agency, if there were no referral agencies for the development application*

The proposed change would not result in a referral to a referral agency, if proposed today.

#### *The proposal would not result in a referral to extra referral agencies, other than to the Chief Executive*

The proposed change would not result in additional referral agencies.

#### *The proposal would not result in a Referral Agency which has to assess the application against, or have regard to, matters prescribed by regulation under section 55(2), other than matters the Referral Agency must have assessed the application against, or have had regard to, when the application was made*

Not applicable.

#### *The proposal would result in a requirement to complete Public Notification if Public Notification was not required for the Development Application*

Not applicable as Public Notification was required for the original application.

### **Assessment of the Change Application (Minor Change)**

Section 81 (2) of the Act states that when assessing the Change Application for a Minor Change, the responsible entity must consider the following:

#### *The information the applicant included with the application*

The Applicant has provided a planning report and supporting plans as part of the change application.

#### *If the responsible entity is the assessment manager—any properly made submissions about the development application or another change application that was approved*

The Application was Impact Assessable; therefore Public Notification was undertaken with one Not Properly Made submission received during the Assessment Period. The Not Properly Made Submission raised concerns with the reduction of public spaces and lack of infrastructure around the school zones.

In response, the proposed development will still co-locate within the Club's building while allowing the public to utilise the beach access and car parking area. The broader part of the Conservation Park is located outside the lease area and will therefore remain as a community space. Additionally, the proposed changes do not impact on the continuous flow of traffic for Captain Cook Drive and separates the pick-up and drop-off zone in a smaller cul-de-sac environment at the end of Surf Club Avenue.

As such, the proposed changes do not impact on the previous submission matters raised.

*Any pre-request response notice or response notice given in relation to the change application*

No pre-request response notice relates to the proposed change.

*If the responsible entity is, under section 78(3)(ba) or (bb), the Minister—all matters the Minister would or may assess against or have regard to, if the change application were a development application called in by the Minister*

Not applicable.

*If paragraph above does not apply—all matters the responsible entity would or may assess against or have regard to, if the change application were a development application*

The application was assessed under the current Planning Scheme, therefore, if the change was new Development Application, the assessment benchmarks would not change from the original assessment. The full assessment is included later in the report.

*Any another matter that the responsible entity considers relevant.*

The full assessment is included later in the report.

### **Requested Changes to Conditions of the Approval**

The Applicant seeks to make changes to Condition 1 and 2 which will result in subsequent changes to other conditions of the Development Permit. Given the weight substantiated around Condition 2, this will be assessed first.

Please note that the original condition is in **bold**, the Applicant's comments are in *italics*, and the Officer's comments are in normal type.

#### **Condition 2**

**Upon commencement of the use, the Educational Establishment is limited to no more than the following members at any time:**

- a. **7 Staff; and**
- b. **50 Students.**

***Advisory Note: Council will not support an increase of users associated with the Educational Establishment as it is to remain low scale.***

#### **Applicant's Comments:**

Please note the full submission can be viewed via Attachment 3.

## **Officer's Comments:**

The Applicant has raised several arguments regarding the assessment, the special condition and assessment of the Minor Change in their submission against Condition 2. To assist in understanding the complexities surrounding this matter, Council Officer's will address each argument in order of hierarchy.

### **Assessment benchmarks of the original application**

In accordance with S45(5) of the Act, an Impact Assessment is an assessment that-

- (a) *must be carried out—*
  - (i) *against the assessment benchmarks in a categorising instrument for the development; and*
  - (ii) *having regard to any matters prescribed by regulation for this subparagraph; and*
- (b) *may be carried out against, or having regard to, any other relevant matter, other than a person's personal circumstances, financial or otherwise.*

*Examples of another relevant matter—*

- *a planning need*
- *the current relevance of the assessment benchmarks in the light of changed circumstances*
- *whether assessment benchmarks or other prescribed matters were based on material errors*

*Note—*

*See section 277 for the matters the chief executive must have regard to when the chief executive, acting as an assessment manager, carries out a code assessment or impact assessment in relation to a State heritage place.*

Furthermore, the Planning Scheme Section 5.3.3 states:

- a. is to be assessed against the identified assessment benchmarks in the assessment benchmarks column (where relevant)*
- b. assessment is to have regard to the whole of the planning scheme, to the extent relevant*
- c. is to be assessed against any assessment benchmarks for the development identified in section 30 of the Regulation.*

*Note —The first row of each table of assessment is to be checked to confirm if there are assessment benchmarks that commonly apply to general scenarios in the zone, local plan or overlay.*

*Editor's Note — Section 31 of the Regulation identifies the matters that impact assessment must have regard to.*

In response, Council Officer's conducted an assessment of the original application against various benchmarks in the Planning Scheme which were considered relevant (as per the Planning Scheme) and gave weight to the lease arrangement (as per the Act – any other relevant matter). Therefore, the assessment of the application was in accordance with the statutory framework.

### **Development Conditions**

The intent of an Advisory Note positioned under a Development Condition is to provide further commentary for the Applicant regarding Council's position. As such, Council do not dispute that the Advisory Notice is not an enforceable condition of the Development Permit, however, it remains as additional commentary regarding the purpose of the condition.



In accordance with the original assessment and supporting Notice of Reasons, Council approved the Development Application despite conflict with the Conservation Zone. These conflicts were addressed via several conditions with further weight provided by the lease arrangements of a 'temporary site' in accordance with the Acts requirements.

The Applicant has paraphrased section 65:

- (1) *A development condition imposed on a development approval must—*
  - (a) *be relevant to, but not be an unreasonable imposition on, the development or the use of premises as a consequence of the development; or*
  - (b) *be reasonably required in relation to the development or the use of premises as a consequence of the development.*
- (2) *A development condition may—*
  - (a) *limit how long—*
    - (i) *a lawful use may continue; or*
    - (ii) *works may remain in place; or*
  - (b) *state that development must not start until—*
    - (i) *other development permits for development on the same premises have been given; or*
    - (ii) *other development on the same premises, including development that the development application does not cover, has been substantially started or completed; or*

*Note—*

*For when development can otherwise start, see section 72.*

- (c) *require compliance with an infrastructure agreement for the premises, but only to the extent the responsibilities under the agreement attach to, and bind the owner of, the premises under section 155(3); or*
- (d) *require development, or a part of development, to be completed within a stated period; or*
- (e) *require the payment of security under an agreement under section 67 to support a requirement under paragraph (d).*

*Notes—*

- 1 *See chapter 4, parts 2 and 3 for other permitted development conditions.*
- 2 *In addition to development conditions under this Act, a land surrender requirement under the Coastal Act may be made in relation to particular land that is the subject of a development approval for reconfiguring a lot in a coastal management district under the Coastal Act. However, a land surrender requirement is not a development condition under this Act.*

The conditions within the Development Permit are compliant with Section 65 of the Act which outlines permitted Development Conditions. As such, the commentary regarding the unlawfulness of the condition proposed by the Applicant is not supported.

#### Preliminary Advice on the proposed Change Application

Council Officers were contacted regarding the proposed increase of Gross Floor Area (GFA) and student numbers onsite in relation to the Development Permit (Ref: DA/33/2018). Upon review of the original assessment and associated conditions, the Applicant was advised Council would not support an increase to the use at this location.

In accordance with the Act, the Applicant has the rights to make a Development Application. As such, the preliminary advice did not preclude the Applicant from its development rights, however, advised the difficulties with the proposal.

Notwithstanding the above, it should be noted in accordance with the Council's Fees and Charges Schedule, if the Officer's recommendation is supported, the Applicant will not be entitled to a refund

of the Application fee. However, they maintain the opportunity to lodge an appeal against Council's Decision.

### Assessment of the application and Proposed Change

Of particular note during the original assessment of the Development Application, it was outlined that the development failed to comply with the Overall Outcome and Purpose of the Conservation Zone.

The purpose of the Conservation Zone states that *the purpose of the conservation zone code is to provide for the protection, restoration and management of areas (such as National Parks) identified as supporting significant biological diversity and ecological integrity*. This purpose is envisaged to be achieved via the Overall Outcomes.

The intent of the Officer's report is to assess any non-compliance, therefore any benchmarks not referenced in the report are considered compliant. However, to provide further clarity around the original assessment, each Overall Outcome of the Zone Code has been included below.

*a. The ecological values of land in the conservation zone are protected from the impacts of development.*

As the proposal sought to co-locate within an established site, it was considered the development met criteria (a). Furthermore, the proposed change would not result in additional clearing/construction onsite, therefore, it remains compliant.

*b. Very low intensity development related to the conservation and environmental values of the area may be facilitated where a demonstrated community need exists.*

The Applicant has outlined that the operation is low scale, and that there is in fact a community need. It should be noted that criteria (b) states 'development related to the conservation and environmental values of the area'. The Educational Establishment being sought is to provide a schooling curriculum, not an establishment dedicated to conservation, learning and training directly associated with the environment. As such, the additional material submitted as part of the Change Application regarding Community Need does not address the intent of the overall outcome.

Council assessed the original application based on the low scale, and limited use operation of the subject site. These points were considered as other relevant matters to justify an approval despite conflict with the Conservation Zone Code Purpose and Overall Outcome.

With reference to the proposed Change Application seeking to increase the number of students onsite and increased area within the building; this seeks to intensify the use during the limited operation. It should be noted that the Educational Establishment has been operational for 21 months. The numbers submitted as part of the original application expected in the third year of operation the Educational Establishment would host approximately 48 students.

Where the proposed increase in scale fails to comply with the Planning Scheme, the Applicant has quoted Community Need. The referenced Community Need does not detail population growth, the existing approvals available for the operational schools to expand within the Agnes Water locality or the expected horizon the community need has considered. Furthermore, the Community Need submitted has not been conducted and prepared by a suitably qualified professional. As such, the quoted Community Need has not been considered as a relevant other matter in this assessment to override the inconsistencies with the Zone Code.

It should be noted that the existing Club (established prior to this Planning Scheme) is not subject to the assessment of the Conservation Zone intent. However, any future use seeking to operate at the site would need to consider the Planning Scheme and Zones intent to determine compliance.

Therefore, given the inconsistency with the Conservation Zone and intent of the original special condition, the Applicant's request to amend Condition 2 is not supported. Thus, condition 2 is recommended to remain in its current form.

*c. Nature based tourism and outdoor recreation are facilitated where a demonstrated community need exists and the use does not detrimentally affect the environmental values of the area.*

As the proposal was seeking a Material Change of Use for an Educational Establishment, outcome (c) is not considered relevant.

*d. Adverse impacts from on-site and adjoining sites are minimised or avoided through the location, design and management of development and activities.*

The site is established; therefore, all necessary infrastructure has been completed for the previous Club's operation. The proposed co-location within the existing building and use of the existing access and car park did not create any adverse impacts onsite or to the adjoining sites to the south (off Beaches Village Circuit). As a result, the proposal complies with the outcome criteria.

*e. Activities undertaken by recognised traditional owners in accordance with traditional owner custom and practice may be considered.*

As the proposal was seeking a Material Change of Use for an Educational Establishment, outcome (e) is not applicable nor compliant.

*f. Land is publically accessible where this does not compromise other overall outcomes.*

In accordance with the lease intent purpose of the State Land, the Material Change of Use did not preclude the public from accessing the site and associated car parking and beach access. As such, the proposal and associated change comply with the outcome.

*g. Development does not fragment regional or local environmental corridors and maintains linkages to areas with other ecological values.*

As the proposed use will co-locate and utilise the existing infrastructure, it will not result in fragmentation of the regional or local environmental corridors.

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

That the request for a Changed Decision Notice (Minor) for Development Application 33/2018 for a Material Change of Use of Premises for an Educational Establishment be refused. The original Amended Decision Notice dated 22 January 2019 will remain in effect.

### **Attachments:**

1. Amended Decision Notice dated 22 January 2019
2. Planning Final Certificate
3. Request for Change Application submission

### **Tabled Items:**

Nil.

**Report Prepared by:** Development Services

## **G/4.2. NAMING OF INFRASTRUCTURE ASSET - RENAME NICHOLS ROAD**

**Responsible Officer:** General Manager Customer Experience

**Council Meeting Date:** 15 December 2020

**File Ref:** FM3.2

---

### **Purpose:**

The purpose of this report is to allow Council to consider a request to change the spelling of Nichols Road to Nicholls Road, Targinnie.

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

That Council approve the request to change the spelling of Nichols Road, Targinnie to Nicholls Road.

### **Background:**

Council received a request on 18 June 2020 from Shane Nicholls in relation to the spelling of Nichols Road, Targinnie/Mount Larcom. The road was named after this Grandparents Ivan Herbert Nicholls and Dora Mercia Nicholls that lived and farmed along the road for 40 years.

When the original sign was erected for Nichols Road, Shane's grandmother, Mercia was most upset as it was only spelt with one L and therefore painted a second L on the sign to read 'Nicholls'.



**Figure One: Aerial View of Nichols Road, Targinnie**



**Figure Two: Aerial View of Nichols Road, Mount Larcom**

Council records indicate the spelling of the name has been previously recorded as both ‘Nichols’ and ‘Nicholls’ in old Calliope Shire documentation, such as Meeting Minute Books, dating back to 1960’s however as per the Calliope Shire Road Register, the road name is recorded as being spelt with one L, ‘Nichols’.

<b>Street/Road Name</b>	<b>Div</b>	<b>Classification (G.C.C.)</b>		<b>Location</b>	<b>Length</b>	<b>Existing Standard</b>	<b>Improvements Required</b>
Neill Creek Road	1	Access	GP F	Booroom, Maxwellton	6.70 6.70	G,ND F	D G,D
Neptune Street	2	Access	SP	Iveragh, Tnum Snds Town	0.27	B,3/4K,D	1/4K
Netherleigh Road	1	Access	F	Pemberton	15.10	F,ND	G,D
Nichols Road	1	Access	GP	Targinnie	6.90	F,G,ND	G,D
Norton Road	1	Access	GP	Milton, Pemberton	5.90	F,G,ND	G,D
Norton Road	1	Service Track	F	Milton, Pemberton	4.30	F,ND	D
Norton Street	1	Access	F	Milton, Nagoorin Town	0.24	F	G
Norton Street	1	Unformed	UF	Langmorn, Raglan Town	0.30	UF	
Nothing Road	1	Service Track	F	Langmorn	0.20	F	
Nuggety Road	1	Access	F	Riverston	5.23	F	

**Figure Three: Snippet from Calliope Shire Road Register – June 1992 (ECM 2969184)**

**Consideration:**

The application has been assessed against the requirements of Council’s Naming of Infrastructure Assets Policy (P-2020-17) and Corporate Standard (CS-2020-20) to rename Nichols Road. It is worth noting however that Councils Naming of Infrastructure Assets Policy (P-2020-17) does not speak to changing the spelling of a road and therefore when the Policy is to be renewed this may need to be taken into consideration.

<b>Assessment Criteria</b>	<b>Compliance with Criteria</b>
<b>Need to rename road due to:</b>	
Discreditation or dishonest of source of name	Not Compliant
Duplication of the name within the Local Government area	Not Compliant
The name is no longer appropriate in historical or geographical terms	Not Compliant
Factually incorrect information was submitted with the application	Original Application or approval is undetermined and can’t be located.

The construction of new infrastructure (in accordance with AS4819:2011)	N/A
<b>Adding the name to the Approved Place Names Register:</b>	
The names compliance with AS4819:2011	Compliant
Spelling/Form of name	Compliant

As per the Naming of Infrastructure Assets Corporate Standard (CS 2020-20), it states, 'The Department of Natural Resources and Mines topographic maps are the approved names (correct spelling) or in exceptional circumstances where the name has been changed subsequent to the publication of the map.

Where names have been changed or corrupted by long established local usage, it is not recommended to restore the original form, i.e. spelling which is sanctioned by general usage should be adopted'.

Due to the infrastructure asset (road) being classed as a minor asset, the application requires decision by Council.

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

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

Councils Revenue Team have advised there are (3) three rateable properties along Nichols Road. Whilst there are 153 parcels along the road and several other lots, Council has no information on. This suggests they are non-valued and non-rateable land owned by the State of Queensland.

Councils Heritage Officer has provided the below response in relation to locating old records to assist with the historical spelling of the name:

- The only information available was located on past Calliope Shire rates notices
- The rates ledger in 1971/75 shows Ivan Herbert Nicholls, however no House No. or Street was recorded on the notice.
- The rates ledger in 1982/84 shows Ivan Herbert Nicholls and address Nichols Road, Targinnie.

Councils GIS Team have provided the below feedback in relation to historic plans:

- Council records indicate this road has been named Nichols Road from as far back as 1980 as this is the first time the name was seen on a registered plan (Survey Plan DS636 – dated 1983).

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

Criteria assessed against compliance with Councils Naming of Infrastructure Assets Policy (P-2020-17) and Corporate Standard (CS-2020-20).

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

To rename the road, the spelling would require updating across all organisations and outlets, such as the property address, owners address, utility companies, Department Natural Recourses and Mines, Electoral Commission, Australia Post and Emergency Services.

This will involve a large effort to all parties to have the name updated and cost to install/ maintain signage and to cover any administrative requirements.

## **Summary:**

The following options exist based on the criteria above:

### Option 1 – Approve the Application

1. Rename the road to Nicholls Road on signage and update the Approved Place Names Register.

### Option 2 – Deny the Application

1. Remain Nichols Road

Although the application does not comply with criteria to change the spelling, it is strongly endorsed to honor the memory of the applicant's grandparents, Ivan Herbert Nicholls and Dora Mercia Nicholls, and have the spelling changed to Nicholls Road.

## **Anticipated Resolution Completion Date:**

To be completed by June 30, 2021

- Update Councils records to reflect the spelling change to Nicholls Road
- Advise relevant property owners
- Advise the Department of Natural Resources and Mines, Electoral Commission, Australian Post and Emergency Services
- Change the existing street/road signage to Nicholls Road.

## **Attachments:**

1. Naming of Infrastructure Assets Policy
2. Naming of Infrastructure Assets Corporate Standard

## **Tabled Items:**

Nil.

**Report Prepared by:** Customer Solutions Team Leader

### **G/4.3. SYSTEMATIC APPROVED INSPECTION PROGRAM 2021**

**Responsible Officer:** General Manager Customer Experience

**Council Meeting Date:** 15 December 2020

**File Ref:** LE2.1

---

#### **Purpose:**

This purpose of this report is to seek Council approval to implement a Systematic Approved Inspection Program under the *Animal Management (Cats & Dogs) Act 2008* (the Act) for dogs.

The objectives of the program are to carry out house to house inspections to identify if dogs are being kept and if the animals are registered in accordance with requirements of the Act and Councils *Local Law No. 2 (Animal Management) 2011*.

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

That Council adopt the attached Approved Systematic Inspection Program - Animal Inspection Program for Registration and Renewal of Animals 2020 for the period 01 February 2021 to 30 July 2021.

#### **Background:**

Pursuant to section 113 of the *Animal Management (Cats and Dogs) Act 2008* (the Act), Council may by resolution approve a program (an approved inspection program) under which an authorised person may enter a place to monitor compliance with the Act or an aspect of the Act.

In this application, it is proposed to undertake a systematic inspection program, by visiting, and if necessary, entering yards of premises to determine if dogs are being kept and if the dogs are registered. In addition, Local Law Enforcement Officers will be pursuing enquiries with owners that had dogs registered in 2019/2020 and have not renewed registration for the current registration period 2020/2021. Provisions relating to registration and renewal of registration of dogs are found pursuant to sections 46 and 56 of the Act.

Notice is required to be given of the proposed inspection program at least 14 days, but no more than 28 days before an inspection program commences. Notice of the program must be published in a newspaper circulating generally in the local government's area and must be placed on Council's website.

The duration of the program will be six months commencing on 01 February 2021 and concluding on 30 July 2021. The program will extend to all areas of the Gladstone region and a copy of the program is attached.

The programs seek to meet Councils obligation of enforcement of registration and renewal of registration and microchipping of dogs.

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

Council has a responsibility to enforce animal registration which contributes to an effective animal management program. Accurate records reveal ownership details so that animals may be re-united with owners and also the type and number of dogs at premises which assists with control measures.



Animal registration figures for consecutive years (October – September) are shown below:

	<b>Cat</b>	<b>Dog</b>	<b>Total</b>
<b>2008-2009</b>	1778	6065	7843
<b>2009-2010</b>	2230	7922	10152
<b>2010-2011</b>	2365	9469	11834
<b>2011-2012</b>	2457	10051	12508
<b>2012-2013</b>	2271	9788	12059
<b>2013-2014</b>	2030	9839	11869
<b>2014-2015</b>	2006	8732	10738
<b>2015-2016</b>	2265	10757	13022
<b>2016-2017 (End November 2017)</b>	1815	8203	10018
<b>2017-2018 (End November 2018)</b>	2019	11461	13480
<b>2018-2019 (End November 2019)</b>	2526	6919	9445 (registered) 14426 (renewals issued) 4981 (outstanding)
<b>2019-2020(End November 2020)</b>	1901	8817	10718(registered) 15058(Renewals issued) 4183 (Outstanding/Reminder Notices)
<b>2020-2021 (Beginning November 2020)</b>	1657	6299	15305 (Renewals issued) 10619 (Currently registered from Renewal Notices inc. new animals) 4403 (Outstanding/Reminder Notices) * Discrepancy of 283 is due to animals that are assumed to have either left our region, deceased or status unknown “essentially due to not knowing their location”

The target areas of this program are based on a rationale schedule each year. The first areas to be targeted will be the Gladstone suburbs.

### **Communication and Consultation:**

The program will be advertised to the public in CQ Today on January 15<sup>th</sup> edition 2020, subject to resolution by Council. It will also be advertised on Council's website for the duration of the program. Prior to program, public will be advised that persons who have failed to register previously registered animals will be issued fines for failing to register if found to be in possession of an unregistered animal. It will also serve as a reminder for those who failed to microchip animals that registration was accepted.

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

Council has an obligation to enforce sections 46 and 56 of the *Animal Management (Cats and Dogs) Act 2008*. An approved inspection program provides the necessary powers of entry enabling collection of evidence for enforcing animal registration requirements.

Enforcement action is considered appropriate given the high numbers of people still failing to register animals, even after reminders have been sent, and upon inspection of those persons who have previously registered animals and cannot provide a lawful excuse for failing to do so.

Enforcement will also extend to those who have failed to microchip thus no registration accepted, as both are State mandated requirements under the Animal Management, Cats and Dogs Act.

**Financial and Resource Implications:**

Increased registration will generate additional income to offset operating expenditure associated with delivering the community's expectation for an animal control program.

The program is funded within the Local Law Enforcement / Animal Control operational budget.

Due to AIP being cancelled on the 13<sup>th</sup> March 2020 due to COVID Lockdown and Social distancing, failure to attend to registration renewals have increased significantly.

Manager of Local Laws has prepared a COVID Safe strategy for AIP for 2021.

**Summary:**

Registration records provide necessary information to contact owners of roaming dogs. Enforcement provisions for wandering dogs at large are pursuant to the *Local Law No. 2 (Animal Management) 2011*.

**Anticipated Resolution Completion Date:**

Systematic Inspection Program - Animal Inspection Program for Registration and Renewal of Animals 2020 be completed 30 July 2021

**Attachments:**

1. Animal Inspection Program 2021

**Tabled Items:**

Nil.

**Report Prepared by:** Manager Local Laws

## G/4.4. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 24 NOVEMBER 2020

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

**Council Meeting Date:** 15 December 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 24 November 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 24 November 2020 as required under Section 204 *Local Government Regulation 2012*.

### **Background:**

The percentage of year passed (pro-rata rate) as at 24 November 2020 is 40.55%.

### **Forecast**

The 2020-21 budget was adopted on 7 July 2020. The business has undertaken a forecasting process to establish an expected position at 30 June 2021, taking into consideration the year to date results. The actual results for the year to date will be compared to adopted budget, as well as the new forecast position.

The forecast has seen a deterioration in our forecast Net Operating Position to \$7.3m deficit from the budgeted \$4.3m deficit. The primary reasons are a reduction in revenue principally interest on investments and also due to lower than expected organisational vacancy rate a higher employee expenses forecast.

### **Statement of Income and Expenditure**

#### **Income**

##### Recurrent Revenue

<b>Total recurrent revenue</b>	2020-21	Actual as %
Actual	<b>\$147.8m</b>	
Budget	<b>\$189.3m</b>	<b>78.07%</b>
Forecast	<b>\$187.8m</b>	<b>78.68%</b>

Items of interest:

<b>Net rates and utility charges</b>	2020-21	Actual as %
Actual	<b>\$135.0m</b>	
Budget	<b>\$152.1m</b>	<b>88.81%</b>
Forecast	<b>\$153.7m</b>	<b>87.85%</b>

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 and concessions processed year to date are \$13.6m.

The Gladstone Area Water Board's (GAWB) bulk water price under the 2020 price review has resulted in an increase to the water consumption charge. The forecast reflects this change. It will be reflected in actuals when the water consumption revenue for 2020-21 is raised upon completion of the water meter reading cycles during the year.

<b>Fees and charges</b>	2020-21	Actual as %
Actual	<b>\$6.0m</b>	
Budget	<b>\$13.8m</b>	<b>43.29%</b>
Forecast	<b>\$14.3m</b>	<b>41.56%</b>

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

The forecast for tipping fees has increased to account for year to date trends.

<b>Interest received from investments</b>	2020-21	Actual as %
Actual	<b>\$0.3m</b>	
Budget	<b>\$1.9m</b>	<b>14.51%</b>
Forecast	<b>\$1.4m</b>	<b>19.67%</b>

A large sum of cash is currently invested in the Queensland Treasury Corporation (QTC) cash fund. QTC interest rates remain currently higher than other investment options but are well below budgeted and modelled levels.

The forecast has decreased as a result of COVID-19 impacts on available interest rates. The investment policy has been amended, which will allow for better investing opportunities once interest rates recover.

<b>Sales revenue</b>	2020-21	Actual as %
Actual	<b>\$2.4m</b>	
Budget	<b>\$5.6m</b>	<b>42.62%</b>
Forecast	<b>\$4.3m</b>	<b>53.53%</b>

Roads to Recovery is the largest portion of sales revenue with \$1.8m received year to date.

The reduction in forecast is primarily due to the transfer of gravel pit sales to offset materials expense (\$2.7m), which is offset by additional roads to recovery and other income \$1.4m.

<b>Other recurrent income</b>	2020-21	Actual as %
Actual	<b>\$0.6m</b>	
Budget	<b>\$2.0m</b>	<b>30.00%</b>
Forecast	<b>\$2.2m</b>	<b>27.22%</b>

The budget and forecast include \$0.7m in revenue for the Gladstone Entertainment & Convention Centre. Receipts year to date remain minimal. The primary increase in forecast is rental income, which has been adjusted in line with year to date trends, minimal receipts were originally budgeted due to COVID-19.

<b>General purpose grants</b>	2020-21	Actual as %
Actual	<b>\$2.0m</b>	
Budget	<b>\$8.3m</b>	<b>23.66%</b>
Forecast	<b>\$8.3m</b>	<b>23.64%</b>

The budget consists of \$8.3m for the Federal assistance grant (FAG). Year to date \$2.0m has been received, with the next instalment of \$1.0m expected in February. The largest instalment is typically received towards the end of the financial year.

<b>State Government subsidies and grants</b>	2020-21	Actual as %
Actual	<b>\$0.9m</b>	
Budget	<b>\$3.5m</b>	<b>26.32%</b>
Forecast	<b>\$2.0m</b>	<b>44.84%</b>

The largest portion of the budget is \$1.6m for the Queensland Government Waste Levy offset. QAO have provided advice to Council as a part of preparing the 2019-20 financial statements that this should be offset against the waste levy expense and not treated as revenue.

The reduction in forecast revenue is reflective of the re-classification of the Waste Levy to offset waste disposal expense.

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>\$7.6m</b>	
Budget	<b>\$27.3m</b>	<b>27.83%</b>

Forecast	<b>\$25.1m</b>	<b>30.18%</b>
----------	----------------	---------------

The budget is primarily state and federal funding with the forecast reflecting a reduction in several projects. Benaraby Landfill – Stage 3 Landfill Cell Development has the largest reduction accounting for \$1.1m of the \$2.3m. Regular detailed updates are provided to the Elected Members by the project delivery team.

Projects with forecast funding greater than \$0.5m are listed in the table below:

#### State Funding

Description	Budget	Forecast	Actual
Gladstone Aquatic Centre - Rejuvenation & upgrade	\$1.3m	\$1.2m	\$0.6m
Toondoon Botanical Gardens Electrical upgrade of external lighting	\$1.6m	\$0.8m	\$0.8m
Tannum Sands State School Bus Bay	-	\$0.6m	\$0.3m
Toooloa Street, Gladstone - Pavement renewal (Derby - Agnes)	\$0.8m	\$0.8m	-
Agnes Street, Agnes Water - New carpark	\$0.7m	\$0.7m	\$0.4m
Gravel Road Resheeting	-	\$0.5m	-
Goondoon Street Footpath	\$0.7m	\$0.7m	\$0.1m
Gladstone Region Pedestrian and Cycle Strategy	\$0.5m	\$0.5m	\$0.2m
Upgrade to pump station SPS A06	\$1.8m	\$1.8m	\$0.9m
Gladstone WWTP Biosolids	-	\$0.6m	-
Other (Multiple Projects with Forecast <\$0.5m)	\$6.9m	\$4.8m	\$2.2m
	<b>\$14.4m</b>	<b>\$13.1m</b>	<b>\$5.5m</b>

#### Federal Funding

Description	Budget	Forecast	Actual
Philip Street Communities Precinct - Stage 1a	\$4.6m	\$5.0m	\$0.4m
Benaraby Landfill - Stage 3 Landfill Cell Development	\$3.2m	\$2.1m	-
Blackmans Gap Road, Miriam Vale - Safety improvements	\$0.9m	\$0.9m	\$0.4m
Gravel Road Resheeting - Various locations	\$1.6m	\$1.2m	\$0.0m
Dawson Highway, Gladstone	\$0.9m	\$0.7m	\$0.4m
Other (Multiple Projects with Forecast <\$0.5m)	\$1.4m	\$1.6m	\$0.6m
	<b>\$12.4m</b>	<b>\$11.5m</b>	<b>\$1.8m</b>

#### Expenditure

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

#### Recurrent expenditure

Total recurrent expenditure	2020-21	Actual as %
Actual	<b>\$73.1m</b>	
Budget	<b>\$193.7m</b>	<b>37.73%</b>
Forecast	<b>\$195.2m</b>	<b>37.43%</b>

Of note:

<b>Employee benefits</b>	2020-21	Actual as %
Actual	<b>\$25.7m</b>	
Budget	<b>\$61.7m</b>	<b>41.64%</b>
Forecast	<b>\$63.5m</b>	<b>40.44%</b>

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

The increase in forecast expenditure is primarily due to a lower vacancy rate 4.5% within Council than originally anticipated when preparing of budget when 7.5% vacancy rate was applied utilising historical trends.

<b>Contractors and consultants</b>	2020-21	Actual as %
Actual	<b>\$7.9m</b>	
Budget	<b>\$25.0m</b>	<b>31.60%</b>
Forecast	<b>\$26.8m</b>	<b>29.47%</b>

The largest component of the budget is \$3.4m for JJ Richards domestic waste collection, the forecast has increased to \$3.8m in line with the contract value. The September, October and November invoices were not yet paid at the time this report was prepared. The September and October invoices are expected to be resolved before the next Council report is prepared.

The remaining increase to forecast is split across roads, sewerage and water. Roads has the largest increase \$1.3m with \$0.7m being the result of recoverable works, which has been offset by income.

<b>Fuel</b>	2020-21	Actual as %
Actual	<b>\$0.6m</b>	
Budget	<b>\$1.9m</b>	<b>29.57%</b>
Forecast	<b>\$1.6m</b>	<b>34.87%</b>

Curtis Island has seen a large reduction in fuel usage year to date due to a new generator being commissioned which has been reflected in the reduced forecast.

<b>Motor vehicle expenses</b>	2020-21	Actual as %
Actual	<b>\$1.0m</b>	
Budget	<b>\$1.5m</b>	<b>62.66%</b>
Forecast	<b>\$1.5m</b>	<b>63.26%</b>

Annual vehicle registration renewals were processed during November.

<b>Other materials and services</b>	2020-21	Actual as %
Actual	<b>\$3.5m</b>	
Budget	<b>\$10.2m</b>	<b>34.16%</b>
Forecast	<b>\$8.1m</b>	<b>43.37%</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.

Forecast reductions are a result of an increase in gravel pits internal income \$2.2m, which is used to offset expenses in other materials and services.

<b>Property expenses</b>	2020-21	Actual as %
Actual	<b>\$0.8m</b>	
Budget	<b>\$2.6m</b>	<b>30.61%</b>
Forecast	<b>\$2.5m</b>	<b>31.71%</b>

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

<b>Staff and Councillor associated expenses</b>	2020-21	Actual as %
Actual	<b>\$0.7m</b>	
Budget	<b>\$2.5m</b>	<b>27.87%</b>
Forecast	<b>\$2.3m</b>	<b>30.35%</b>

This category includes a budget of \$0.9m for training and seminars / conferences. Minimal expenditure has been incurred year to date. The forecast has been reduced in line with year to date trends.

<b>Utility expenses</b>	2020-21	Actual as %
Actual	<b>\$1.1m</b>	
Budget	<b>\$4.5m</b>	<b>25.41%</b>
Forecast	<b>\$3.9m</b>	<b>28.74%</b>

At the time this report was prepared, October and November invoices for electricity were yet to be processed. The forecast has been reduced to reflect year to date trends.

<b>Waste disposal and tipping fees</b>	2020-21	Actual as %
Actual	<b>\$3.0m</b>	
Budget	<b>\$8.5m</b>	<b>34.90%</b>



Forecast	<b>\$7.2m</b>	<b>41.02%</b>
----------	---------------	---------------

As above, QAO have provided advice to Council that the waste levy offset should be offset against the expense and not treated as revenue. The forecast reflects this change, resulting in a decrease of \$1.4m to forecast expenditure in this category.

<b>Water purchases</b>	2020-21	Actual as %
Actual	<b>\$5.3m</b>	
Budget	<b>\$18.7m</b>	<b>28.17%</b>
Forecast	<b>\$21.0m</b>	<b>25.03%</b>

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

The Gladstone Area Water Board's (GAWB) bulk water price under the 2020 price review has resulted in an increase to the water purchases in the forecast, which is offset by the forecast increase in the water consumption charges.

#### Statement of Financial Position

Year to date	Current Value	Adopted Budget	Percentage of Adopted Budget
Assets	<b>\$2.6b</b>	<b>\$2.3b</b>	<b>112.67%</b>

The budget represents the expected position at 30 June 2021. Cash and 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>\$143.8m</b>	<b>\$123.3m</b>	<b>116.64%</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

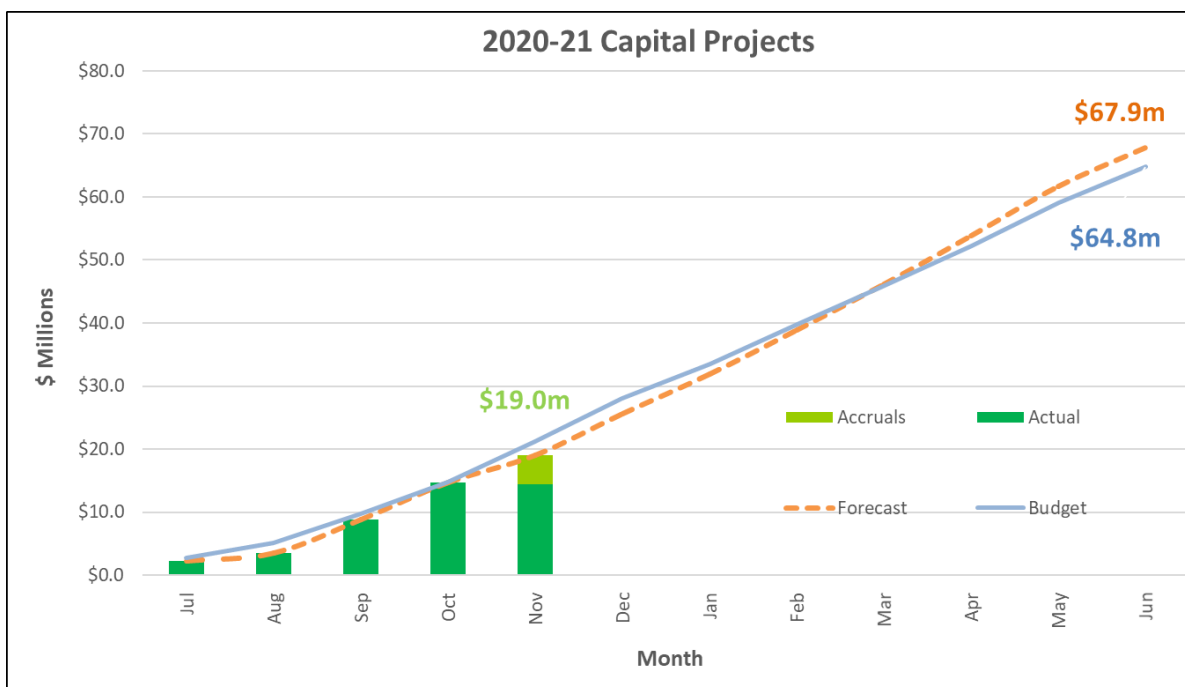
	Actual	Budget	Forecast	Actual as % of budget	Actual as % of forecast
Year to date capital expenditure	\$19.0m			29.29%	27.97%
Including commitments (open purchase orders)	\$35.5m	\$64.8m	\$67.9m	54.71%	52.24%

Of the \$35.5m committed, \$8.5m relates to the Philip Street Communities Precinct.

Accrual estimates of \$4.5m have been included in the actuals, to account for major claims relating to November work as at 24 November 2020. This figure has been included based on estimates for the month.

Capital expenditure (excluding accruals) against groups with significant capital expenditure budgets is shown in the table below:

Group	YTD Actual	Budget	Actual as % of Budget	Forecast	Actual as % of Forecast
Road Assets	\$3.030m	\$16.922m	18%	\$18.328m	17%
Sewerage Assets	\$5.189m	\$11.689m	44%	\$11.852m	44%
Strategy & Transformation	\$5.220m	\$12.808m	41%	\$12.713m	41%
Water Assets	\$2.175m	\$6.200m	35%	\$6.214m	35%
Delivery Support and Performance	\$0.640m	\$5.070m	13%	\$6.508m	10%
Waste Assets	\$1.449m	\$4.382m	33%	\$4.749m	31%
Property Assets	\$0.783m	\$4.589m	17%	\$4.550m	17%
Parks & Environment Assets	\$0.047m	\$1.886m	2%	\$1.665m	3%
Community Development & Events	\$0.056m	\$0.455m	12%	\$0.437m	13%
Other	\$0.391m	\$0.800m	49%	\$0.846m	46%
<b>Total</b>	<b>\$18.980m</b>	<b>\$64.801m</b>	<b>29%</b>	<b>\$67.862m</b>	<b>28%</b>



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.

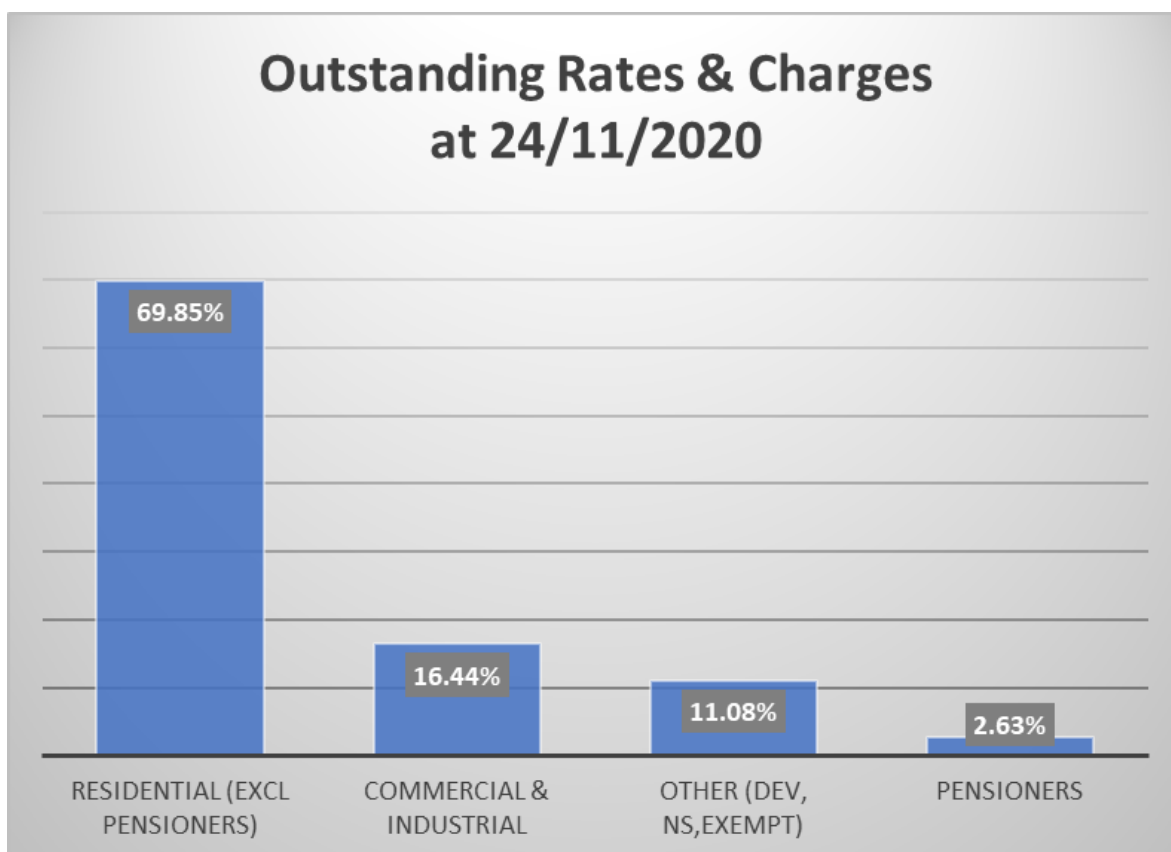
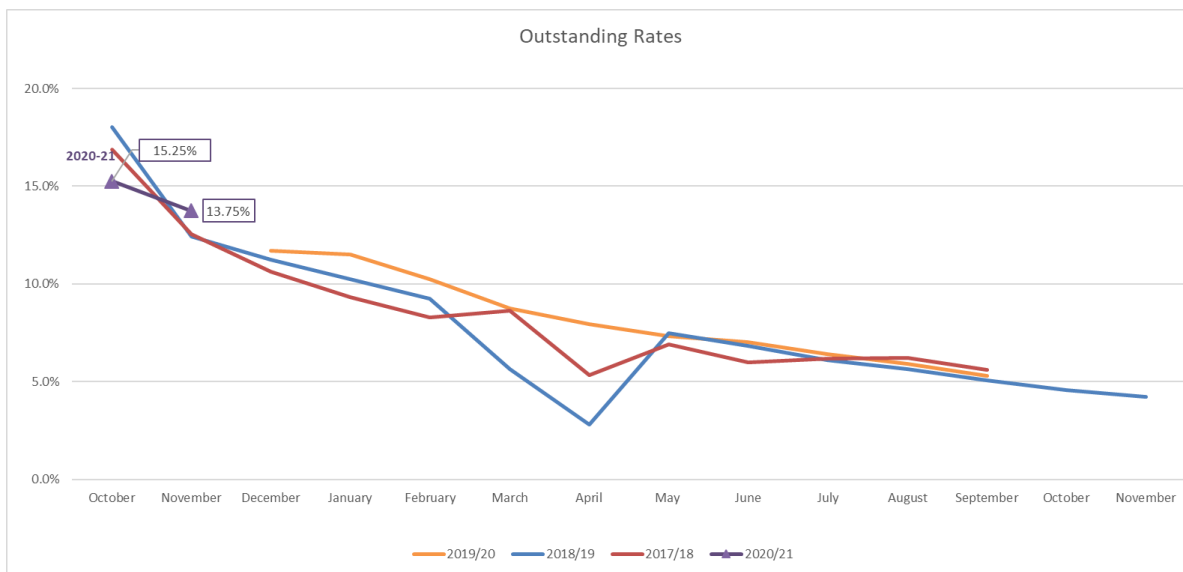
### Outstanding Rates

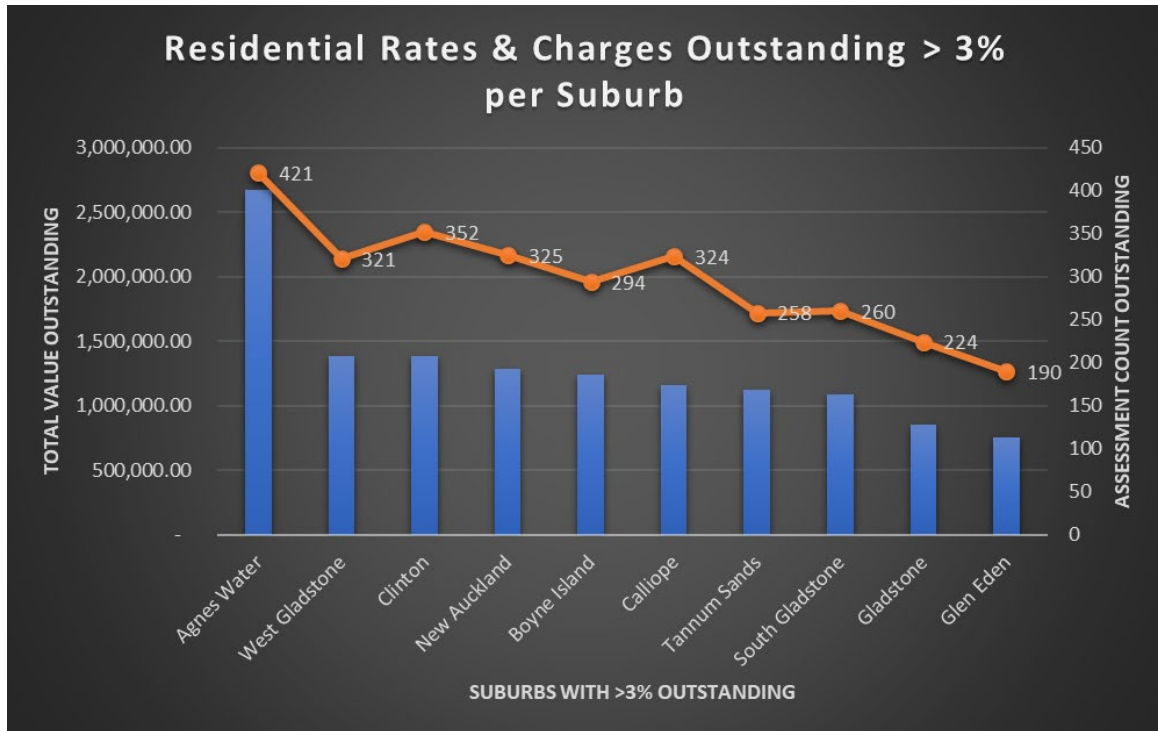
Outstanding rates, as a percentage of gross rates levied (2020-21), and collectible, is 13.75% at the end of November 2020. This period is not comparable with the 2019-20 rates, as the due date was extended by 60 days. As at 30 November 2019 outstanding rates were 4.73%.

Of the \$24.3m of outstanding rates 16.4% relates to commercial / industrial assessments and 83.6% represents residential assessments.

These figures include \$3.88m of rates that are currently being repaid under an authorised payment plan, for which there were 41 commercial/industrial assessments and 1,403 residential assessments. A total of 1,444 assessments, which is an increase from 1,262 assessments in September 2020.

There were 4,379 ratepayers who had paid their rates in advance, in the amount of \$4.1m.





## Sustainability Ratios

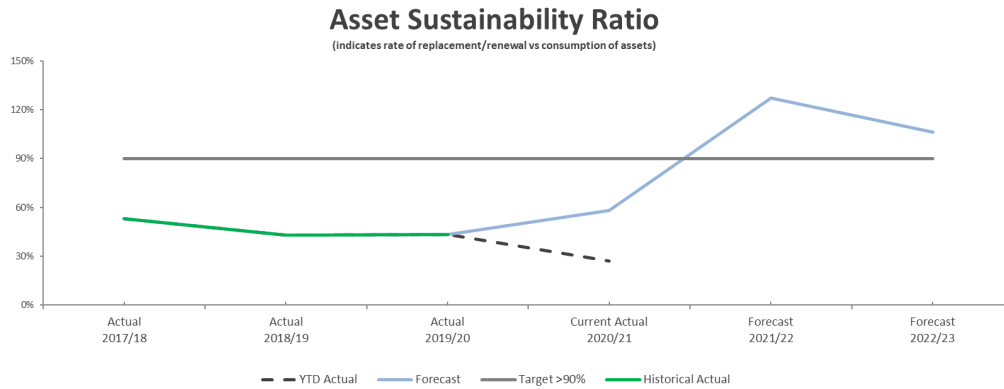
Council's Sustainability Ratios for the period are generally in line with expectations at this stage of the reporting year. Early in the financial year, ratios are typically distorted given that Council raises most of its yearly revenue in a lump sum but incurs expenses and delivers its capital program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

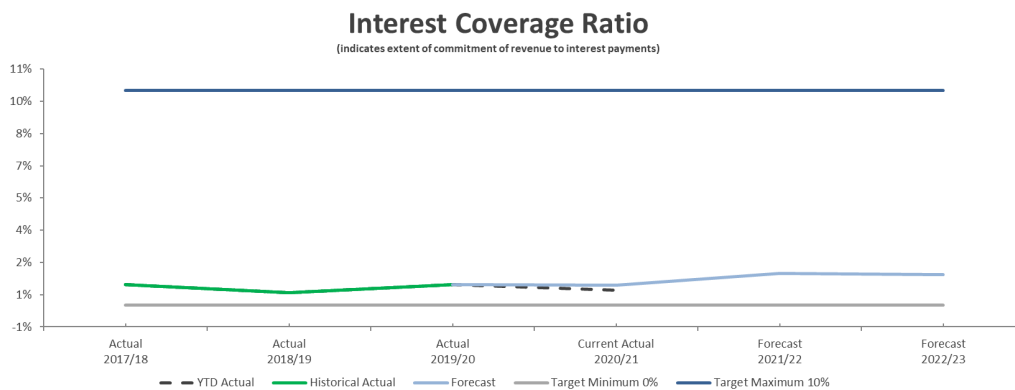
<b>Asset Sustainability Ratio</b>			
<b>CURRENT YTD</b>	<b>PRIOR YTD</b>	<b>BUDGET</b>	<b>TARGET</b>
<b>26.89%</b>	<b>41.33%</b>	<b>57.90%</b>	<b>&gt;90%</b>



### 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 budget for 2020/21. The ratio is lower in comparison to this time last year due to a reduction in interest costs.

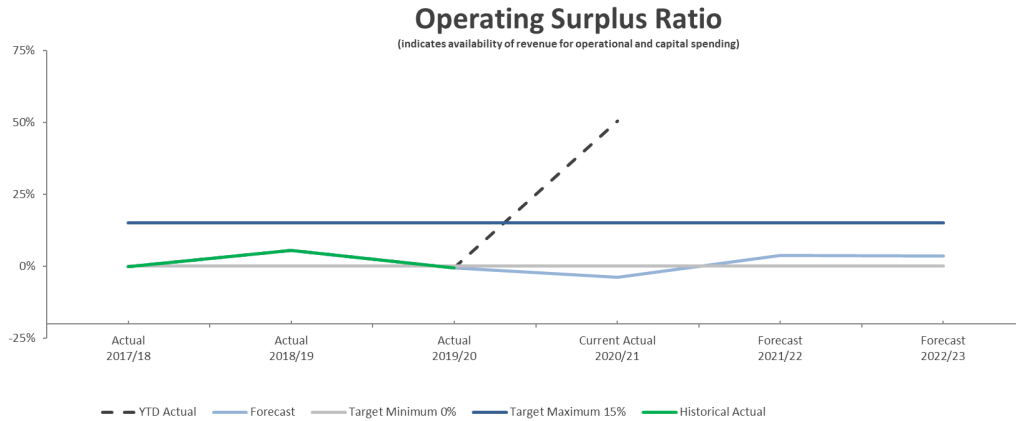
<b>Interest Coverage Ratio</b>			
<b>CURRENT YTD</b>	<b>PRIOR YTD</b>	<b>BUDGET</b>	<b>TARGET</b>
<b>0.71%</b>	<b>2.91%</b>	<b>0.69%</b>	<b>0 - 10%</b>



### 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.

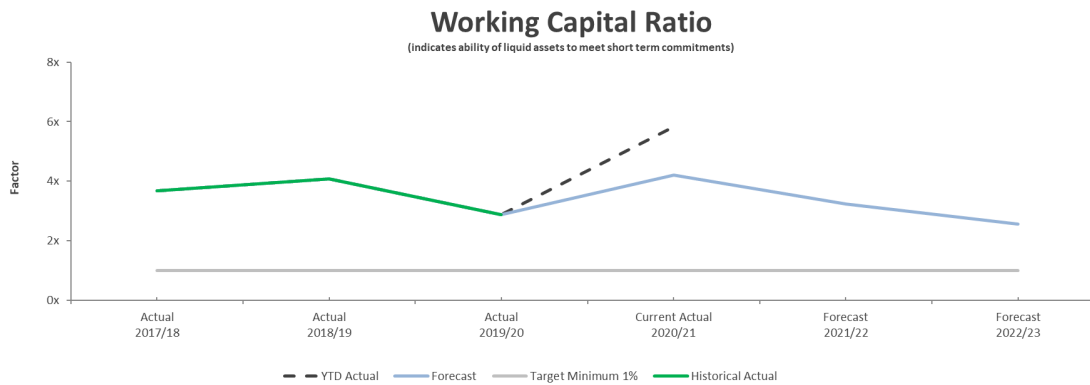
<b>Operating Surplus Ratio</b>			
<b>CURRENT YTD</b>	<b>PRIOR YTD</b>	<b>BUDGET</b>	<b>TARGET</b>
<b>50.56%</b>	<b>51.60%</b>	<b>(2.29%)</b>	<b>0 - 15%</b>



### 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.

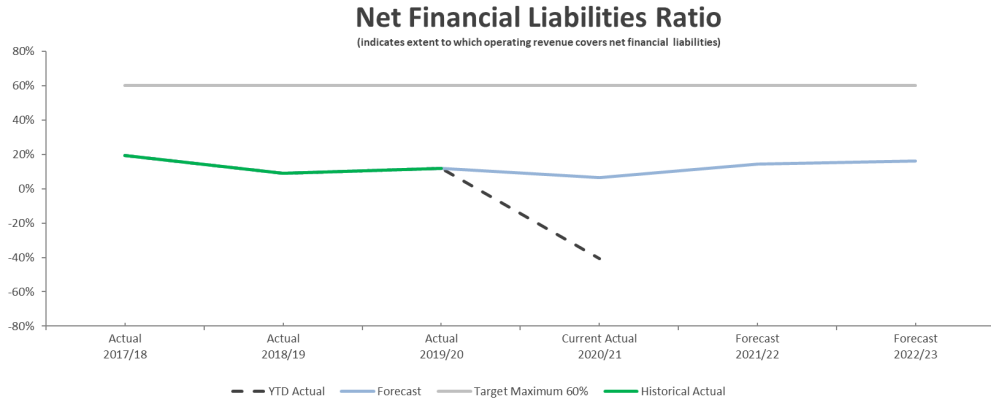
<b>Working Capital Ratio</b>			
<b>CURRENT YTD</b>	<b>PRIOR YTD</b>	<b>BUDGET</b>	<b>TARGET</b>
<b>5.83x</b>	<b>7.88x</b>	<b>4.41x</b>	<b>Greater than 1:1</b>



### 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.

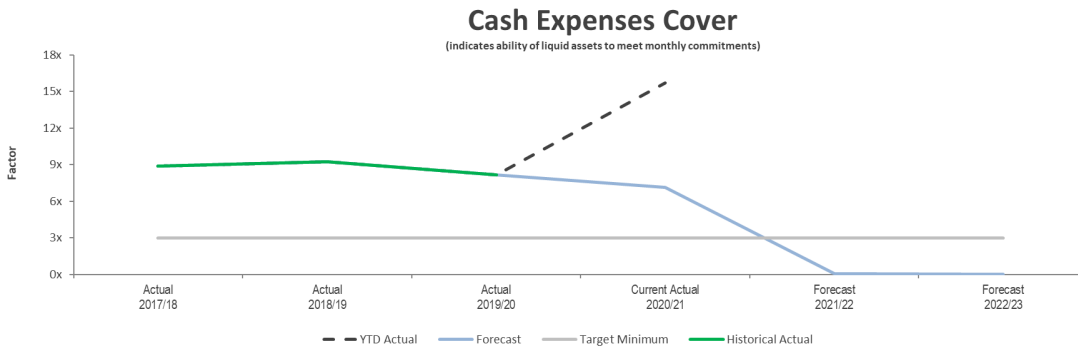
<b>Net Financial Liabilities Ratio</b>			
<b>CURRENT YTD</b>	<b>PRIOR YTD</b>	<b>BUDGET</b>	<b>TARGET</b>
<b>(40.68%)</b>	<b>(45.65%)</b>	<b>3.45%</b>	<b>&lt; 60%</b>



### 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>15.71x</b>	<b>16.13x</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:**

15 December 2020

**Attachments:**

1. Monthly Financial Statements for period ending 24 November 2020
2. Operating Statements for month end November 2020

**Tabled Items:**

Nil.

**Report Prepared by:** Accountant



## **G/4.5. REVISED ETHICS INTEGRITY AND AUDIT POLICY**

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

**Council Meeting Date:** 15 December 2020

**File Ref:** CM28.2

---

### **Purpose:**

This report presents a revised Ethics Integrity and Audit Policy for Council's consideration.

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

That Council:

1. Repeal existing P-2018-29 Ethics Integrity and Audit Policy; and
2. Adopt revised P-2020-20 Ethics Integrity and Audit Policy tabled as Attachment 1 to this report.

### **Background:**

Following Council adoption of its Audit Risk and Improvement Committee Policy on the 2 November 2020, the Ethics Integrity and Audit Policy as a 'partner' policy was reviewed to ensure it continues to align with Council's objectives.

The revised draft presented in Attachment 1 recommends several changes as summarised below and as highlighted in the tracked changes version of the policy in Attachment 2. Key changes to the policy include:

- Updating the references to Business Improvement Committee to Audit Risk and Improvement Committee which is the new name for the Committee established by Council to meet its audit requirements under Section 105(2) of the *Local Government Act 2009*
- Appendix 1 – the Classification of Internal Audit Findings Table has been amended to align with the recently adopted Risk Management Framework. The "Examples of business impact" have been updated with the examples from the Risk Matrix to achieve consistency
- A responsibilities section has been included in the Policy for users to more easily ascertain their obligations
- New definitions have been included for 'Leader', 'Our People', 'the Business' to bring the document in line with Council's adopted terminology - references have been updated throughout the document
- A definition for 'External Audit' has been included to ensure that there is a common understanding of the term in the document for those that aren't familiar with audit
- The definition for 'Standard' has been removed as there is no reference to 'standard' in the context previously defined in the existing policy, in the body of the document
- The definition for 'Operational Manager' has been removed and Section 6.9.1 reworded to reflect current practice

- Streamlining of lengthy sentences has also occurred where possible.

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

#### Option 1 – Adopt the Recommendation

There are no identified risks associated with this option.

Adoption of the revised Policy provides the opportunity for it to better align with the new Audit Risk and Improvement Committee Policy.

#### Option 2 – Adopt the Revised Policy with amendments

There are no identified risks associated with this option.

Adoption of a revised Policy provides the opportunity to better align with the new Audit Risk and Improvement Committee Policy.

Should Council consider amendments are required, the resolution to give effect to this option would be:

*That Council:*

1. *Repeal existing P-2018-29 Ethics Integrity and Audit Policy; and*
2. *Adopt revised P-2020-xx Ethics Integrity and Audit Policy subject to the following amendments:*
  - (a) *insert amendment;*
  - (b) *insert amendment.*

#### Option 3 – Delay the Review of the Policy

The risks associated with this option is that the existing policy makes reference to the former Business Improvement Committee which is now the Audit Risk and Improvement Committee. This may create confusion for users of the Policy. To give this option effect, the required resolution would be:

*“That Council retain existing policy P-2018-29 Ethics Integrity and Audit Policy and delay further review of the policy until xxxxxxxxx.”*

### **Communication and Consultation:**

Council’s Governance Team has worked with Ethics Integrity and Audit initially to identify any changes required to the policy.

The policy was then circulated to the CEO, General Managers and Manager Governance for feedback, prior to referral to the Audit Risk and Improvement Committee (ARIC).

Members of ARIC provided feedback on minor changes to the draft which were primarily language / grammatical in nature. The key principles of the policy obtained ARIC endorsement.

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

Section 105 of the *Local Government Act 2009* requires each local government to establish an efficient and effective internal audit function. The adoption of this policy is Council’s strategic guidance on achieving this legislative requirement.

**Financial and Resource Implications:**

There are no financial impacts in implementing the revised Policy.

**Summary:**

Not applicable

**Anticipated Resolution Completion Date:**

31 December 2020

**Attachments:**

1. Revised P-2020-20 Ethics Integrity and Audit Policy – Clean Copy
2. Revised P-2020-20 Ethics Integrity and Audit Policy - Tracked Changes
3. P-2018-29 Ethics Integrity and Audit Policy – Existing Policy

**Tabled Items:**

Nil.

**Report Prepared by:** Governance Advisor

## **G/4.6. AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING SCHEDULE 2021**

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

**Council Meeting Date:** 15 December 2020

**File Ref:** CM26.2

---

### **Purpose:**

The purpose of this report is for Council to endorse the Audit Risk and Improvement Committee's schedule for 2021.

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

That Council:

1. Endorse that the Audit Risk and Improvement Committee meetings be scheduled for the following dates in 2021 for a duration of four hours:
  - Wednesday 17 March 2021
  - Wednesday 16 June 2021
  - Wednesday 15 September 2021
  - Wednesday 1 December 2021
2. Undertake an Information Briefing at a Councillor Information Session scheduled for 13 April and 12 October 2021 (subject to future Council meeting dates); and
3. Endorse that the Audit Risk and Improvement Committee attend a planning meeting and site visit on 9 February 2021 subject to committee and Council availability.

### **Background:**

The Audit Risk and Improvement Committee (ARIC) meets quarterly to consider business as set out in the Annual Work Plan adopted each financial year.

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

At a meeting held 2 December 2020, the Audit Risk and Improvement Committee endorsed the recommended dates for the meetings to be held in 2020 as below:

- Wednesday 17 March 2021
- Wednesday 16 June 2021
- Wednesday 15 September 2021
- Wednesday 1 December 2021

And additionally, endorsed a planning meeting and site visit on 9 February 2021. The planning meeting will be an opportunity for the Committee to consider the workplan for the year and the site visit will be an opportunity for the Committee to better understand Council's work in the field and risk mitigation delivery on site.

The proposed planning meeting is an addition to the Committee's ordinary business meeting cycle which would involve additional costs for Council for Committee members to attend. Following the

ARIC meeting, it was noted that the proposed planning meeting date of 9 February 2021 conflicts with the February 2021 Councillor Information Session.

**Communication and Consultation:**

Audit Risk and Improvement Committee  
Manager Governance  
General Manager Finance Governance and Risk

**Legal Strategy and Policy Implications:**

Nil

**Financial and Resource Implications:**

The current operating budget does not make allowance for the proposed planning meeting in February 2021 however Council may consider the allocation of additional funds to accommodate ARIC's request.

**Summary:**

Nil.

**Anticipated Resolution Completion Date:**

Nil.

**Attachments:**

Nil.

**Tabled Items:**

Nil.

**Report Prepared by:** Executive Secretary

## **G/4.7. GLADSTONE REGION YOUTH COUNCIL UPDATE**

**Responsible Officer:** General Manager Community Development and Events

**Council Meeting Date:** 15 December 2020

**File Ref:** CC9.10

---

### **Purpose:**

The purpose of this report is to provide an annual overview on the work and achievements of the Gladstone Region Youth Council for the year of 2020.

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

That Council note the contributions and achievements of the Gladstone Region Youth Council for 2020.

### **Background:**

The Gladstone Regional Council endorsed 11 members to the Gladstone Region Youth Council (Youth Council) on 21 January 2020, as recommended by the Selection Panel consisting of Community Development Specialist and Community Development Officer, who work closely with Youth Council. From inception, Youth Council members have been given the opportunity to further develop their skills and knowledge in advocacy, leadership, governance and teamwork, while being mentored by Gladstone Regional Council Staff. They have worked closely with Council to benefit the work of local government through providing a youth perspective on Council related matters. Highlights of their time include Clean Up Australia Day, the planning of Youth Week, Blue Tree Project and Avenue to Awareness.

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

The 2020 Youth Council have been consistently demonstrating their ability and ambition to be involved in meetings, workshops and events to better their understanding of local government operations and to contribute positively within the community.

Youth Council attended the annual Mayor's Luncheon which provided an excellent opportunity to learn what the year ahead would entail in their roles, with advice from Mayor Burnett and the Chair of Youth Council 2019, Nikita Korableff. In a more formal setting, Youth Council were welcomed by the Councillors and General Managers of Gladstone Regional Council at a 'Meet and Greet' event held in Council Chambers.

In conjunction with Council's Conservation Team, the Youth Council hosted Gladstone Regions inaugural Clean Up Australia Day Youth Site at Memorial Park, Gladstone. The event was well attended, and the Youth Council worked collaboratively to ensure its success.

Youth Council also provided valuable contributions towards the program of events scheduled for Youth Week 2020 and began preparations for a team building exercise; entering into the Great Regatta Raft Race scheduled during Harbour Festival celebrations. Unfortunately, these events did not come to fruition.

Following this, COVID-19 disrupted the way in which the committee would typically contribute. However, they continued to think innovatively, opting to continue their fortnightly meetings online. During this time, they had guest appearances from Council's Community Engagement Team on

Council Engagement Projects - *Our Coast, Our Future*, the *Economic Development Strategy* and the *Cassie Lives Skate Park*. The committee were provided with opportunities to ask questions and provide feedback on behalf of the Youth in the Region. Our Council Events team also engaged Youth Council in various youth related events such as *Eco Fest* (before it was cancelled), *Air Beats* and *Festival of Summer*. Members of the committee elected to volunteer at the Air Beats event.

Youth Council members were invited to participate in the Gladstone Neighborhood Centre's *Men's Mental Health Week* pop up. Chair, Max Thompson and member Jarrod Lowry assisted staff in handing out packs throughout the morning. They took additional packs to handout throughout their school.

As part of *Seniors Week 2020*, Youth Council participated in the virtual 'An Unlikely Conversation' along with a short 'thank you' video message included in the Mayor's Morning Tea live stream. They also attended the launch of the *Blue Tree Project* and later advocated to spread the word by spreading the paint and the colour blue throughout schools in the Region. The committee was also in charge of leading the annual Avenue to Awareness event as part of QLD Mental Health Week.

*Avenue to Awareness* is a Youth Council-led public speaking showcase aiming to raise awareness of youth mental health in our community. This is a signature event for Youth Council. Youth Council members spoke about their experiences with mental health, both directly and indirectly, in an attempt to break down the stigma associated with mental illness. In the lead up to the virtual event, Youth Council had the opportunity to contribute their ideas as to how they would like the 2020 event to be run in a COVID safe environment. Members also participated in multiple workshops facilitated by Headspace to assist with their storytelling journey.

The committee requested to further develop their knowledge of mental illness by partaking in a half-day safeTALK workshop. The workshop prepares youth over the age of 15 to become suicide-alert helpers.

Throughout the year, Youth Council member Tino Pfidze represented Youth Council as a member of the Saiki Sister City Committee. Emily Dunnett represented Youth Council on the Our Coast, Our Future Coastal Erosion Strategy Committee. As a member Emily ensured that the Youth Council were informed on issues regarding the coastal erosion strategy and accurately reflected the values back to the Our Coast, Our Future committee. Abbi Wills represented the youth of the region on the LNG Community Consultative Committee.

The committee also participated in online Engagement Workshops with Engagement Plus regarding the Community Development Strategy. Their contributions will ensure a voice of youth is present in shaping future development activities across the Gladstone region.

## **Communication and Consultation:**

### Internal:

- General Manager Community Development and Events
- Manager Engagement and Partnerships
- Community Development Specialist
- Community Development Officer
- Community Engagement Specialist
- Senior Natural Environmental Officer
- Research and Conservation Specialist
- Governance Advisor
- Brands and Communications Officers
- Events Officer
- Events Specialist
- Councilor Goodluck

- Councilor Churchill
- Councilor Trevor – TBC
- Councilor Muszkat - TBC

External:

- Youth Interagency Network
- Headspace Gladstone
- Gladstone Multicultural Association
- Engagement Plus

**Legal Strategy and Policy Implications:**

The Youth Council operate in accordance with the Gladstone Regional Council Terms of Reference.

**Financial and Resource Implications:**

Administration and secretarial cost for the Gladstone Region Youth Council are absorbed as part of the existing operation budget of Engagement and Partnerships.

**Summary:**

Nil.

**Anticipated Resolution Completion Date:**

N/A

**Attachments:**

Nil.

**Tabled Items:**

Nil.

**Report Prepared by:** Community Development Officer



## **G/4.8. COMMUNITY INVESTMENT PROGRAM - COMMUNITY CELEBRATION FUND - IGNITE EVENT - OUT OF ROUND APPLICATION**

**Responsible Officer:** General Manager Community Development and Events

**Council Meeting Date:** 15 December 2020

**File Ref:** GS3.1

---

### **Purpose:**

Consider the recommendation of the Community Investment Panel on an Out of Round application received under the Community Investment Program's Community Celebration Fund – Ignite Event for an event to be held in January 2021.

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

That Council:

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

<b>Applicant</b>	<b>Event</b>	<b>Date</b>	<b>Location</b>		
Calliope Rodeo Association	2021 Australia Day Weekend Calliope Rodeo	23/01/2021	Calliope	\$3760.00	0.00

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

### **Background:**

An Out of Round application through Council's Community Investment Program – Community Celebration Fund - Ignite Event funding initiative has been received.

The applicant was offered the opportunity to apply out of round as the organisation was not in a position to begin planning for the January event when the applicable round was opened in September. A request for out of round consideration was made to the Community Investment Officer following the lifting of COVID-19 Restrictions relating to events.

Upon consultation with the Manager of Engagement and Partnerships and General Manager Community Development and Events the applicant was provided with the opportunity to apply for out of round funding.

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.

The application has been assessed by a Community Investment Assessment Panel (the Panel) with the recommendation presented to Council for resolution within this report.

Applicant	Event	Date	Location	Request	
				Funds	In-kind
Calliope Rodeo Association	2021 Australia Day Weekend Calliope Rodeo	23/01/2021	Calliope	\$3760.00	0.00

### 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	<b>Ignite</b>
<b>Social &amp; Community</b> - Drives social and community outcomes, including community pride and cohesion	35
<b>Destination</b> - Enhance the profile and appeal of the Gladstone region	30
<b>Economic Impact</b> - Generates economic activity in the Gladstone region	10
<b>Financial Sustainability</b> - Demonstrates financial sustainability	7.5
<b>Environmental Sustainability</b> - Demonstrated environmental sustainability	7.5
<b>Overnight Visitation</b> – Attracts external visitation specifically generating overnight visitor expenditure.	10

Overall Score	Definition
<b>65% and above</b>	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.
<b>Between 50.5% to 65%</b>	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.
<b>50% or Less</b>	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 included below.

Applicant	Event	Date	Location					
Calliope Rodeo Association	2021 Australia Day Weekend Calliope Rodeo	23/01/2021	Calliope	\$3760.00	0.00	<b>72%</b>	\$3760.00	0.00

<b>2021 Australia Day Weekend Calliope Rodeo</b>													
<b>Date:</b>	23 January 2021												
<b>Location:</b>	Calliope												
<b>Applicant:</b>	Calliope Rodeo Association												
<b>Sponsorship Request:</b>	<p>\$3670.00 for use toward;</p> <ul style="list-style-type: none"> <li>• Hire of temporary equipment for sound \$1320.00</li> <li>• Announcing \$660.00</li> <li>• Pony Hops Novelty Act \$220.00</li> <li>• Accommodation \$220.00</li> <li>• Bands \$1250.00</li> </ul> <p><i>Sponsorship request equates to 8% of the total event cost.</i></p>												
<b>Event Summary:</b>	<p><i>The Australia Day Weekend Calliope Rodeo brings together the community to celebrate our nation's birthday. The Calliope Rodeo is affiliated with the National Rodeo Association and attracts premier bull-riders from across Australia. It has built up a strong reputation that promotes Calliope nationally.</i></p> <p><i>The Calliope Rodeo's purposes are to:</i></p> <ul style="list-style-type: none"> <li>• Support the Calliope community and its surrounds</li> <li>• Support and foster the future of the sports of bull-riding and barrel racing</li> <li>• Deliver quality events for local residents as well as attracting visitors from across Qld and interstate</li> <li>• Maintain and make available to the community a quality facility for events.</li> </ul>												
<b>Participation Projection</b>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Volunteers</td> <td style="text-align: right;">100</td> </tr> <tr> <td>Store Holders</td> <td style="text-align: right;">20</td> </tr> <tr> <td>Suppliers</td> <td style="text-align: right;">20</td> </tr> <tr> <td>Gladstone Region Residents</td> <td style="text-align: right;">1300</td> </tr> <tr> <td>Intrastate Visitors</td> <td style="text-align: right;">20</td> </tr> <tr> <td><b>TOTAL</b></td> <td style="text-align: right;"><b>1460</b></td> </tr> </table>	Volunteers	100	Store Holders	20	Suppliers	20	Gladstone Region Residents	1300	Intrastate Visitors	20	<b>TOTAL</b>	<b>1460</b>
Volunteers	100												
Store Holders	20												
Suppliers	20												
Gladstone Region Residents	1300												
Intrastate Visitors	20												
<b>TOTAL</b>	<b>1460</b>												
<b>Assessment Score</b>	72%												

<p><b>Assessment Comments</b></p>	<p>The panel commended the applicant on preparing a robust application for their upcoming event Australia Day weekend event. The panel noted the application demonstrated a clear understanding of how the event will benefit the local community across key selection criteria relating to driving social and community outcomes, including community pride and cohesion, along with generating economic activity in the Gladstone region in turn attracting overnight visitor expenditure.</p> <p>The comprehensive listing of all local partnerships including both suppliers and sponsors demonstrated a clearly planned event and a good understanding of the projects impact locally. The panel felt the requested investment was very reasonable and recommends full funding as requested.</p>
<p><b>Panel Recommendation</b></p>	<p>The panel recommends funding to the requested value of \$3670.00 as requested in the application.</p>

**Communication and Consultation:**

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

- Manager Communications as delegated from General Manager Community Development and Events.
- Manager Events and Entertainment as delegated from General Manager Customer Experience
- Manager Engagement and Partnerships
- Economic Development Specialist

**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 the 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 towards Ignite Event funding. Following endorsement of the Officer’s recommendation the Ignite Event allocated budget will have \$7030.00 remaining.

The next round of Ignite event funding will open on 1 January 2021 for events from August to November and a further round in May for events from December through to March 2022.

**Summary:**

Nil.

**Anticipated Resolution Completion Date:**

26 May 2021

**Attachments:**

1. Ignite Event – Funding Guidelines

**Tabled Items:**

Nil.

**Report Prepared by:** Community Investment Officer

## **G/4.9. TENDER 105-21 PURCHASE OF MEDIUM RIGID TRUCKS**

**Responsible Officer:** General Manager Operations

**Council Meeting Date:** 15 December 2020

**File Ref:** PE1.1

---

### **Purpose:**

This report seeks resolution from Council to enter into a contract with Western Truck Group Pty Ltd for the supply and delivery of four (4) Medium Rigid Trucks and one (1) Tag Trailer.

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

That Council:

1. Endorse the Tender Evaluation Panel's recommendation and accept the offer from Western Truck Group Pty Ltd for Tender 105-21 Supply and Delivery of 4 Medium Rigid Trucks & 1 Tag Trailer; and
2. Authorise the Chief Executive Officer to enter into a contract, including any relating contract variations within budget, with Western Truck Group Pty Ltd for Tender 105-21 Supply and Delivery of four (4) Medium Rigid Trucks & one (1) Tag Trailer.

### **Background:**

In accordance with Council's fleet replacement program the following fleet are required:

- Three (3) rear tipper trucks;
- One (1) side tipper truck; and
- One (1) tag trailer which will be paired with a rear tipper.

The trucks and trailer will be allocated to the Roads, Parks and Water Program delivery teams to assist with their daily duties.

The trucks and the trailer are replacing current assets and the replaced assets will be disposed via auction.

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

On 27 October 2020, a request for quote was released to eleven (11) suppliers on the Local Buy contract NPN 04.13 in accordance with the LGA Arrangement exception for quotes and tenders, as set out in section 234 of the Local Government Regulation 2012. The invitation closed on 12 November 2020 with one (1) conforming submission received from Western Truck Group Pty Ltd.



UD Croner PK 18 280 cab-chassis for illustrative purposes only (NB the colour of the supplied trucks will be white and fitted with tipper trays).

The offer for UD Croner PK 18 280 trucks from Western Truck Group Pty Ltd, was evaluated by a panel of subject matter experts based on the criteria disclosed to the market as follows:

Objective Evaluation Criteria	Weighting
Proposed Program/Schedule meets GRC timing requirements	30%
Offer demonstrates understanding of the scope and GRC's requirements	30%
Proposed resourcing addresses all aspects of the scope and GRC's requirements	15%
Price	15%
Local Content	10%

The offer scored against the evaluation criteria as follows:

	Score (before Local Preference)	Score (after Local Preference)
Western Truck Group PTY LTD	48.0	52.0

The submission for the UD Croner PK 18 280 trucks and trailer from Western Truck Group Pty Ltd ('Western') was assessed by the panel as a detailed conforming offer. Western demonstrated capability to deliver the trucks and trailer within the timeframe required.

The tender evaluation panel recommends the submission from Western as it presents the best overall value offer to Council, with value for money confirmed in recent, comparable market tests.

**Communication and Consultation:**

Communication will commence between the project team and supplier following contract execution.

**Legal Strategy and Policy Implications:**

Council sought the offer via VendorPanel in accordance with the Local Government Regulation 2012, Local Government Act 2009 and Council's Procurement Policy P-2018-12, making use of Section 234 of the Local Government Regulation 2012, states that:

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

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

**Financial and Resource Implications:**

The offer made by Western for \$1,341,030.67 ex GST is within existing allocated funds for this project.

**Summary:**

Nil.

**Anticipated Resolution Completion Date:**

The contract will be awarded in December 2020.

**Attachments:**

1. CONFIDENTIAL – Tender 105-21 Purchase of Medium Rigid Trucks and Trailer

**Tabled Items:**

Nil.

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



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

Nil.

## **G/6. URGENT BUSINESS**

Nil.

## **G/7. NOTICE OF MOTION**

Nil.

## **G/8. CONFIDENTIAL ITEMS**

Nil.

**ATTACHMENTS**