



GLADSTONE
REGIONAL COUNCIL

**GENERAL MEETING NOTICE
AND AGENDA**

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

On Tuesday 24 October 2023

Commencing at 9.00am

**Leisa Dowling
CHIEF EXECUTIVE OFFICER**

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G/1. MAYORAL STATEMENT OF CURRENT ISSUES

G/2. CONFIRMATION OF MINUTES

G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 3 OCTOBER 2023

Responsible Officer: Chief Executive Officer

Prepared By: Executive Secretary

Council Meeting Date: 24 October 2023

File Ref: CM7.2

Purpose:

Confirmation of the minutes of the General Meeting held on 3 October 2023.

Officer's Recommendation:

That the minutes of the General Meeting of Council held on 3 October 2023 be confirmed.

Attachments:

1. Minutes of the General Meeting of Council held on 3 October 2023.

G/3. DEPUTATIONS

G/3.1. NOT FOR PROFIT HOUSE

Responsible Officer: Chief Executive Officer

Prepared By: Executive Secretary

Council Meeting Date: 3 October 2023

File Ref: CM7.6

Purpose:

To provide an update on Not For Profit House's progress regarding their strategic plan.

Officer's Recommendation:

That the deputation from Not For Profit House be received.

Background:

Deputation details are as follows:

Time of Presentation	9:10am
Duration of Presentation plus question time	15 mins
Speakers to present	Lois Lodding, Management Consultant Lyndal Hansen, CEO
Is the matter currently or has previously been subject to legal proceedings?	No

Attachments:

1. Not For Profit House Presentation

G/4. OFFICERS' REPORTS

G/4.1. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 30 SEPTEMBER 2023

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Management Accounting Specialist

Council Meeting Date: 24 October 2023

File Ref: FM15.1

Purpose:

This report seeks Council adoption of the Monthly Financial Statements for the year 2023-24 to date, for the period ended 30 September 2023

Officer's Recommendation:

That Council adopt the Monthly Financial Statements attached to the officer's report for the 2023-24 year to date, for the period ended 30 September 2023 as required under section 204 of the *Local Government Regulation 2012*.

Summary:

N/A

Link to Corporate Plan:

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

Background:

The 2023-24 budget was adopted on 20 June 2023, with a projected operating surplus of \$5.9m.

Comparatives in both the Statement of Income & Expenditure and Statement of Financial Position are reflecting 30 June 2022. These figures will be updated to reflect 30 June 2023 upon completion of the end of year audit and sign-off of the annual Financial Statements in October 2023.

To allow for greater transparency and scrutiny of Councils operating position throughout the year, annual rating revenue and service charges have been applied across the year rather than in the period of the rates generation.

The percentage of year passed (pro-rata rate) as at 30 September 2023 is 24.93%.

Major movements and variances from budget, as well as points of interest are as follows:

Statement of Income and Expenditure

Income

Recurrent Revenue

Total recurrent revenue	2023-24	Actual as %
Actual	\$47.1m	
Budget	\$272.2m	17.31%
Forecast	\$272.2m	17.31%

Of note:

Net rates and utility charges	2023-24	Actual as %
Actual	\$38.0m	
Budget	\$181.4m	20.93%
Forecast	\$181.4m	20.93%

Council's primary source of recurrent revenue is the generation of annual rates, along with access charges for water, sewerage and waste. This generation was completed in July, with notices issued to ratepayers in August. These charges have been split across the course of the year, to align with the delivery of these services.

Discounts of \$15.9m have been budgeted in 2023-24 for payments received by the due date. Discounts of \$5.8m have been applied so far, with the due date being 18 October 2023.

Water consumption revenue will be raised upon completion of the water meter reading cycles during the year (July-December 2023 and January-June 2024).

Total interest revenue	2023-24	Actual as %
Actual	\$1.4m	
Budget	\$4.8m	28.99%
Forecast	\$4.8m	28.99%

Interest revenue at a rate of 4.37% has been received from Queensland Treasury Corporation for the month of September and current term deposit rates are yielding up to a 5.17% return to Council.

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Sales revenue	2023-24	Actual as %
Actual	\$1.9m	
Budget	\$3.3m	59.05%
Forecast	\$3.3m	59.05%

The Dawson Highway Drynan Drive Intersection recoverable works project has now been completed and the final progress claim is being prepared. At the time of budget, it was expected that the majority of this project would be complete by 30 June. The Q1 forecast will be adjusted to reflect this rollover in both revenue and expenses.

Income tax equivalents	2023-24	Actual as %
Actual	-	
Budget	\$14.1m	-
Forecast	\$14.1m	-

The budget for 2023-24 includes \$13.8m from the Gladstone Area Water Board (GAWB), based on a significantly improved position reported by GAWB. This income is generally confirmed and paid in the final quarter of the year.

The remaining forecast relates to income tax equivalents from the Gladstone Airport Corporation (GAC), which are received and recognised after the end of each quarter.

General purpose grant	2023-24	Actual as %
Actual	\$0.1m	
Budget	\$9.0m	1.14%
Forecast	\$9.0m	1.14%

Council has received confirmation of the Financial Assistance Grant allocations for the 2023-24 year. An advance payment of \$9.5m was received in June 23, representing 100% of the Financial Assistance Grant allocations for the 2023-24 year.

The budget for 2023-24 was based on the assumption that 75% of the 2024-25 allocation will be received as a prepayment.

Grants, subsidies, contributions and donations (excluding the general-purpose grant)	2023-24	Actual as %
Actual	\$0.5m	
Budget	\$36.7m	1.42%
Forecast	\$36.7m	1.42%

Of the \$36.7m grants and subsidies revenue budget, \$33.7m is State Government Reconstruction of Essential Public Assets (REPA) grants. Approval has been granted for \$36.9m of REPA funding, as detailed in the table below.

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REPA projects in progress are detailed below (capital and operating):

Submission	Approved Funding amount	YTD Expenditure	YTD Claims Received	YTD work yet to be claimed	Percent complete
South	\$14.3m	\$0.51m	\$0.09m	\$0.42m	3.5%
Central	\$1.6m	-	-	-	-
Western	\$12.7m	\$0.15m	\$0.11m	\$0.04m	1.21%
Sealed Roads	\$1.6m	-	-	-	-
Granite Creek	\$6.7m	\$0.01m	\$0.01m	-	0.06%
REPA Admin costs	-	\$0.01m	-	\$0.01m	-
TOTAL	\$36.9m	\$0.68m	\$0.21m	\$0.47m	

Capital Revenue

Capital revenue	2023-24	Actual as %
Actual	\$2.1m	
Budget	\$19.6m	10.64%
Forecast	\$19.6m	10.64%

Capital grants revenue is recognised as project milestones are met. Therefore, the revenue recognised on the Statement of Income and Expenditure does not necessarily reflect the funding received during the year. Where milestones are still to be achieved, revenue is recognised as a contract liability on the Statement of Financial Position. The Q1 forecast endorsed in November will reflect updated state and federal grants revenue for the projects listed below by the grants team.

Capital grants revenue budgeted, forecast and recognised for significant projects is detailed below.

Project	Budget	Forecast	Actual
State Government Grants & Subsidies			
TBG - Bonsai House Utility Services	\$1.8m	\$1.8m	\$0.1m
Tom Jeffrey Memorial Park Bridge Renewal	\$1.0m	\$1.0m	\$0.6m
Agnes Street New Carpark	\$0.3m	\$0.3m	-
Gladstone Sewer Manhole Replacement	\$0.4m	\$0.4m	-
AWWTP Back Up Generator Supply	\$1.0m	\$1.0m	-
Other State Government Funding	\$4.8m	\$4.8m	\$0.2m

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Project	Budget	Forecast	Actual
Federal Government Grants & Subsidies			
Miriam Vale Community Centre Upgrade	\$1.7m	\$1.7m	-
Apex Park Retaining Wall Renewal	\$0.4m	\$0.4m	-
Red Rover Road Bridge Renewal	\$0.5m	\$0.5m	-
Round Hill Road Pavement Renewal	\$1.5m	\$1.5m	-
Glenlyon/Tank/ Derby Streets Traffic Calming Scheme	\$0.7m	\$0.7m	-
Lowmead Road Safety and Sealing Upgrade	\$4.1m	\$4.1m	-
Asphalt Overlays	\$0.1m	\$0.1m	\$0.7m
Other Federal Government Funding	\$0.2m	\$0.2m	\$0.2m

Expenditure

Recurrent expenditure

Total recurrent expenditure	2023-24	Actual as %
Actual	\$56.1m	
Budget	\$266.3m	21.07%
Forecast	\$266.3m	21.07%

Of note:

Employee benefits	2023-24	Actual as %
Actual	\$18.1m	
Budget	\$72.2m	25.06%
Forecast	\$72.2m	25.06%

Employee benefits are the largest component of Councils recurrent expenditure. A vacancy rate of 8.5% has been factored into the 2023-24 budget. The average vacancy rate year to date is 7.6%.

Consultants	2023-24	Actual as %
Actual	\$0.7m	
Budget	\$6.7m	9.93%
Forecast	\$6.7m	9.93%

Spending on Consultants typically lags throughout the year.

The budget includes \$1.8m relating to the Works Delivery Improvement Plan. It is anticipated that most of this expenditure will be incurred in the second half of the year.

Contractors	2023-24	Actual as %
Actual	\$6.2m	
Budget	\$57.6m	10.79%
Forecast	\$57.6m	10.79%

Contractor spend has been low year to date, however this is consistent with previous years. Expenditure should increase as REPA project activities progress.

Activities with significant contractor budgets include:

- REPA projects - \$33.7m - current spend detailed above
- Water & Sewerage - \$6.5m - current spend \$2.0m
- Waste - \$6.5m - current spend \$1.5m
- Parks & Cemeteries - \$3.2m - current spend \$0.6m
- Roads - \$2.3m - current spend \$0.4m
- Recoverable Works - \$0.8m - current spend \$1.5m - reflected in increased sales revenue above

Statement of Financial Position

	Current Value	Budget	Variance (Actual to Budget)	Forecast	Variance (Actual to Forecast)
Year-to-date Assets	\$2.8b	\$2.8b	0.98%	\$2.8b	0.98%
Year-to-date Liabilities	\$322.2m	\$179.7m	79.30%	\$179.7m	79.30%
Year-to-date Liabilities (excl. unearned rates revenue)	\$190.7m	\$179.7m	6.10%	\$179.7m	6.10%

Liabilities have been presented both including and excluding unearned rates revenue. The two will converge and be the same by June 2024, as all rates revenue is recognised on the profit and loss.

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The budget for assets and liabilities reflects the expected positions at 30 June 2024.

Significant balance sheet movement is still expected to occur throughout the year:

- Cash to decrease as expenses are incurred and loan repayments are made
- Receivables to decrease as rates are paid
- Property, plant and equipment balances to move based on capital expenditure, depreciation and revaluations
- Unearned rates revenue to decrease as recognised on the profit and loss each month
- Borrowings to decrease as loan repayments are made

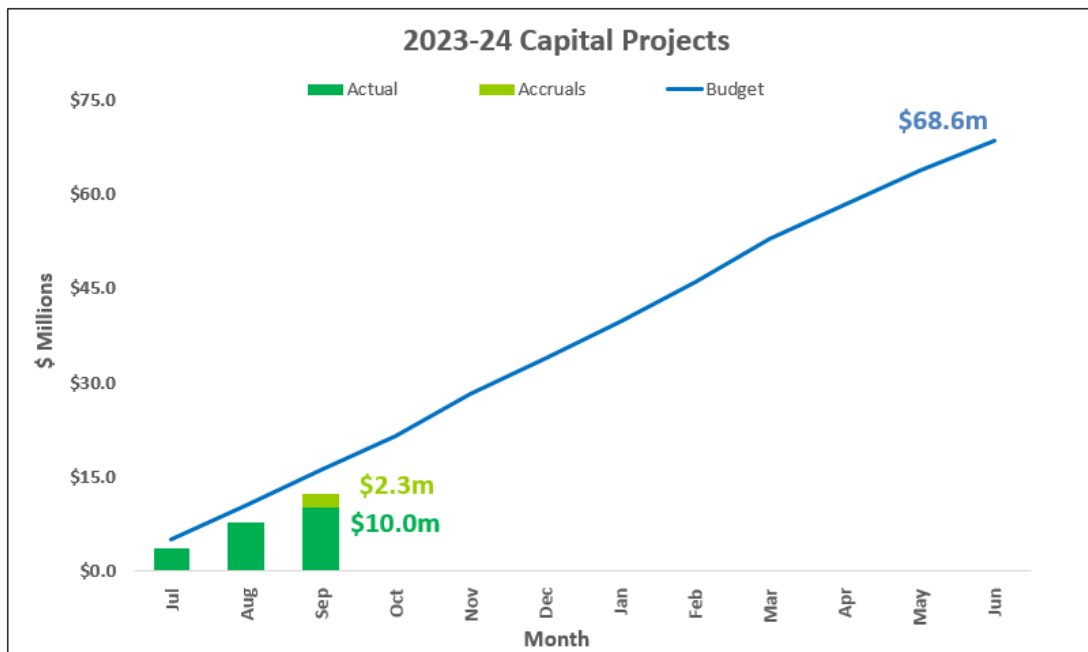
Capital Expenditure

Regular forecasting is undertaken by the project delivery team. The current estimate of capital expenditure for the 2023-24 year is \$76.8m.

It is not uncommon for this estimate to spike at the beginning of the financial year, due to the identification of rollover projects from the previous year. Past trends indicate that this estimate will reduce throughout the year as timelines are refined for projects planned at the end of the financial year. An updated forecast will be provided throughout the tables and graphs below when the Q1 forecast is endorsed in November.

	Actual	Budget	Actual as % of Budget	Forecast	Actual as % of Forecast
Year to date capital expenditure	\$12.3m	\$68.6m	17.98%	\$68.6m	17.98%

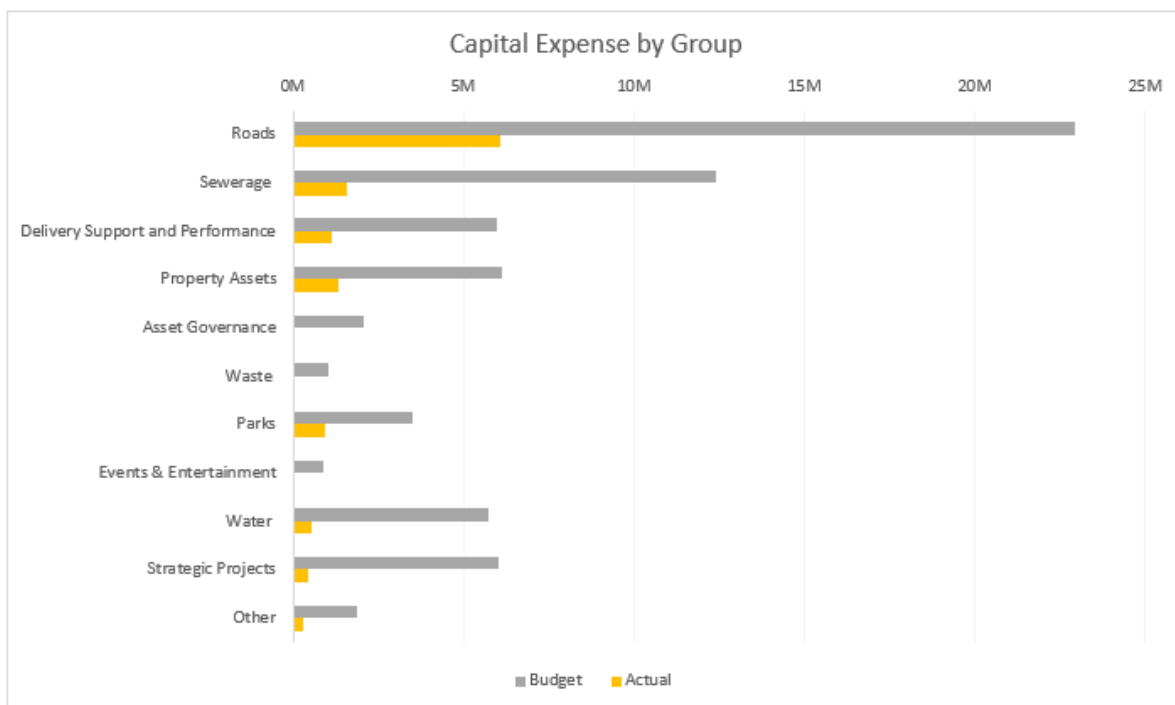
Accrual estimates of \$2.3m have been included in the actuals, to account for major claims relating to September work.



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

Group	YTD Actual	Budget	Actual as % of Budget	Forecast	Actual as % of Forecast
Roads	\$6.1m	\$22.9m	27%	\$22.9m	27%
Sewerage	\$1.6m	\$12.4m	13%	\$12.4m	13%
Delivery Support and Performance	\$1.1m	\$6.0m	19%	\$6.0m	19%
Property Assets	\$1.3m	\$6.1m	22%	\$6.1m	22%
Asset Governance	\$0.0m	\$2.1m	0%	\$2.1m	0%
Waste	\$0.0m	\$1.0m	0%	\$1.0m	0%
Parks	\$0.9m	\$3.5m	27%	\$3.5m	27%
Events & Entertainment	\$0.0m	\$0.9m	3%	\$0.9m	3%
Water	\$0.6m	\$5.7m	10%	\$5.7m	10%
Strategic Projects	\$0.4m	\$6.0m	7%	\$6.0m	7%
Other	\$0.3m	\$1.9m	14%	\$1.9m	14%
Total	\$12.3m	\$68.6m	17.98%	\$68.6m	17.98%



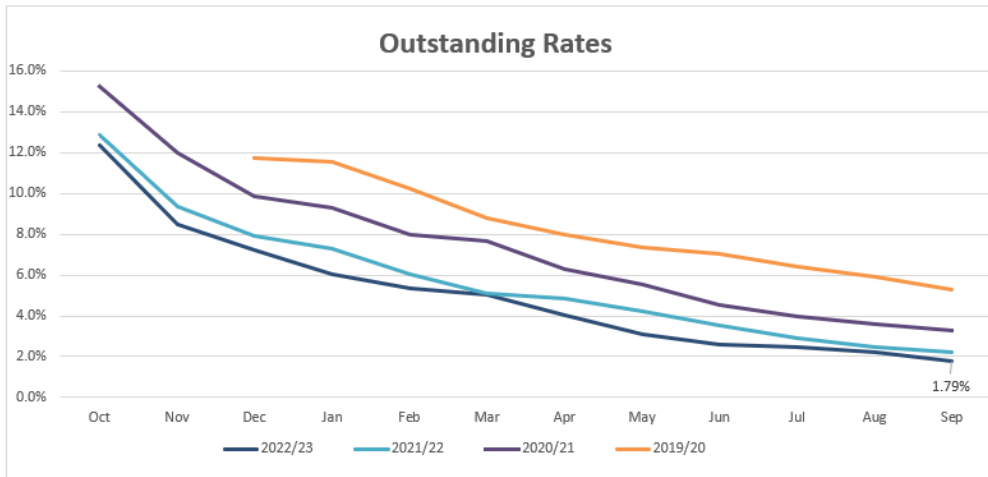
Outstanding Rates

Outstanding rates, as a percentage of gross rates levied 2022-23, and collectible, is at 1.79% at the end of September 2023, compared to 2.19% for the same period in 2021-22.

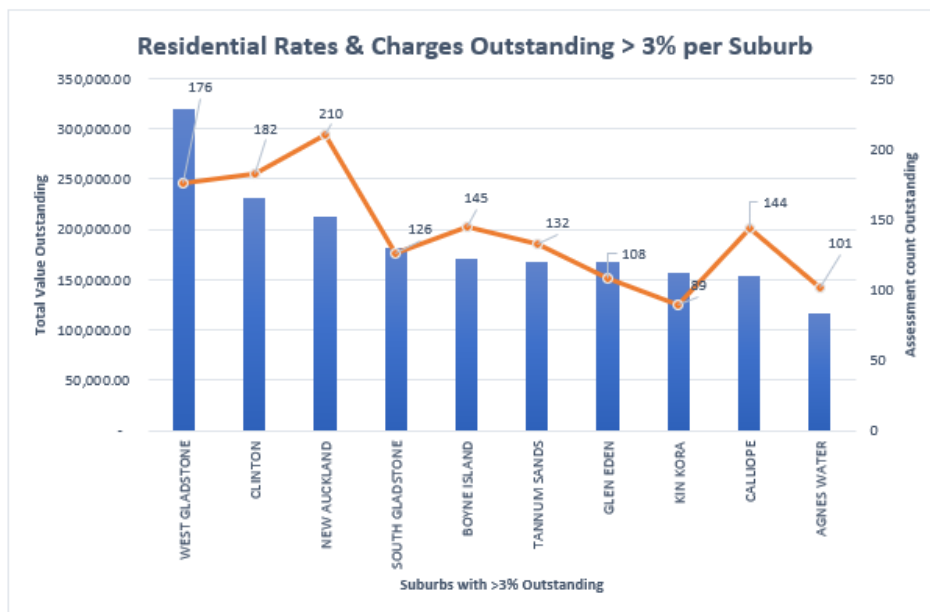
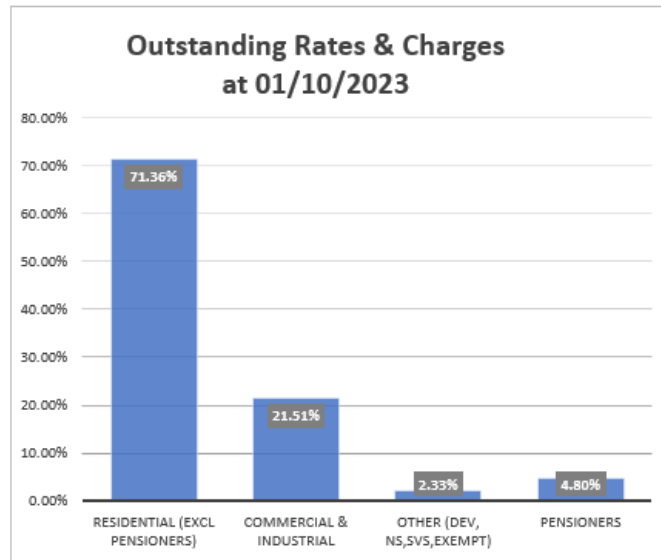
Of the \$3.51m of outstanding rates, 21.51% relates to commercial/ industrial assessments and 78.49% represents residential assessments.

These figures include \$3.36m of rates that are currently being repaid under an authorised payment plan, for which there were 26 commercial/industrial assessments and 1041 residential assessments. A total of 1067 assessments, which is an increase from 793 assessments in August 2023 (this movement is a result of new arrangements entered into since rates notices were issued).

There were 3,011 ratepayers who had paid their rates in advance, totalling \$3.08m.



*2019-20 discount date extended by 60 days



Sustainability Ratios

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 a valuable tool in analysing Council's overall financial performance.

In recognition of the diversity of local governments throughout Queensland, a new Financial Management (Sustainability) Guideline 2023 has been released. This guideline will take effect from the 2023-24 annual statutory financial reporting period.

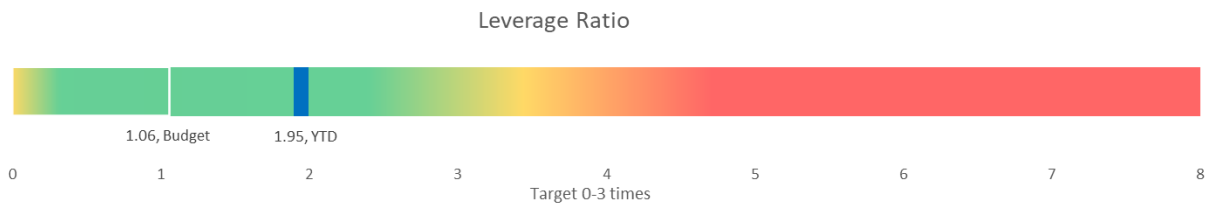
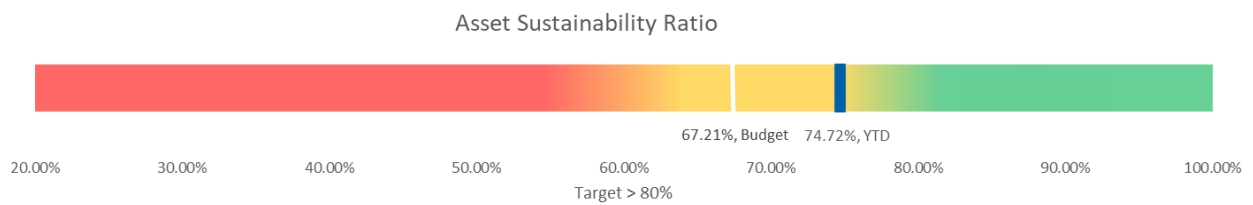
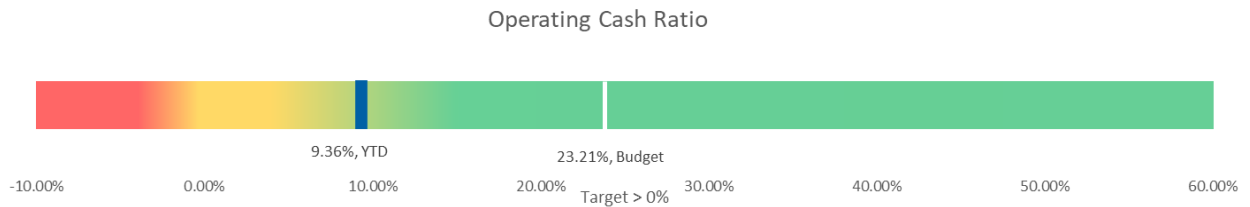
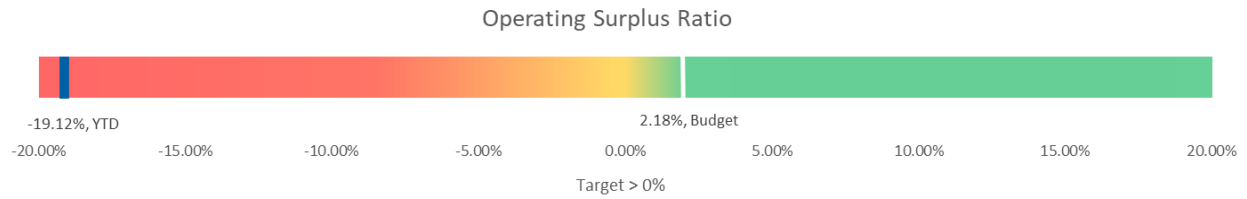
Key updates from the 2013 monitoring and reporting framework are:

- Grouping of similar Councils for sustainability monitoring and reporting to better reflect the varied drivers and circumstances of the sector
- Expanding of the number of financial sustainability measures from three to nine
- Revision of targets for each measure based on Councils allocated grouping
- A small number of contextual measures with no targets have been included
- To normalise the impacts of one-off events all ratios, apart from two, are reported on a rolling 5-year average basis as well as single year result.

The September monthly report includes five of the nine ratio measures, with further measures to be introduced throughout the year.

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Ratio Explanation	Target	2023-24 Budget	Current YTD		5 Year Average		Commentary
Financial Capacity							
<p>Council Controlled Revenue Ratio: Council controlled revenue is an indicator of councils financial flexibility, ability to influence its operating income, and capacity to respond to unexpected financial shocks.</p> <p>A higher council-controlled ratio indicates a stronger ability to generate revenue without relying on external sources. Councils with a high ratio generally have a healthy rate base and are better able to respond to unexpected financial obligations such as natural disaster recovery. A lower council-controlled revenue ratio indicates that a council has limited capacity to influence its operating revenue and that it is more reliant on external (and usually less reliable) sources of income such as grant finding, sales and recoverable works contracts and rental income.</p> <p>This ratio is contextual only therefore has no target measure</p>		73.42%	90.02%		85.65%		<p>Although there is no target for this ratio, the high 5 year average indicates Council's strong position to generate revenue without heavy reliance on other external sources.</p> <p>The results are expected to trend closer to the average as the year progresses, and other sources of revenue are recognised (i.e. grants)</p>
Operating Performance							
<p>Operating Surplus Ratio: The operating surplus ratio is an indicator of the extent to which operating revenues generated cover operational expenses. Any operating surplus would be available for capital funding or other purposes.</p> <p>An operating surplus ratio below 0% is an indication that a councils operating expenses exceed its revenue. An operation deficit in any one year is not a cause for concern if, over the long term, a council achieves a balanced operating result or small surplus.</p> <p>Target measured over a five-year average</p>	> 0%	2.18%	-19.12%	●	-9.67%	●	<p>The negative 5 year average is primarily due to the QTC loan restructure and recognition of a deferred liability for bulk water purchases in 2020-21.</p> <p>The current year result is affected by minimal dividend and grant income recognised to date, however the operating surplus is forecast to be positive in 2023-24.</p>
<p>Operating Cash Ratio: The operating cash ratio is a measure of a councils ability to cover its core operational expenses and generate a cash surplus excluding depreciation, amortisation and finance costs.</p> <p>A positive operating surplus indicates that a council is generating surplus cash from its core operations, which suggests that council has the ability to self-fund expenditure requirements. A negative operating cash ratio is a significant indicator of financial sustainability challenges and potential future liquidity issues as , all other things being equal, a negative result means that a councils cash position is declining and revenue are not offsetting the cost of core operational requirements</p> <p>Target measured over a five-year average</p>	> 0%	23.21%	9.36%	●	20.30%	●	<p>The slight drop in the YTD ratio is indicative of cash flow variations throughout the year, however both the budgeted and 5 year average result of this ratio reflects the continuing strong cash position of Council proportional to operating costs.</p>
Asset Management							
<p>Asset Sustainability Ratio: The asset sustainability ratio approximates the extent to which the infrastructure assets managed by council are being replaced as the reach the end of their useful lives</p> <p>An asset sustainability ratio close to 100% suggests that a council is spending enough on the renewal of its assets to compensate for the deterioration in its asset base as loosely proxied by its reported depreciation, which outcomes too far below this level being potentially indicative of underspending against capital replacement requirements</p> <p>Target measured over a five-year average</p>	> 80%	67.21%	74.72%	●	77.06%	●	<p>Infrastructure renewals have accounted for 81.4% of capital expenditure YTD with the balance on new and upgrade projects. Renewal projects are not the major focus of the 2023-24 capital program, as indicated by the budgeted ratio result.</p>
Debt Servicing Capacity							
<p>Leverage Ratio: The leverage ratio is an indicator of a councils ability to repay its existing debt. It measures the relative size of the councils debt to its operating performance.</p> <p>A higher leverage ratio indicates an increasingly limited capacity to support additional borrowings due to already high debt levels and/or decreasing operational performance, while a lower ratio indicates the opposite.</p> <p>Target measured over a five-year average</p>	0-3 times	1.06	1.95	●	2.18	●	<p>Both the YTD and 5 year average result of this ratio reflect Councils ongoing ability to manage its debt. This position is reinforced with each year that no new borrowings are undertaken.</p>



Stakeholder Engagement:

This report seeks specialist input from relevant internal sources.

Legal and Regulatory Implications:

Council is required to receive an update at least monthly relative to its financial position in accordance with section 204 of the *Local Government Regulation 2012*.

Anticipated Resolution Completion Date:

N/A

Attachments:

1. Monthly Financial Statements for the period ending 30 September 2023
2. Operating Statements for the month end 30 September 2023

G/4.2. NAMING OF COUNCIL ASSET INFRASTRUCTURE - DES AND BETTY MERGARD

Responsible Officer: General Manager Customer Experience

Prepared By: Manager Customer Solutions

Council Meeting Date: 3 October 2023

File Ref: CR13.1

Purpose:

The purpose of this report is to allow Council to consider a request to add preferred name 'Des and Betty Mergard' or alternative names of 'Mergard Family' or 'Mergard' to the Approved Place Name Register.

Officer's Recommendation:

That Council approve the application to add 'Des and Betty Mergard' to the Approved Place Name Register for the naming of an infrastructure asset other than a road within the Gladstone Region.

Summary:

The applicant has submitted an application to add the name 'Des and Betty Mergard' to the Approved Place Name Register. The application has been assessed against Council's Naming of Infrastructure Assets Corporate Standard and Policy and it has met the required criteria for limited use. If approved, it would be limited to be used to name an infrastructure asset other than a road due to the number of characters within the name. The applicant has also provided two alternative names being 'Mergard Family' or 'Mergard' to be considered should the preferred option not be approved; these alternatives also meet the required criteria and could be considered for any asset type. The relevant departments within Council have been consulted in relation to the application and have provided no objection to the proposal.

Link to Corporate Plan:

Connecting Communities - We work with you and for you, supporting the success of our communities.

Background:

Council received an application and letter of request to add the name 'Des and Betty Mergard' to the Approved Place Name Register, for the naming of an asset within the Gladstone Region. Des and Betty Mergard have a long history and significant contribution to the pioneering efforts in tourism and community development to the Discovery Coast and the Gladstone Region. As tourism pioneers with a long-standing presence in the area, their legacy is invaluable. Their deep understanding of the region's history, land, and sea has been instrumental in preserving its natural beauty and ensuring the safety of visitors and locals alike.

Risk Management Summary:

This application has been assessed in line with Councils Naming of Infrastructure Assets Policy (P-2020-17) and Corporate Standard (CS-2020-20) and deemed compliant as detailed in Table 1 below. Based on the assessment criteria, this application meets Council's Low Risk appetite, outlined in the Risk Management Framework.

Options and Opportunity Analysis:

Option 1 – Approve Name 'Des and Betty Mergard' with the limitation of not being eligible to name a road asset due to the number of characters, however, can be considered for other infrastructure assets.

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).

Comply		Comment
Adding Name to Register		
Uniqueness of Name	Compliant	Name is not currently used within the region.
Source of Name	Compliant	The applicants' family has historic significance to the area of Discovery Coast and the Gladstone Region.
Spelling/Form of Name	Compliant	Spelling is suitable, and form meets the Corporate Standard. As the name 'Des and Betty Mergard' is over 15 characters long and therefore limits the use to infrastructure assets other than a road.

Option 2 – Approve Name 'Mergard Family'

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) and is eligible to be used to name any infrastructure asset.

Comply		Comment
Adding Name to Register		
Uniqueness of Name	Compliant	Name is not currently used within the region.
Source of Name	Compliant	The applicants' family has historic significance to the area of Discovery Coast and the Gladstone Region.
Spelling/Form of Name	Compliant	Spelling is suitable, and form meets the Corporate Standard. Eligible to be used to name any infrastructure asset

Option 3 – Approve Name ‘Mergard’

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) and is eligible to be used to name any infrastructure asset.

	Comply	Comment
Adding Name to Register		
Uniqueness of Name	Compliant	Name is not currently used within the region.
Source of Name	Compliant	The applicants' family has historic significance to the area of Discovery Coast and the Gladstone Region.
Spelling/Form of Name	Compliant	Spelling is suitable, and form meets the Corporate Standard. Eligible to be used to name any infrastructure asset

Option 4 - Refuse all name requests

This option is not in accordance with the Council’s Naming of Infrastructure Assets Policy (P-2020-17) and Corporate Standard (CS-2020-20).

Stakeholder Engagement:

Relevant Business Units have been consulted with no objections to the proposal.

Legal and Regulatory Implications:

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) as outlined in the table above.

Financial and Resource Implications:

Cost to install and maintain signage, as well as administrative requirements if utilised.

Anticipated Resolution Completion Date:

The resolution will be completed within 2 weeks of the resolution date

Attachments:

1. CONFIDENTIAL – Application – Naming of Council Asset Infrastructure – Des and Betty Mergard

G/4.3. ENVIRONMENTAL ASPECTS AND IMPACTS REGISTER

Responsible Officer: General Manager Assets and Environment

Prepared By: Manager Environment and Conservation

Council Meeting Date: 24 October 2023

File Ref: EM17.6

Purpose:

The purpose of the report is the proposal to repeal the adopted Environmental Aspects and Impacts Register, from November 2015 and note the updated version.

Officer's Recommendation:

That Council repeal the Environmental Aspects and Impacts Register adopted on 03 November 2015 (resolution number G/15/2632) noting a review has been undertaken and the register will be replaced by an updated version.

Summary:

An element of Council's Environmental Management System is the Environmental Aspects and Impacts Register (the Register). The Register reflects the operational activity, environmental aspects, and potential impacts to ensure appropriate controls and measures are implemented, reviewed, and monitored for success. The review of the Environmental Aspects and Impacts Register is proposed to be updated regularly based on operational activities therefore officers propose the repeal the prior resolution to ensure the Register remains an agile and relevant Register.

Link to Corporate Plan:

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

Background:

The Register is intended to be an agile system, reviewed, and amended as operational activity changes or where needs identify a required change, thus enabling and managing the environmental aspects and potential impacts of operational activities by identifying and including appropriate measures and controls. The Register, which forms part of Council's Environmental Management System (EMS) was adopted on 03 November 2015 by resolution number G/15/2632. Attachment 2 provides a copy of the Register adopted in 2015.

An update to the Register has occurred aligning to present-day legislation, operational activity and capturing current measures and controls. The current version is attached (Attachment 1) for information and noting.

Risk Management Summary:

Repealing the adopted Register aligns to Council's current Risk Management framework by ensuring that legislative obligations are met, and continual and timely review and improvements can be made to keep the environment front of mind. The repeal will also enable the Register to align with the Business Documents and Frameworks Corporate Standard, with appropriate delegations for approving changes already established.

Options and Opportunity Analysis:

Option One – Repeal the approved Environmental Aspect and Impacts Register, noting the updated version.

Option Two – Repeal the approved Environmental Aspects and Impacts Register and Approve the updated version. This will require an amended resolution, proposal,

'Council repeal resolution G/15/2623 and approve the attached version of the Environmental Aspects and Impacts Register.'

Option Three – Retain the existing Environmental Aspects and Impacts Register. This option is not recommended as the register does not align to present-day legislation and operational activities/control measures.

Stakeholder Engagement:

Engagement has occurred internally with relevant Business Unit Managers.

Legal and Regulatory Implications:

Environmental legislation and policy continue to require regular consideration and review of the environmental aspects and impacts of activities, products, and services. Council has previously committed to developing and maintaining the Environmental Management System, in which the Register forms part of, to achieve sound environmental performance and benefit Council environmentally, socially, and economically. Additionally, the Register demonstrates the various environmental legislation Council must comply with and the controls and measures included in operational activities to limit environmental impacts.

Financial and Resource Implications:

The repeal of the approved Environmental Aspects and Impacts Register will have little to no additional resources and financial implications.

Anticipated Resolution Completion Date:

Within two weeks of resolution.

Attachments:

1. Environmental Aspects and Impacts Register September 2023
2. Approved Environmental Aspects and Impacts Register 2015

G/4.4. COMMUNITY INVESTMENT PROGRAM - ELEVATOR FUND APPLICATIONS**Responsible Officer:** General Manager Community and Lifestyle**Prepared By:** Community Investment Officer**Council Meeting Date:** 25 October 2023**File Ref:** GS3.1**Purpose:**

To consider the recommendation of the Community Investment Panel on applications received under the Elevator fund.

Officer's Recommendation:

That Council:

1. Adopt the Community Investment Panel's recommendation of funding for the applications received under the categories of funding as detailed in the table below:

Application ID	Applicant	Project	Recommended Amount
ELVTR002-R1-23/24	Startup Gladstone Inc	Startup Gladstone Ready to Rise	\$16,500
ELVTR003-R1-23/24	Integreat Queensland Inc	Creating a Moving Feast 2024	\$22,000
ELVTR004-R1-23/24	Outback Mind Foundation	Emotional Literacy Education for Men	\$30,000
ELVTR005-R1-23/24	Strong Communities Ltd	Connecting Calliope Families	\$30,000
Total Funding Recommended			\$98,500

and

2. Authorise the Chief Executive Officer or delegate to finalise and execute funding agreements with the successful applicants detailing relevant entitlements and conditions.

Summary:

Council has received four applications for funding from its Community Investment Program under the Elevator Fund. The applications have been assessed by a Panel of Council Officers in line with Council's Community Investment Policy and a recommendation is presented for Council's consideration.

Link to Corporate Plan:

Connecting Communities - We work with you and for you, supporting the success of our communities.
 Delivering Value - We work efficiently to deliver value for your rates.
 Resilient Economy - We play our part in supporting the success of our region.

Background:

The **ELEVATOR FUND** is intended for higher cost proposals of over \$10,000, which involve a more detailed application and acquittal process. Applicants need to demonstrate a high level of competency, capacity, and planning capability to deliver the stated outcomes for Elevator proposals. Applicant’s proposals must align with one or more of the five Elevator Fund Objectives – Capacity, Place, Connect, Wellbeing and/or Planning.

These funding objectives align to Councils Community Development Strategy 2021-2026, which aims to strengthen and enhance the health and wellbeing of the region.

The following Elevator Fund applications have been received for consideration:

Application ID	Applicant	Project	Requested Amount
ELVTR002-R1-23/24	Startup Gladstone Inc	Startup Gladstone Ready to Rise	\$22,000
ELVTR003-R1-23/24	Integreat Queensland Inc	Creating a Moving Feast 2024	\$22,000
ELVTR004-R1-23/24	Outback Mind Foundation	Emotional Literacy Education for Men	\$30,000
ELVTR005-R1-23/24	Strong Communities Ltd	Connecting Calliope Families - NaN	\$30,000
Total Funding Requested			\$104,000

Risk Management Summary

In accordance with the Community Investment Policy (P-2023-10) the eligible applications have been 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 table below defines the KSC, weighting and definition of score applied in the assessment matrix:

ELEVATOR FUND KEY SELECTION CRITERIA (KSC)	Elevator Weighting
KSC 1: Demonstratable need	20
KSC 2: Meets fund objectives and aims	60
KSC 3: Provides opportunity for collaboration	15
KSC 4: Capacity to deliver	5

RATING MATRIX	
GREEN = Score 75% and above Full Funding	The application has <u>met or exceeded</u> all assessment criteria Applicants are offered 100% of funding requested
ORANGE = Score 65%-74% Partial Funding	The application has <u>met most</u> assessment criteria Applicants are offered 85% of funding requested
YELLOW = Score 56%-64% Partial Funding	The application <u>meets some</u> of all assessment criteria Applicants are offered 75% of funding requested
RED = Score 55% and below No Funding	The application <u>does not meet</u> any assessment criteria No funding offered

Options and Opportunity Analysis:

As per the Community Investment Policy, an assessment was undertaken by a panel to consider the applications. Individual panel member scores are captured within the Smarty Grants portal and collated in an assessment matrix.

The Community Investment Panel recommendation is summarised within this table:

Applicant	Project	Project Location	Applicant Request	Panel Score	Recommendation
			Cash		Cash
Startup Gladstone	Startup Gladstone Ready to Rise	Gladstone	\$22,000	2.42	\$16,500
Integreat Queensland	Creating a Moving Feast 2024	Gladstone Region	\$22,000	3.12	\$22,000
Outback Mind Foundation	Emotional Literacy Education for Men	Gladstone Region	\$30,000	3.45	\$30,000
Strong Communities	Connecting Calliope Families NaN	Calliope	\$30,000	3.92	\$30,000
Total Funding			\$104,000		\$98,500

Panel commentary supporting the recommendations can be viewed within the attached score reports.

A brief overview of each application is provided below:

STARTUP GLADSTONE READY TO RISE	
Project Dates	23/10/2023 to 30/04/2024
Organisation Name	Startup Gladstone Inc.
Objective Alignment	Capacity
Brief Project Description	Startup Gladstone seeks funding to support a collaboration between two organisations, "She's in Business" and "Startup Gladstone Inc" to empower regional businesswomen and entrepreneurs through a program titled "Startup Gladstone Ready to Rise."

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	<p>The partnerships' aim is to create a program that encourages idea exchange, best practices, and collaboration among participants, contributing to economic growth, job creation, and local economy stimulation.</p> <p>The funding will facilitate resource sharing, knowledge exchange, and network expansion, enabling both initiatives to have a greater impact on regional businesswomen and startups.</p>
Target Audience / Project Beneficiaries	<p>Women in the Gladstone Region:</p> <ul style="list-style-type: none"> - Local Entrepreneurs - Existing Business Owners - Local Community Members - Mentors and Industry Experts
Total Amount Requested	\$22,000
Total Project Cost	\$21,137
Previous Funding Received	22/23 - Grassroots partial funding of \$4,165 for Big 6 Recycling Workshops
Panel Score	2.42 = 60%
Panel Recommendation	<p>This application demonstrates a strong approach to collaboration with the shared vision of helping businesswomen and startups, fostering networking, business growth, job creation and improved outcomes for attendees. The application could be strengthened by providing specific evidence or statistical data that demonstrates a need in the community such as some as unemployment statistics for women in the region and how this program will help address that.</p> <p>Based on the application and scoring matrix, the panel would recommend partial funding of 75% of cash requested amount, \$16,500.</p>

CREATING A MOVING FEAST	
Project Dates	01/11/2023 to 30/06/2024
Organisation Name	Integreat Queensland Inc.
Objective Alignment	Capacity
Brief Project Description	<p>Integreat seeks funding to support the establishment of the Moving Feast catering enterprise.</p> <p>The initiative will support six individuals from the migrant community who have a passion for cooking and a desire to contribute to the catering industry in the Gladstone region by offering multicultural catering.</p> <p>The project aims to provide essential training, including Food Safety Supervision and hospitality skills, enabling participants to offer diverse catering options.</p> <p>The project will gather community feedback and facilitate discussions needed for the establishment of the Moving Feast catering enterprise.</p>
Target Audience / Project Beneficiaries	The primary beneficiaries are the six members of the migrant community who seek to establish the enterprise.
Total Amount Requested	\$22,000
Total Project Cost	\$21,137
Previous Funding Received	22/23 - Grassroots - \$9,500 for Establishment of the Moving Feast catering enterprise

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	21/22 Together Gladstone - \$92,464 for Delivery of Cert III Childcare Training (acquittal not due until May 2024)
Panel Score	3.12 = 78%
Panel Recommendation	<p>A strong application that outlines how the proposed project will assist in reducing cultural barriers and several partnerships have been identified and opportunities to collaborate with businesses, community organisations and individuals. The applicant has demonstrated their ability to deliver this project, with the moving feast van resource already obtained and successful delivery of similar projects previously.</p> <p>Based on the application and scoring matrix, the panel would recommend full funding of requested cash amount, \$22,000.</p>

EMOTIONAL LITERACY EDUCATION FOR MEN	
Project Dates	23/10/2023 to 01/03/2024
Organisation Name	The Outback Mind Foundation
Objective Alignment	Wellbeing
Brief Project Description	<p>The Outback Mind Foundation seeks funding to support an Emotional Literacy Education program for small businesses and sporting clubs in the Gladstone region to improve mental health outcomes for men, their families and the community.</p> <p>The program draws on information regarding the high rates of male suicide in the Gladstone Region and how many men are not exposed to education how to gain and maintain good mental health.</p> <p>The program aims to reach men throughout the region and assist organisations to implement positive and supportive wellbeing strategies for their teams.</p>
Target Audience / Project Beneficiaries	The primary beneficiaries are men aged between 18-65 whom are in high-risk groups for experiencing mental health challenges and whom may be at risk of male suicide.
Total Amount Requested	\$30,000
Total Project Cost	\$30,000
Previous Funding Received	N/A
Panel Score	3.45 = 86%
Panel Recommendation	<p>A strong application that clearly identified the community need for the program and further explained how they will immerse the program into the community. The applicant has stated how the program will access the community and provide groups with the knowledge and tools to improve the mental health wellbeing of the participants. The documentary and associated training provides opportunity for collaboration with local sporting groups and businesses.</p> <p>Based on the application and scoring matrix, the panel would recommend full funding of the requested cash amount, \$30,000.</p>

CONNECTING CALLIOPE FAMILIES – NURTURE & NUTRITION	
Project Dates	08/01/2024 to 10/02/2025
Organisation Name	Strong Communities Ltd
Objective Alignment	Connect
Brief Project Description	<p>Strong Communities Ltd seeks funding to support the Calliope Community Connect Project to run in the township of Calliope, once per week for 2 hours on Thursdays, during school terms in 2024.</p> <p>The program is an evidenced based playgroup designed for children from 0-5 years, families, grandparents and homeschool families. Whilst providing an early learning opportunity for young children, there is an opportunity to reduce isolation for families, grandparents and the community that have recently moved to the region.</p>
Target Audience / Project Beneficiaries	<p>The target audience for Calliope Community Connect Project is:</p> <ul style="list-style-type: none"> • Families in Calliope and surrounding townships • Parents & Caregivers • Single Parents • Children 0-5 years • Children currently homeschooled • Seniors in Calliope
Total Amount Requested	\$30,000
Total Project Cost	\$30,000
Previous Funding Received	N/A
Panel Score	3.45 = 86%
Panel Recommendation	<p>A strong application that clearly identifies a strong community need for the program. Several collaborative opportunities are identified and strong engagement with the Calliope Community is evident, informing the direction of this project. Demonstrates multi-generational connection opportunities and capability to deliver clearly outlined.</p> <p>Based on the application and scoring matrix, the panel would recommend full funding of the requested cash amount, \$30,000.</p>

Stakeholder Engagement:

As detailed within the Community Investment Policy, the delegated assessment panel were consulted.

Legal and Regulatory Implications:

The application has been assessed against Council's Community Investment Program Policy (P-2023-10) 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 funding agreement (detailing entitlements and conditions) with the successful applicant.

Financial and Resource Implications:

In 2023/24, Council budgeted \$200,000 for applications received through the Elevator fund, with \$100,000 allocated to Round 1.

Applications outlined within this report for Round 1 total \$104,000. The recommendation is \$98,500. Upon endorsement of the officer's recommendation within this report the Elevator fund will remain within budget.

Anticipated Resolution Completion Date:

3 November 2023

Attachments:

1. CONFIDENTIAL – Elevator Fund Score Matrix
2. CONFIDENTIAL – Elevator Fund Score Report – Start Up Gladstone
3. CONFIDENTIAL – Elevator Fund Score Report – Integreat Queensland
4. CONFIDENTIAL – Elevator Fund Score Report – Outback Mind Foundation
5. CONFIDENTIAL – Elevator Fund Score Report – Strong Communities

G/4.5. REGIONAL ARTS DEVELOPMENT FUND ROUND 2 2022/2023**Responsible Officer:** General Manager Community and Lifestyle**Prepared By:** Manager Arts and Entertainment**Council Meeting Date:** 24 October 2023**File Ref:** CC7.16**Purpose:**

The purpose of this report is to seek Council endorsement of the Regional Arts Development Fund Committee's recommendations for projects submitted to round two, 2022/2023

Officer's Recommendation:

That:

1. Council accepts the recommendations of its RADF Committee and approve funding to 5 of the 6 applications received for round 2, 2022-23 as detailed in the table below:

Applicant / Organisation	Project Title	Recommended Amount
Melissa Peacock A Country Arts Practice	Creative recovery methodologies for late diagnosed neurodivergent individuals in Central Queensland	\$6,635.00
George Parkyn FND Artworks	FND Artworks Summer of 23 Collection Exhibition	\$0.00
Travis Horsfall	Electric Toast	\$3,850.00
Eloise Bowen Adagio School of Dance Pty Ltd	Cinderella	\$9,950.00
Zeta Ware	Murray Ware's Photography Collection of Gladstone Industry and Growth	\$11,400.00
Byron Mulligan Heart of Agnes Community Association	Agnes Time Capsule Project	\$11,193.20
Total Funding Recommended		\$43,028.20

Summary:

RADF and the funding partnership offered by Arts Queensland is an important component of arts and culture development in the Gladstone Region. The applications received were generally of a high quality and demonstrated alignment to the RADF priorities.

Link to Corporate Plan:

Accountable Council - We are providing good stewardship built on a foundation of trust.
Connecting Communities - We work with you and for you, supporting the success of our communities.

Background:

Regional Arts Development Fund (RADF) is a Queensland Government and Gladstone Regional Council partnership to support local arts and culture in Regional Queensland. Local arts, cultural groups, and individuals can apply for funding for short-term projects during two rounds each year in March and August.

In round two 2022/2023 six (six) applications were received, requesting \$54,118.20. At the RADF Committee meeting 18 September 2023, five (5) of the six (6) applications were recommended for funding, totaling \$43,028.20.

Applicant	Melissa Peacock
Organisation	A Country Arts Practice
Project Title	Creative recovery methodologies for late diagnosed neurodivergent individuals in Central Queensland
Project Description	To develop a series of creative recovery workshops for people in Central Queensland who have had a late in life neurodivergent diagnosis
Total Project Value	\$8,884.28
Total Funding Requested	\$6,635.00
Recommended Funding	Approved In full \$6,635.00

Applicant	George Parkyn
Organisation	FND Artworks
Project Title	FND Artworks Summer of 23 Collection Exhibition
Project Description	FND Artworks Summer of 23 Collection Exhibition, will showcase a collection of artworks completed in the past twelve months
Total Project Value	\$11,090.00
Total Funding Requested	\$11,090.00
Recommended Funding	Not recommended

Applicant	Travis Horsfall
Project Title	Electric Toast
Project Description	Music single recording and accompanied visual art music video
Total Project Value	\$7,200.00
Total Funding Requested	\$3,850.00
Recommended Funding	Approved In full \$3,850.00

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Applicant	Eloise Bowen
Organisation	Adagio School of Dance Pty Ltd
Project Title	Cinderella
Project Description	Provide local young dancers with the opportunity to be part of a classical ballet production, Cinderella, to be staged at the Gladstone Entertainment Convention Centre (GECC).
Total Project Value	\$25,280.25
Total Funding Requested	\$9,950.00
Recommended Funding	Approved in Full \$9,950.00

Applicant	Zeta Ware
Project Title	Murray Ware's Photography Collection of Gladstone Industry and Growth
Project Description	Sorting, collating and cataloguing Murray Ware's extensive collection of industry and other selected photographic files onto external hard drives into useable and ready folders, in preparation to be considered for Gladstone Regional Art Gallery and Museum Donation
Total Project Value	\$12,000.00
Total Funding Requested	\$11,400.00
Recommended Funding	Approved in full \$11,400.00

Applicant	Byron Mulligan
Organisation	Heart of Agnes Community Association Inc.
Project Title	Agnes Time Capsule Project
Project Description	A community-led project focused on gathering and sharing the lived experiences and stories central to the formation and evolution of the townships of Agnes Water and 1770. A video documentary compiling these living stories to be recorded during the morning tea along with historical footage and personal interviews (footage will be produced for presentation to a wide public audience).
Total Project Value	\$36,301.80
Total Funding Requested	\$11,193.20
Recommended Funding	Approved in full \$11,193.20

The below commentary was provided by the Committee in relation to those not recommended for funding:

FND Artworks - Application failed to demonstrate all required information, including insufficient quotes and evidence in budget. The project was well received by committee members, and they were in agreement that this project has great potential. Applicant is encouraged to apply for future rounds ensuring all relevant information is demonstrated, mentor assistance would also be advised.

Risk Management Summary:

Applications for the Regional Arts Development Fund are now administered through the online portal – Smarty Grants

The Committee has independently assessed the round one 2022/23 applications and made recommendations to Council based on pre-set assessment criteria.

A partial funding matrix will be implemented in the portal for applications that may not meet full-funding criteria, but that have shown the projects' merit.

The Smarty Grants online portal allows for a more transparent scoring and commentary process for the Committee.

Options and Opportunity Analysis:

The RADF Committee is committed to the development of arts and culture in the region and recognise that the fund is a development fund. It is important however that good governance principles are maintained when assessing applications.

The recommendations made to Council are aligned with the fund's guidelines, criteria, and outcomes. Council could choose to fund projects that were not recommended for funding by the Committee, however this may impact reputational risk and the integrity of the program.

Stakeholder Engagement:

The Regional Arts Development Fund Committee met on Monday 18 September 2023 for the round 2 assessment meeting. The Committee were all in agreement regarding the recommendations made to Council in this report.

Legal and Regulatory Implications:

The RADF Committee has no legislative standing under the Local Government Act 2019 or Local Government Regulation 2012. Council endorsement of funding recommendations is required. RADF is a financial partnership between the Queensland Government (Arts Queensland) and Gladstone Regional Council to support local arts and culture in regional Queensland. RADF is informed by Council's Arts and Culture Policy and bound by the Regional Arts Development Fund Terms of Reference.

Financial and Resource Implications:

RADF is a financial partnership between the Queensland Government (Arts Queensland) and Gladstone Regional Council.

The current reported position for the Regional Arts Development Fund is a surplus of \$98,083.81

Should Council adopt the officers recommendation, the remaining \$55,055.61 available funds will be rolled over to Round 1 2023/24.

Anticipated Resolution Completion Date:

7 November 2023

Attachments:

Nil

G/5. COUNCILLORS REPORT

G/6. URGENT BUSINESS

G/7. NOTICE OF MOTION

G/8. CONFIDENTIAL ITEMS