



GLADSTONE
REGIONAL COUNCIL

**GENERAL MEETING NOTICE
AND AGENDA**

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

On Tuesday 19 December 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 5 DECEMBER 2023

Responsible Officer: Chief Executive Officer

Prepared By: Executive Secretary

Council Meeting Date: 19 December 2023

File Ref: CM7.2

Purpose:

Confirmation of the minutes of the General Meeting held on 5 December 2023.

Officer's Recommendation:

That the minutes of the General Meeting of Council held on 5 December 2023 be confirmed.

Attachments:

1. Minutes of the General Meeting of Council held on 5 December 2023.

G/3. DEPUTATIONS

G/4. OFFICERS' REPORTS

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

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Management Accounting Specialist

Council Meeting Date: 19 December 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 November 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 November 2023 as required under Section 204 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 reflect 30 June 2023 audited figures.

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 November 2023 is 41.64%

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	\$78.6m	
Budget	\$272.2m	28.87%
Forecast	\$272.2m	28.87%

Of note:

Net rates and utility charges	2023-24	Actual as %
Actual	\$59.1m	
Budget	\$181.4m	32.57%
Forecast	\$181.4m	32.57%

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 \$14.9m have been applied for payments received by the due date, 93.49% of discount budget.

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	\$3.2m	
Budget	\$4.8m	65.93%
Forecast	\$4.8m	65.93%

Interest revenue at a rate of 4.35% has been received from Queensland Treasury Corporation for the month of November and current term deposit rates are yielding up to a 5.36% return to Council.

QTC interest is yielding favorably and will be reviewed in the Q1 forecast

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Sales revenue	2023-24	Actual as %
Actual	\$5.1m	
Budget	\$3.3m	157.01%
Forecast	\$3.3m	157.01%

The Dawson Highway Drynan Drive Intersection recoverable works project has now been completed and the final progress claim has been received. 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	\$0.1m	
Budget	\$14.1m	0.42%
Forecast	\$14.1m	0.42%

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	\$0.2m	
Budget	\$9.0m	2.27%
Forecast	\$9.0m	2.27%

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

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

Grants, subsidies, contributions and donations (excluding the general-purpose grant)	2023-24	Actual as %
Actual	\$1.3m	
Budget	\$36.7m	3.45%
Forecast	\$36.7m	3.45%

Of the \$36.7m grants and subsidies revenue budgeted, \$33.7m is State Government Reconstruction of Essential Public Assets (REPA) grants. Approval has been granted for \$36.9m of REPA funding. The Q1 forecast will be adjusted to reflect the increased funding, along with a more accurate breakdown for REPA operational and capital works.

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The table below details both operating and capital REPA projects in progress.

Submission	Approved Funding amount	YTD Expenditure	YTD Claims Received	YTD work yet to be claimed	Percent complete
South	\$14.3m	\$1.1m	\$0.3m	\$0.8m	7.60%
Central	\$1.6m	\$0.2m	\$0.1m	\$0.1m	11.69%
Western	\$12.7m	\$0.4m	\$0.2m	\$0.1m	2.77%
Sealed Roads	\$1.6m	\$0.0m	-	\$0.0m	1.76%
Granite Creek	\$6.7m	\$0.0m	\$0.0m	-	0.07%
REPA Admin costs	-	\$0.0m	-	\$0.0m	-
TOTAL	\$36.9m	\$1.7m	\$0.6m	\$1.1m	

Capital Revenue

Capital revenue	2023-24	Actual as %
Actual	\$2.9m	
Budget	\$19.6m	14.97%
Forecast	\$19.6m	14.97%

Capital revenue includes grants and developer contributions.

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 will reflect updated state and federal grants revenue 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 Memoria Park Bridge Renewal	\$1.0m	\$1.0m	\$0.6m
Agnes Street New Carpark	\$0.3m	\$0.3m	\$0.1m
Gladstone Sewer Manhole Replacement	\$0.4m	\$0.4m	\$0.0m
AWWTP Back Up Generator Supply	\$1.0m	\$1.0m	-
Other State Government Funding	\$4.8m	\$4.8m	\$0.4m

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Project	Budget	Forecast	Actual
Federal Government Grants & Subsidies			
Miriam Vale Community Centre Upgrade	\$1.7m	\$1.7m	\$0.1m
Apex Park Retaining Wall Renewal	\$0.4m	\$0.4m	\$0.0m
Red Rover Road Bridge Renewal	\$0.5m	\$0.5m	\$0.1m
Round Hill Road Pavement Renewal	\$1.5m	\$1.5m	\$0.0m
Glenlyon/Tank/ Derby Streets Traffic Calming Scheme	\$0.7m	\$0.7m	-
Lowmead Road Safety and Sealing Upgrade	\$4.1m	\$4.1m	\$0.2m
Asphalt Overlays	\$0.1m	\$0.1m	\$0.7m
Other Federal Government Funding	\$0.2m	\$0.2m	\$0.4m

Expenditure

Recurrent expenditure

Total recurrent expenditure	2023-24	Actual as %
Actual	\$98.4m	
Budget	\$266.3m	36.95%
Forecast	\$266.3m	36.95%

Of note:

Employee benefits	2023-24	Actual as %
Actual	\$31.0m	
Budget	\$72.2m	42.96%
Forecast	\$72.2m	42.96%

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	\$1.4m	
Budget	\$6.7m	20.67%
Forecast	\$6.7m	20.67%

Spending on Consultants typically lags throughout the year. The amounts included in the budget will be revisited in the forecast process.

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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.

Other significant consultant budgets include:

- Strategic Information and Technology - \$0.6m – current spend \$0.1m
- Asset Planning - \$1.7m – current spend \$0.5m

Contractors	2023-24	Actual as %
Actual	\$13.1m	
Budget	\$57.6m	22.68%
Forecast	\$57.6m	22.68%

Activities with significant contractor budgets include:

- REPA projects - \$33.7m - current spend \$1.7m, detailed above
- Water & Sewerage - \$6.5m - current spend \$3.4m
- Waste - \$6.5m - current spend \$2.6m
- Parks & Cemeteries - \$3.2m - current spend \$1.1m
- Roads - \$2.3m - current spend \$0.6m
- Recoverable Works - \$0.8m - current spend \$4.2m – this is also reflected in increased sales revenue above

REPA projects and recoverable works activities will be reviewed and updated in the Q1 forecast.

Property Expenses	2023-24	Actual as %
Actual	\$1.3m	
Budget	\$4.2m	31.26%
Forecast	\$4.2m	31.26%

Property Expenses for Corporate Buildings and Facilities lags marginally year to date. Primarily due to

- Cleaning - \$1.5m - current spend of \$0.5m
- Property repairs and maintenance – \$1.1m – current spend \$0.3m

Statement of Financial Position

	Current Value	Budget	Variance (Actual to Budget)	Forecast	Variance (Actual to Forecast)
Year-to-date Assets	\$2.9b	\$2.8b	4.49%	\$2.8b	4.49%
Year-to-date Liabilities	\$301.3m	\$179.7m	67.65%	\$179.7m	67.65%
Year-to-date Liabilities (excl. unearned rates revenue)	\$198.9m	\$179.7m	10.72%	\$179.7m	10.72%

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.

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:

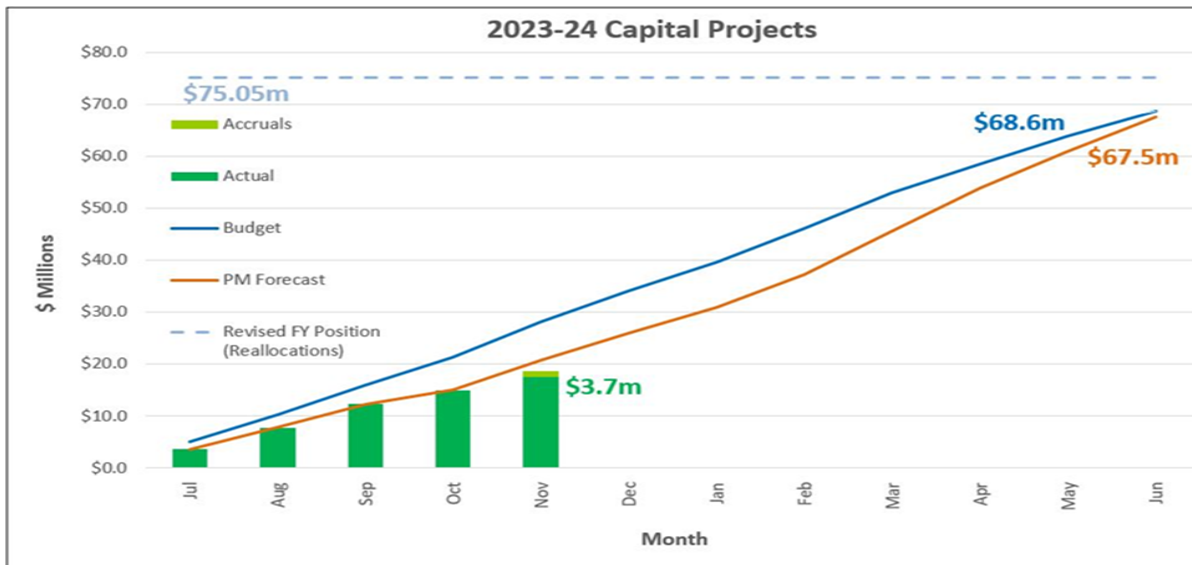
- Cash to decrease as expenses are incurred and loan repayments are made
- Receivables to decrease as rates are paid
- Property, plant and equipment balances to move based on capital expenditure, depreciation and revaluations
- Unearned rates revenue to decrease as recognised on the profit and loss each 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 \$67.5m.

	Actual	Budget	Actual as % of Budget	Forecast	Actual as % of Forecast
Year to date capital expenditure	\$19.5m	\$68.6m	28.47%	\$68.6m	28.47%

Accrual estimates of \$1.1m have been included in the actuals, to account for major claims relating to November work.



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	\$8.7m	\$22.9m	38%	\$22.9m	38%
Sewerage	\$2.6m	\$12.4m	21%	\$12.4m	21%
Delivery Support and Performance	\$1.8m	\$6.0m	31%	\$6.0m	31%
Property Assets	\$2.3m	\$6.1m	38%	\$6.1m	38%
Asset Governance	\$0.0m	\$2.1m	0%	\$2.1m	0%
Waste	\$0.0m	\$1.0m	4%	\$1.0m	4%
Parks	\$1.2m	\$3.5m	33%	\$3.5m	33%
Community & Lifestyle	\$0.0m	\$0.9m	4%	\$0.9m	4%
Water	\$1.2m	\$5.7m	21%	\$5.7m	21%
Strategic Projects	\$0.8m	\$6.0m	13%	\$6.0m	13%
Other	\$0.8m	\$1.9m	44%	\$1.9m	44%
Total	\$19.5m	\$68.6m	28.47%	\$68.6m	28.47%

Outstanding Rates

Outstanding rates, as a percentage of gross rates levied 2023-24, and collectible, is at 7.32% at the end of November 2023, compared to 8.48% for the same period last year 2022-23.

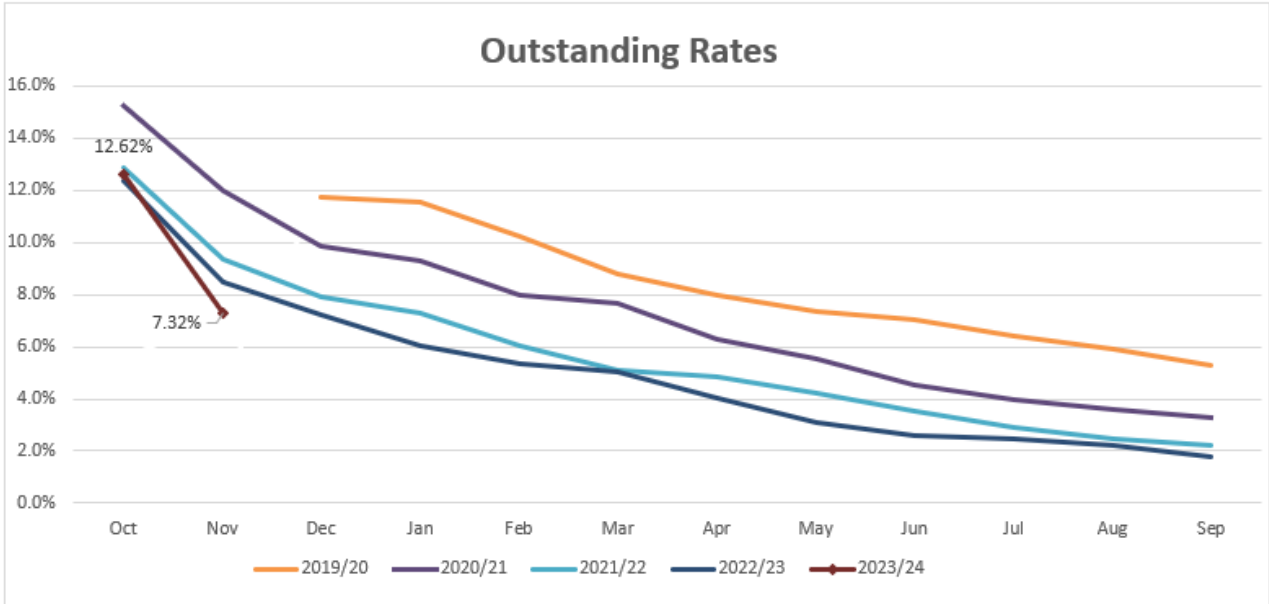
Of the \$14.7m of outstanding rates 15.80% relates to commercial/ industrial assessments and 84.20% represents residential assessments.

These figures include \$6.6m of rates that are currently being repaid under an authorised payment plan, for which there were 89 commercial/industrial assessments and 1998 residential assessments. A total of 2087 assessments, which is an increase from 1401 assessments in October 2023 (this movement is a result of new arrangements entered into since rates notices were issued).

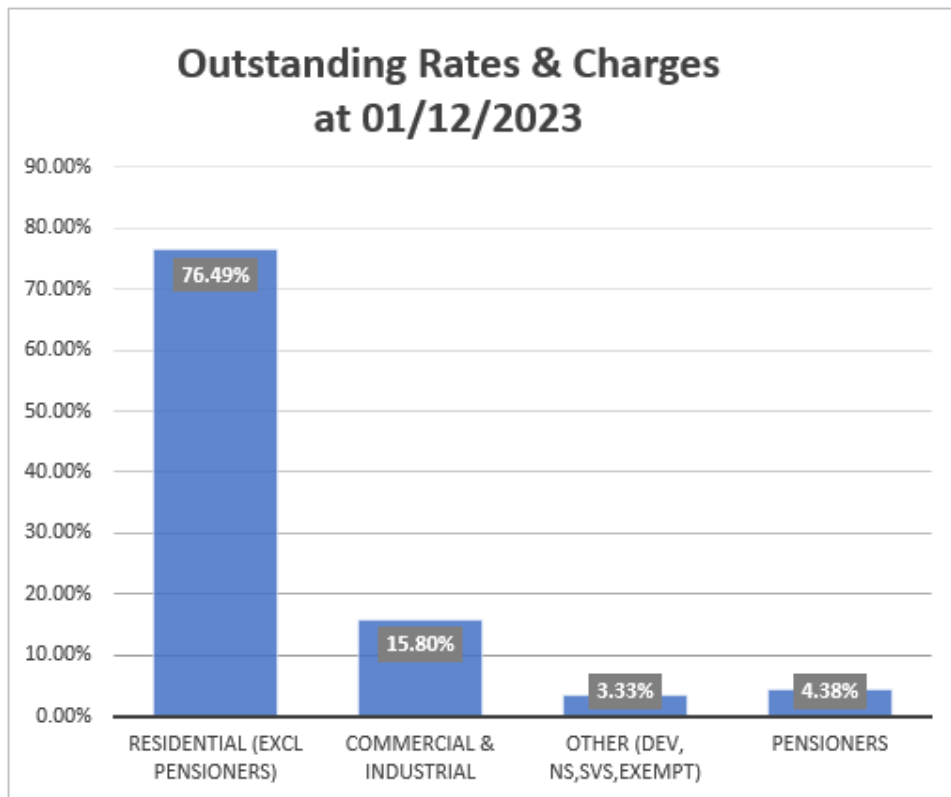
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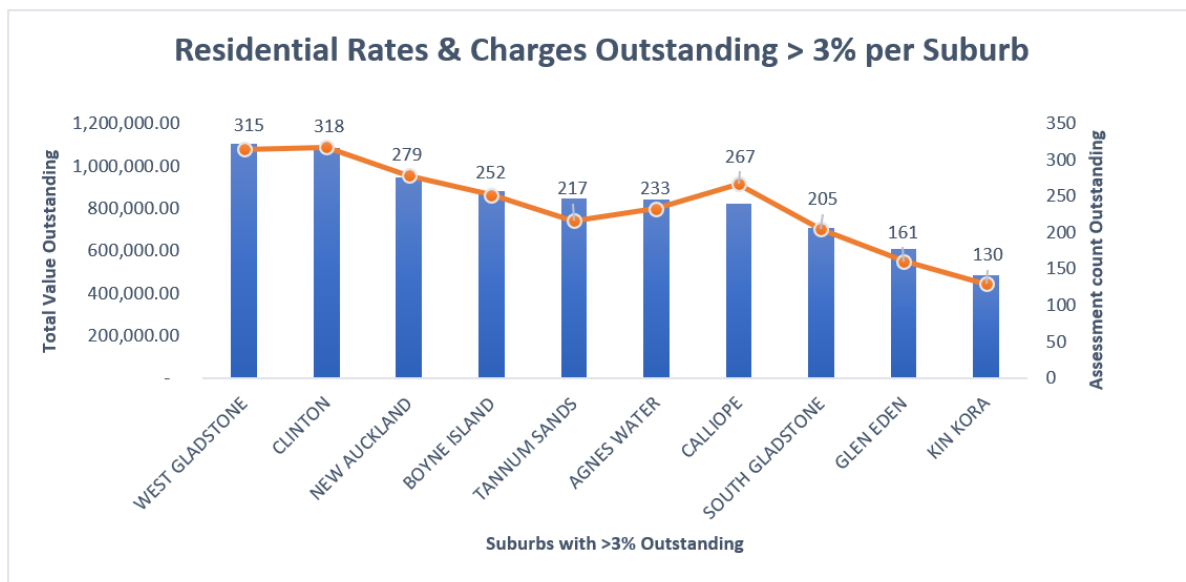
The debt administration procedure this year included email and SMS as part of the reminder process. This yielded a 40% increase (592 assessments) on payment arrangements from prior year, which equates to an additional \$1.6m under payment plans in 2023/24.

There were 5227 ratepayers who had paid their rates in advance, totalling \$5.5m.



*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.

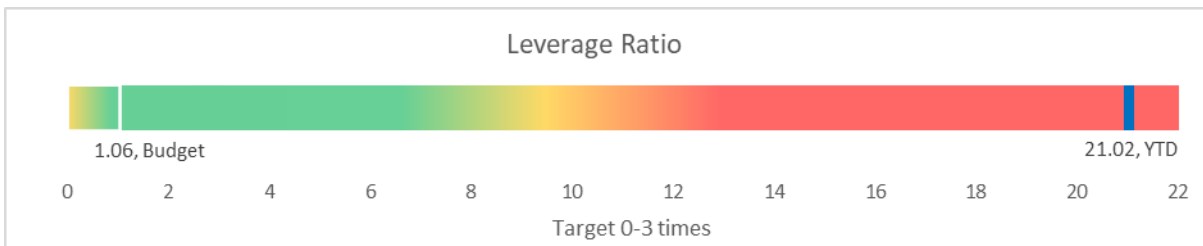
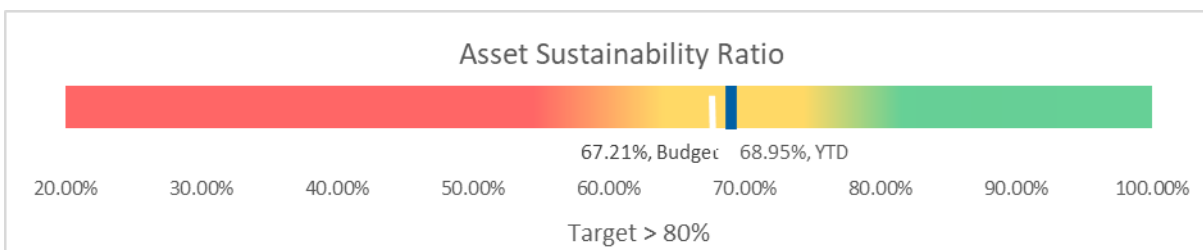
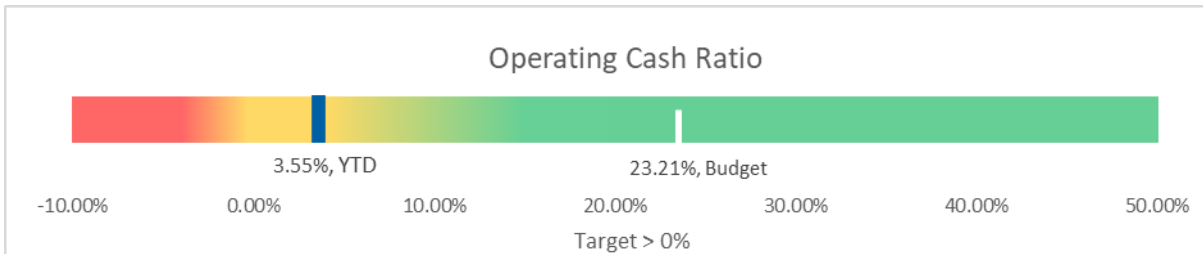
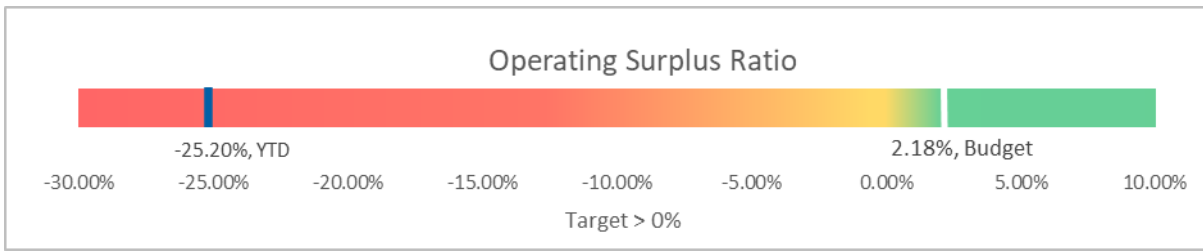
Key updates from the 2023 monitoring and reporting framework are:

- 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 November 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 ration 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%	85.17%		84.90%		<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%	-25.20%	●	-10.76%	●	<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. As both the dividend and financial assistant grant is expected in the last quarter of the year this ratio may continue on a negative trend, 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%	3.55%	●	19.31%	●	<p>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%	68.95%	●	75.91%	●	<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	21.02	●	4.37	●	<p>The results of this ratio are affected by the current operating deficit, however it is forecast to be within target in 2023-24, reflecting Councils ongoing ability to manage its debt.</p> <p>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, Section 204 Local Government Regulation 2012.

Anticipated Resolution Completion Date:

N/A

Attachments:

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

G/4.2. TENDER 71-24 PREFERRED AND PRE-QUALIFIED SUPPLIERS FOR THE SUPPLY OF GOODS (VARIOUS)

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Manager Contracts and Procurement (Acting)

Council Meeting Date: 19 December 2023

File Ref: FM:21.1

Purpose:

This report seeks a resolution from Council to enter into a Panel of Supplier Agreement (PSA) and Prequalified Supplier Agreement (RPQS) to supply various products under the following categories for both inventory and direct:

- Stationary;
- Staff Amenities;
- Office Furniture;
- Cleaning and Janitorial;
- Safety (excluding PPE);
- Workshop and Spares;
- Road Furniture;
- Hardware;
- Tooling;
- Plumbing;
- Irrigation; and
- Electrical.

Officer's Recommendation:

That Council:

1. Endorse the Tender Evaluation Panel's recommendation to appoint the following Twenty-Eight (28) suppliers to PSA 71-24 and RPQS 71-24 Supply of Goods (Various):
 - Preferred Supplier Arrangements (PSA) – Inventory; (Warehouse Use)
 - Artcraft Pty Ltd (PSA Road Furniture)
 - CNW PTY LTD (PSA Electrical)
 - J Blackwood & Son Pty Ltd trading as Blackwoods (PSA Hardware Tools / Workshop)
 - Rydermay Pty Ltd (Office National Gladstone) (PSA Office Furniture)
 - Reece Australia Pty Ltd (PSA Plumbing and Irrigation)
 - RSEA Pty Ltd (PSA Safety)
 - Prequalified Supplier Arrangement (RPQS) – Direct. (e.g., shop front visit)
 - ACL Industrial Pty Ltd atf ACL Trading Trust t/as ACL Industrial Technology
 - Alliance Safety Equipment Pty Ltd atf the GDS Unit Trust
 - Emino Group Pty Ltd. T/A Apack Specialised Cleaning Supplies
 - ALLOY & STAINLESS PRODUCTS PTY. LTD.
 - Bunzl Brands and Operations Pty Ltd
 - Busteds Building Supplies
 - CIVILPIPES PTY LTD

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- Hawa Dane Pty Ltd trading as Empire Office Furniture
- Paint Place CQ Pty Ltd t/a Inspirations Paint Gladstone
- Lawrence & Hanson Group Pty Ltd
- Metal Manufactures Pty Limited t/a Haymans Electrical
- NAPA Auto Parts A Division of GPC ASIA PACIFIC PTY LTD
- Total Eden (Nutrient)
- RDO Equipment Pty Ltd
- Reflective Signs & Decals Pty Ltd
- Roadside Products
- Sydney Tools Pty Ltd
- Totally Workwear
- Traffic Control Supplies Pty Ltd
- WINC Australia Pty Limited
- Winya Indigenous Office Furniture Pty Ltd
- Wurth Australia Pty Ltd

2. Authorise the Chief Executive Officer to negotiate and enter into contracts for a term of two (2) years with the option to extend for a further period of two (2) years, to a maximum of four (4) years in total with the above service providers.

Summary:

To support the delivery of Council's many and varied services, we seek the support of suppliers across many goods and services categories to ensure that our warehouses have the right material at the right time for our teams.

These purchasing arrangements seeks to support the following categories of goods:

- Stationary;
- Staff Amenities;
- Office Furniture;
- Cleaning and Janitorial;
- Safety (excluding PPE);
- Workshop and Spares;
- Road Furniture;
- Hardware;
- Tooling;
- Plumbing;
- Irrigation; and
- Electrical

An Invitation to Tender (ITT) was released to the market 2 September 2023 and closed 6 October 2023. Commercial analysis was completed by Contracts and Procurement after evaluation and determined the best approach to provide value to council was via the PSA and RPOs agreements for an initial period of 2 years with the option to extend for a further 2 years. (4 Years in Total)

Link to Corporate Plan:

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

Risk Management Summary:

The intent of the PSA and RPQS agreement is to mitigate risk associated with delaying maintenance activities by providing pre-approved suppliers/material for staff to access when undertaking maintenance activities.

Options and Opportunity Analysis:

To reduce the risk that Council will not be able to access service providers or materials required to complete maintenance activities, Council is seeking to establish a register of suppliers that have been assessed by internal subject matter experts.

On 2 September 2023, Council released an Invitation to Tender ('ITT') to the open market via VendorPanel in accordance with the tender process requirements set out in s228 of the Local Government Regulation 2012. The tender closed on 6 October 2023, with thirty-eight (38) offers received. The twenty-eight (28) offers were deemed to be conforming and evaluated by a panel of subject matter experts, based on the following criteria disclosed in the ITT:

Objective Evaluation Criteria	Weighting
Lead times meet GRC timing requirements	25%
Offer demonstrates capability to meet GRC's requirements and understanding of the Scope of Work	45%
Nominated past performance meet GRC's experience requirements	20%

All twenty-eight (28) of the offers were evaluated as meeting Council's requirements for acceptance onto this panel. The Tender Evaluation Panel, based on anticipated service requirements and presentation of the best overall offers to Council, recommends the appointment of the following twenty-eight (28) suppliers to this PSA and RPQS:

1. ACL Industrial Pty Ltd (ACN: 118 608 236) atf ACL Trading Trust t/as ACL Industrial Technology
2. Alliance Safety Equipment Pty Ltd atf the GDS Unit Trust
3. Emvino Group Pty Ltd. T/A Apack Specialised Cleaning Supplies
4. Artcraft Pty Ltd
5. ALLOY & STAINLESS PRODUCTS PTY. LTD.
6. Bunzl Brands and Operations Pty Ltd
7. Busteds Building Supplies
8. CIVILPIPES PTY LTD
9. CNW PTY LTD
10. Hawa Dane Pty Ltd trading as Empire Office Furniture
11. Paint Place CQ Pty Ltd t/a Inspirations Paint Gladstone
12. J Blackwood & Son Pty Ltd trading as Blackwoods
13. Lawrence & Hanson Group Pty Ltd
14. Metal Manufactures Pty Limited t/a Haymans Electrical
15. NAPA Auto Parts A Division of GPC ASIA PACIFIC PTY LTD
16. Total Eden (Nutrient)
17. Rydermay Pty Ltd (Office National Gladstone)
18. RDO Equipment Pty Ltd
19. Reece Australia Pty Ltd
20. Reflective Signs & Decals Pty Ltd

21. Roadside Products
22. RSEA Pty Ltd
23. Sydney Tools Pty Ltd
24. Totally Workwear
25. Traffic Control Supplies Pty Ltd
26. WINC Australia Pty Limited
27. Winya Indigenous Office Furniture Pty Ltd
28. Wurth Australia Pty Ltd

The award of contracts to six (6) suppliers is subject to the successful negotiation of contract terms. Appointment to a PSA or RPQS gives no guarantee or representation as to the volume or value of orders to be issued by Council, nor is Council limited to utilize only these suppliers.

Legal and Regulatory Implications:

Council sought offers via VendorPanel in accordance with the Local Government Regulation 2012, Local Government Act 2009, and Council's Procurement Policy P-2021-01. Council's endorsement of this tender award is in accordance with the Register of Delegations - Exercise of Statutory Powers and Financial Delegation Register.

The Officer's recommendation is based on the evaluation methodology and criteria in the ITT.

There are risks associated with Council awarding a contract contrary to the officer's recommendation. If Council is not satisfied with the evaluation methodology and criteria or the application thereof, Council may refer the matter back to the officers for re-evaluation. In the interests of probity, an amendment to the evaluation methodology and/or criteria may require referral back to tenderers so that they can each have the opportunity to make any changes to their offers having regard to the amended criteria prior to reevaluation.

Financial and Resource Implications:

Appointment to an PSA or RPQS is based on the pre-registration of service providers/suppliers only, it does not commit financial resources. Engagements with service providers/suppliers under this arrangement will be exempt from tender or quote requirements in accordance with s232 of the Local Government Regulation 2012, however will be subject to the Sound Contracting Principles and Register of Delegations - Exercise of Statutory Powers and Financial Delegation Register.

The approximate expenditure under this contract is anticipated to be \$4,000,000.00 ex GST over the potential 4-year term.

Anticipated Resolution Completion Date:

The Contracts will be awarded in January 2024.

Attachments:

1. CONFIDENTIAL – 71-24 Offer Evaluation Report

G/4.3. SALE OF LAND - LOTS 206, 213, AND 214 U 7251 RAILWAY TERRACE, UBOBO

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: General Counsel

Council Meeting Date: 19 December 2023

File Ref: CM7.2

Purpose:

To obtain Council's endorsement of the sale of land at Boyne Valley for Lots 206, 213 and 214 on U7251 under the exemption in s236(1)(a) of the Local Government Regulation 2012.

Officer's Recommendation:

That Council:

1. Accept the offer of \$72,000 for the sale of land at Railway Terrace, Boyne Valley otherwise described as Lots 206,213 and 214 on U7251 ("the Land") from Rebekah Jayne Day.
2. Resolves that the exemption in s236(1)(a) of the Local Government Regulation 2012 applies to the sale of the Land to Rebekah Day; and
3. Authorises the CEO to enter into a contract for the sale of "the Land" to Rebekah Jayne Day for \$72,000.

Summary:

Council owns freehold land situated at Railway Terrace, Boyne Valley. The land was previously offered by auction and subsequently listed with Calliope Real Estate for sale.

Council has received an offer to purchase land situated at Railway Terrace, Boyne Valley. In order to enter into the Contract of Sale Council must resolve that the exemption in s236(1)(a) of the Local Government Regulation 2012 applies to the proposed sale.

Link to Corporate Plan:

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

Background:

Council acquired freehold title of 9 vacant lots of land at Ubobo. Each parcel is approximately 900m².

A decision was made to dispose of the lots at auction and reserve price of \$30,000 was set and an auction was held by Boyne Valley Country Realty on 1 April 2017. There were no successful bidders that reached the reserve at auction.

Despite subsequent listings with Boyne Valley Country Realty and Calliope Real Estate, the land has not sold.

Recently, an adjoining landowner, Rebekah Day made an offer through Calliope Real Estate to purchase 3 of the lots, namely Lots 206, 213 and 214 on U7251 ("the Land") for the sum of \$72,000 and this was accepted by the Strategic Property team.

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This report seeks a resolution from Council that the exemption for the sale of Land in s236(1)(a) applies to the sale of the land so that officers can complete the sale of the land.

A valuation of the Land was obtained from independent valuer Acumentis Pty Ltd and the valuation report dated 23 March 2023 (as attached) concluded that the market value range would be between \$25,000 to \$35,000 for each lot, with a discount to this figure should there be a multiple purchases.

To date there have been no other offers from any other adjoining landowners or other people to purchase the Land.

Risk Management Summary:

The offer made by Rebekah Jayne Day can be revoked if not finalised leaving Council with the land.

Options and Opportunity Analysis:

Option 1 – The Officer’s Recommendation

Council agrees to accept the offer of \$72,000.00 for the Land. This would provide additional funds to Council as a lump sum payment and also provide additional revenue to Council through the payment of rates.

In order for Council to enter into the Contract and complete the sale, Council must resolve that the exemption in s236(1)(a) applies to the sale of the Land.

Option 2 – Reject the Officer

Council may elect to reject the offer and to offer the Land for sale by auction or tender.

Stakeholder Engagement:

Strategic Property Team, Calliope Real Estate, General Manager Assets and Environment, Manager Governance and Risk.

Legal and Regulatory Implications:

Freehold land is considered a valuable non-current asset. The Local Government Regulation 2012 (“LGR”) provides that Council must dispose of valuable non-current assets by Tender or Auction however exemptions are provided in s236 of the LGR.

Section 236(1)(a) of the LGR provides that a local government may dispose of a valuable non-current asset other than by tender or auction if:

- (a) the land was previously offered for sale by tender or auction but was not sold; and
- (b) Is sold for more than the highest tender or auction bid that was received.

Section 236(3) of the LGR further provides that a local government may only dispose of land or an interest in land under an exemption in s236 if the consideration for the disposal would be equal to, or more than, the market value of the land or the interest in land, including the market value of any improvements on the land.

The proposed sale meets the requirements of s236 of the LGR as:

1. The Land was previously offered for sale by auction in 2017;
2. Taking into consideration the location of the land and limited sales history, the offer made to purchase the Land is within the market value range where one considers that there should be a discount for multiple purchases.

Financial and Resource Implications:

The land's disposal will provide additional funds for Council and rate income into the future.

Anticipated Resolution Completion Date:

Should Council resolve in favour of the Officer's Recommendation, a sale of land contract can be executed, and will be subsequently settled in accordance with the terms of the Contract which is anticipated to be 50 days from the date of Contract.

Attachments:

1. Market value desktop assessment dated 23 March 2023 – Acumentis Pty Ltd

G/4.4. SEVENTEEN SEVENTY LOW PRESSURE SEWERAGE SYSTEM REVIEW

Responsible Officer: General Manager Assets and Environment & General Manager Finance
Governance and Risk

Prepared By: General Manager Finance Governance and Risk

Council Meeting Date: 19 December 2023

File Ref: CM7.2

Purpose:

To provide Councillors with an opportunity to review the findings of the service review with respect to delivery of the Low-Pressure Sewer Service (LPSS) used in Seventeen Seventy and to provide direction as to whether there is a need to amend delivery options to the subject properties.

Officer's Recommendation:

That Council resolve to maintain the current division of responsibilities with respect to the ownership and maintenance of on-premise pumps and associated equipment within the Low Pressure Sewer Service in Seventeen Seventy.

Summary:

Following a deputation from the Seventeen Seventy Sewerage Action Group (SSSAG) Councillors requested General Manager Assets & Environment to undertake a comprehensive review into the LPSS, and specifically the division of responsibility for ownership and maintenance of on-premise components. The review concluded that Council is compliant with legislation, and further the LPSS is a safe and reliable sewerage service.

There is no legal, regulatory or commercial need for an alternate position, however, there is an opportunity for Council to consider an option as to how on-premise components are maintained and replaced at end of life provided as Option 2.

Link to Corporate Plan:

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

Delivering Value - We work efficiently to deliver value for your rates.

Background:

Council made the decision in 2008 to construct the Seventeen Seventy LPSS to service the township and headland with a LPSS over gravity sewerage system due to both whole of life cost and environmental concerns associated with the installation and construction of such a system in the constrained footprint. Associated construction commenced in 2010 and the first LPSS pumps were installed in 2012.

Based on the Council resolution in 2008, the upfront capital costs associated with installing the individual pumping units were met by Council as part of the initial costs of the project, with the ongoing ownership including operation and maintenance transferred to the property owner. Council retained ownership and

operation and maintenance responsibility for the trunk infrastructure and downstream treatment plant and disposal system.

To date, Council has 78 connections with a further 20 properties not yet installed.

In response to feedback from property owners in Seventeen Seventy regarding the cost and reliability of the on-site pumping systems, Council officers revisited several options to address the community concerns in 2017 and 2018, with Council at the time resolving to reaffirm the 2008 decision. That decision led to a formal declaration in the Supreme Court of Queensland in September 2022 affirming the position regarding property owners taking all reasonable steps to maintain plumbing and drainage infrastructure on their premises to ensure proper operations.

Following the Supreme Court declaration, the SSSAG made a deputation to Council on 2 May 2023 with a decision made at the time to review the LPSS.

The review is summarised below within the Options and Opportunity Analysis. Broadly there are two options available to Council:

1. Resolve to affirm the current position; or
2. Transfer subject to conditions the responsibility of the on-premise components of the LPSS to Council.

Risk Management Summary:

Corporate Risk – Critical Asset Failure – Due to poor maintenance and condition monitoring there is a risk of critical asset failure leading to increased emergent and maintenance costs.

Corporate Risk – Financial Sustainability – Due to increased costs and inability to raise sufficient revenue this can lead to reduced levels of service, reduced livability, and increased costs to the community.

The operation of the Agnes Water and Seventeen Seventy Sewerage System has direct impacts on several operational risks. The consideration of expanding maintenance responsibilities under Option 2 would place increased pressure on Council's Financial Risks and Financial Sustainability. The rising cost of service would place increased expectation on Service Delivery both of which Council has a moderate appetite for residual risk.

Option 2 has reputational risk associated with it for which Council has a minimal appetite. The adoption of Option 2 would see positive community sentiment from up to 98 customers of the LPSS. There is also potential negative community sentiment associated with the adoption of varying levels of service for drainage infrastructure for the balance of Council infrastructure schemes and the increasing cost to serve.

Options and Opportunity Analysis:

The opportunity to review the level of service with respect to on-premise LPSS infrastructure has arisen due to the review conducted by the General Manager Assets and Environment.

That review considered the following:

- Miriam Vale Shire and Gladstone Regional Council's meeting reports regarding LPSS and declaration of service area
- GHD documentation provided to Council for omission or opportunity for clarification
- Council and Property Owners obligations and responsibilities under Water Supply (Safety & Reliability) Act 2008 (WSSR), Plumbing Act
- Inspection of the stormwater outlet at Butterfly Walk

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- Other Water Service providers approach to ownership and maintenance of on-property LPSS components
- Reviewed CSR data
- Liaised with Water Sector Policy & Legislation at Department of Regional Development, Manufacturing and Water (DRDMW)

The review did not include any additional information offered by SSSAG after their deputation.

LPSS versus Gravity sewer.

The case for LPSS in preference to conventional gravity was a straightforward one based on the topography, excavation requirements and the number of established properties involved when the decision was made to declare the service area.

The remaining useful life of the installed LPSS infrastructure of 60 years, as well as the constrained gravity alignment options caused by the established properties means it is still the prevailing economic and engineering choice. The replacement of the existing technology with Gravity system has not been considered for further review.

Connections, replacement pumps and reliability

The low-pressure sewerage units installed are Twin Stage Centrifugal OGP pumps (~1.8 Us, 1.5 kW) installed in a 1,100 L moulded polyethylene chamber. These units were selected based on suitability and robustness for high sand ingress risk. The electrical control panels installed were Aquatec oneSMART models.

Of the 78 connections installed, 25% or 20 pumps have been replaced to date within a 10-year period post installation.

In case of failure of any part of the system, the unit has in-built excess storage available that allows for continued, restricted use of the sewer system. In the worst-case scenario where the pump or electrical supply fails as the 'pump on' level is reached, approximately 400 litres of storage will still be available. This should be enough for about one day of average household use or up to two days with modified water use.

Local plumbers and liquid waste specialists were contacted for feedback on their experience of the system. Their responses, which are anecdotal rather than forensic, ranged from one or two calls in the last 12 months to 'spasmodic' and up to one call every two or three weeks at peak. Liquid Waste specialist estimates attending pump outs once or twice a year, across the entire scheme, at most.

Council's Water Southern team, who work closely with the local plumbers and electricians and know the systems well, confirmed that failures can generally be ascribed to routine maintenance not being undertaken or incorrect use.

Responsibilities under Water Supply (Safety and Reliability) Act

A key plank of SSSAG's concerns relate to Council compliance with and adherence to Water Supply (Safety and Reliability) Act 2008 (WSSR). Gladstone Regional Council declared the service area and resolved ownership in 2008 as follows:

08/542 It was moved by Cr Butler, seconded by Cr Cameron
"That Council:

1. Define the whole Town of Seventeen Seventy as a declared water and sewerage area; and
2. Council authorise the Chief Executive Officer to draft and execute appropriate agreements with owners for the installation of the low-pressure sewerage pump units on private property after which they become the owner of the unit and responsible for its replacement;
3. Council offer property owners who are required to upgrade the electrical wiring of their premises the option of a loan at the current interest rate, repayable over 5 years to undertake this work."

Carried

DRDMW's Manager, Water Sector Policy & Legislation wrote to SSSAG having received the submission the group previously provided to Minister for State Development, Infrastructure, Local Government and Planning, details of which were contained in the information provided to Councillors at SSSAG's deputation. The following advice was provided to the group:

.... Gladstone Regional Council is in the best position to determine how best to deliver the sewerage service, based on its current service area and network needs. Council is also the appropriate entity to determine the type of on-site infrastructure that is needed on your property to manage the LPSS.

No matter the sewer system in place, property owners are responsible for the maintenance and replacement of all the private on-site fittings, including mains connected water tanks and pipes on their property, up to the sewer connection point. If a leak or blockage is detected in these pipes, it is the property owner's responsibility to address this. This applies to all property owners in Queensland.

The Queensland Government does not have oversight or influence over Council's internal policies and procedures. As such, neither the Department nor the Minister can influence the decision about the use of a LPSS or direct Council to install a gravity system for your area or assume responsibility for the on-site component.

Responsibilities under Plumbing and Drainage Act

Each property owner has an obligation under section 74 of Queensland's Plumbing and Drainage Act 2018 to ensure that waste and water from a toilet or soil fixture in the owner's property is discharged into Council's sewerage system. Each property owner is also required under section 70(1) of that Act to take all reasonable steps to ensure all plumbing and drainage on the owner's property is kept in good condition and operates properly. This was confirmed in the Supreme Court determination by Justice Wilson.

With the current resolved position all residents of Council's declared sewerage service areas are treated equally, although the nature of the equipment in the property varies only for the residents connected to the LPSS.

Current Responsibilities and Responsibilities in other jurisdictions

Council is responsible for the scheduled installation and warranty period for the new low-pressure units. The customer is responsible after one year for the repair/ replacement of equipment as required. Notwithstanding that, Council resolved to provide one free replacement pump per customer once after the warranty expires.

There is a lack of consistency from Service Providers across the country in their approach to on-premise componentry. Most service providers take responsibility for the operation and maintenance, as detailed below. Other States have similar legislation to the Queensland's Plumbing Act specifying property owners' responsibilities. Some (e.g., Sydney Water) let customers choose whether they or the customer look after

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the pump and tank component (dependent on who pays for installation), others have changed position (SA Water).

Service Provider Operates and Maintains	Customer Owns and Maintains
Barwon Water	Bundaberg Regional Council
Bellingen Shire Council	Gladstone Regional Council
Clarence Valley Council	Northwest Water
Coffs Harbour City Council	Redlands City Council
East Gippsland Water	Queensland Urban Utilities
Eurobodalla Shire Council	South Australia Water (pre 2018)
Goulbourn Valley Water	Wannon Water -Dutton Way sewerage scheme
Hunter Water	Whitsunday Regional
Lauderdale PSC (Taswater)	
Richmond Valley	
South East Water	
Shoalhaven Water	
South Australia Water (post 2018)	
South Gippsland Water	
Sydney Water	
Tamworth Regional Council	
Wagga City	
Great Western Water	
Yarra Valley Water	
Cairns, Townsville, Mackay (CTM Water Alliance)	
Logan water alliance	

Easement versus Access

The inclusion of easements in the 2018 options analysis, and in considerations relating to the ownership of the system as far back as 2008 in Council reports could be said to driven from an abundance of caution to protect Council infrastructure as well as a desire to ensure that any arrangement was hard-coded to the property in case of sale or disposal. Acquiring the necessary easements added around \$500,000 to the Capital Expenditure modelling undertaken by GHD in 2019.

Council has a right to enter land under Section 36 of the WSSR to 'inspect, operate, change, maintain, remove, repair or replace a service provider's infrastructure at the place' this exists with respect to all infrastructure in all networks.

The review has concluded that easements are not a requirement or deciding factor in consideration of costs associated with changes in responsibility. Risks are mitigated by conditions contained in the recent revision of Council's Building over or near Council Infrastructure Policy (Policy P-2023-11). Both WSSR and Policy provide that that in the event customers have, without authorisation, impeded Council access causing unnecessary time and costs to access the LPSS infrastructure or caused damage that Council would seek reimbursement of costs.

It should be noted that in all property transfers, the LPSS is disclosed if a property search is done before sale.

Assertion of 'Existential Risk' to Environment and Health

The system, properly operated and maintained, is not unsafe and does not present a risk to the environment and human health as highlighted by its use in many jurisdictions both in Queensland, Australia and internationally.

The provision of pressure sewer systems in areas where topography make it preferable is common practice around the world, let alone in Australia. It is a proven, safe, and reliable sewerage system. There have been no issues with the nonreturns in the boundary kits which are council maintained.

Council installed the system as designed and exactly as other Water Service Providers have. SSSAG's assertion that Council has chosen to install the 'most failure prone' or complex elements on private property misunderstands the nature of the system. The systems are tested and if correctly used are not failure prone. The pump does, however, have a finite life, with a design life according to the manufacturer of approximately 10-15 years.

Aquatec, the Shepparton, Victoria based manufacturer and supplier of LPSS componentry has over 30 years' experience as a provider to the Australian Water Industry. The technology and the supply chain are well established.

The biggest risk associated with the on-premise pump equipment is that it is used contrary to its design parameters, or not maintained.

This evidence has been correlated with testimonies from Council's Team Leader Water Southern, external service providers and local builders who install or relocate systems as part of new builds and renovations.

The claim of sewage leak at Butterfly Walk was investigated. This is stormwater outlet which had some stagnant water at its mouth. There is no evidence of sewage discharging, CCTV investigations have provided evidence of some maintenance on the pipe.

Customer Service and administration of current arrangements

The review also considered CSR data, replacement logs and other correspondence relating to the administration of the current responsibilities. While new installations and warranty periods are generally trouble free there have been historic issues with accurate record keeping and responsiveness, which officers have identified and implemented improvements. At least one of these instances involved confusion around whether a replacement pump had been issued and caused the customer to incur unnecessary costs, which Council will refund.

Council was also happy to receive advice on improvements from DRDMW. This ensures that clarity is provided to the property owners that receive a sewerage service using LPSS. It includes a specific customer service standard for LPSS customers to outline the process for service connections under a LPSS. Content incorporates customer consultations, complaints, and dispute resolution, but more importantly, information on the responsibilities of both parties in maintaining this system effectively.

Outworking this and effecting improvements awaits Councillors decision on the division of responsibilities.

Review of Costs associated with Council assuming Operating & Maintaining responsibility on private property

In 2018 GHD provided modelling of operational and capital costs associated with several options, including the status quo, construction of a gravity system and the community's stated preference, taking over ownership and maintenance of the on-premise kit.

Council is already committed to capital costs for the remainder of installations (around 20 installations) and the one free pump that it resolved to pay for (50 pumps).

The operational and maintenance cost modelling was calculated on the basis that a plumber and a labourer would be called out at overtime rates to 100% of connections for two hours per unit per year, and that 100% of properties would require a pump out once per year. That would appear to be a conservative, worst case scenario, and seems to suggest that officers would attend every alarm.

As stated above, the need for easements is one that can be removed assuming Council has the appetite for the residual risk of damage or obstruction to its assets in other people's property.

Even with worst case scenario modelling, operational costs on a 100% pump out/call out were estimated at around \$53,500 per year for 80 units (2018 costs), reducing to less than half that if remote monitoring were employed. Whether that technology is used or not, a proactive approach to maintenance would ensure timely remediation or replacement and so reduce failures and costs.

Review outcome

Justice Wilson and DRDMW have established that Council can specify that property owners are responsible for maintaining and replacing its on-property components.

Whilst the matter legally is "settled" there remains a small but active community resentment of the LPSS as currently operated centred on the following points:

- Miriam Vale Shire Council set an expectation when it first declared the service area that it would own and maintain on property components, with this decision being superseded by later decisions of Gladstone Regional Council.
- The key differentiators of the LPSS system from other declared service area systems -
 - an integral component (macerator pump) with a design life that requires routine maintenance and capital replacement
 - another component with a level of technical complexity (controller) in advance of other on-premise systems
 - the requirement, albeit small, to incur electricity charges
- Paragraph 3 of Justice Wilson's judgement specifies that the Court has not determined, and makes no declaration about, who owns the pumping equipment.

A few potential actions were considered during the review with the aim of providing an outcome acceptable for the community (SSSAG and others), while maintaining the intent of the resolved position allowing all parties to draw a line and move forward. These included

- a one-off maintenance inspection of PLCs, pumps and floats and tanks at Council cost
- swapping out any faulty equipment/near end of life at Council cost
- engineering re-evaluation of commercial premises capacity, and any upgrades required at Council cost
- Prepare a new owner's manual and separate Customer Charter Letter and agreement to outline responsibilities

However, pumps will always need to be replaced. The likelihood that even this level of intervention, would satisfy the *next* time that a system requires maintenance or replacement or address the perceived injustice of the need to own and operate different on-premise components from the rest of the region, is slim. Indeed, it could further obfuscate delineation of responsibilities and limit the chances of successfully entering into an agreement with property owners to formalise the status quo responsibility.

Options

Considering the above review of the LPSS operations and its history that leaves two options for Council to consider:

Option 1 – "Maintain the current division of responsibilities with respect to the ownership and maintenance of on-premise pumps and associated equipment"

This option is supported by current resolution and practice across numerous local governments within Queensland and Australia and is supported by relevant delivery staff.

Councillors resolved to maintain the previous responsibilities in 2019. It should be noted that the resolution also delegated to Chief Executive Officer to draft and negotiate appropriate agreements with property owners for installation, ownership, operation and maintenance. To date, given the sentiment around and opposition to the scheme, this has not been outworked and agreements have not been entered into with any customers.

Option 2 – Council assume responsibility for operation and maintenance of on-premise LPSS infrastructure with conditions.

This option aligns with community expectations championed by the SSSAG group and with operational practice in other jurisdictions. There is concern from Council's Water Delivery team regarding capacity and outworking of this option, however, it is noted that if the rate of failure is low as attested by numerous operators in the plumbing and drainage fraternity in the Agnes Water / Seventeen Seventy area, then the workload can be appropriately planned and managed.

Council assuming responsibility for on-premise components would need to ensure that the delineation of responsibilities is clear and as such, conditions would need to be communicated via an agreement with property owners.

The agreement would clarify the following responsibilities:

- The owner is responsible for paying for the power consumption of the LPSS.
- The owner must gain approval from Council to relocate any components of the LPSS on the property and works undertaken at the owner's cost.
- Where change to site conditions including surface levels requires the pump and tank unit and/or property service line, maintained by Council to be relocated or altered, all alteration work/s are to be undertaken at the owner's cost. This includes any alterations to the power cable from the pump and tank unit to the main electrical switchboard for the house and pump control panel.
- Asset protection:
 - Owners must not, without Council's separate permission, cause or permit any structure to be built, or any filling to be placed that restricts operation or access to the on-premise components and that Council will recover the reasonable costs it incurs. Where there are any structures requiring demolition to reinstate access for maintenance or repair the owner will be responsible for all costs associated with any demolition and or re-instatement works, necessary to allow maintenance and or repair of the asset/s affected.
- Damage to asset
 - If owner or someone else for whom Council are not responsible for (e.g., visitors/short term lessees), damages the boundary valve kit, pump unit, control panel, electrical cabling or connecting pipe work, Council will arrange for the repairs and owners will be invoiced.
- Pump Damage
 - If, on inspection of a failed pump, it is ascertained that failure was caused by disposal of prohibited materials (e.g. glass, metal or metal filings, seafood shells, goldfish stones, nappies, socks, rags or clothes, wet wipes, plastic objects, sanitary napkins or tampons, kitty litter, explosives, flammable materials, lubricating oil and/or grease, strong chemicals, gasoline, diesel or gasoline, rainwater) owners will be invoiced.

An alternate recommendation for Option 2 would be:

“Council resolves to assume responsibility for on premise components of the Low-Pressure Sewer Scheme within Seventeen Seventy subject to an agreement being entered into by the land owner with the following conditions:

- (a) Energy consumption costs are the responsibility of the land owner;
- (b) Relocation of infrastructure and infrastructure alteration is at the land owners cost;
- (c) Land owners must not build over LPSS infrastructure without consent and any demolition and reinstatement cost is at land owners cost;
- (d) If the land owner or someone else for whom Council are not responsible for (e.g., visitors/short term lessees), damages the boundary valve kit, pump unit, control panel, electrical cabling or connecting pipe work, Council will arrange for the repairs and owners will be invoiced;
- (e) If a pump failure is ascertained to be as a result of prohibited materials the owners will be invoiced.”

Stakeholder Engagement:

Community Members, Seventeen Seventy Sewerage Action Group, Councillors, General Managers, Technical Experts including Queensland Water Directorate and relevant Government agencies, Plumbing and Drainage operators in Agnes Water / Seventeen Seventy and Council’s Water Southern Delivery Team.

Council’s Legal Team, Asset Planning, Water Delivery Team and Revenue Team will outwork as necessary if Option 2 is resolved.

Legal and Regulatory Implications:

Current operations are currently compliant with all relevant legislative and regulatory requirements, including but not limited to: Water Supply (Safety and Reliability) Act 2008; Plumbing and Drainage Act 2018; Environmental Protection Act 1994; and Local Government Act 2009.

There is no legislative impediment to Option 2 provided that relevant conditions are met.

Financial and Resource Implications:

Funding the current service level within Council’s sewer network in total is currently under significant price pressures which sees the current level of service underfunded by \$1.7m or \$58 per service in 2023/2024 in total, with the Agnes Water / Seventeen Seventy Scheme being the significant contributor to that with a \$2.1m loss.

A change of service level as considered in Option 2 and at a 50% exposure would equate to up to \$36,000 which is approximately \$391 an equivalent service in Seventeen Seventy or across the whole Agnes Water / Seventeen Seventy Scheme an additional \$21.72 per equivalent service.

The current access charge for the Agnes Water / Seventeen Seventy Sewerage Scheme is \$1,037 before discount.

Anticipated Resolution Completion Date:

31 March 2024

G/4.5. ROAD MAINTENANCE GUIDELINE

Responsible Officer: General Manager People and Strategy

Prepared By: Transformation Lead

Council Meeting Date: 19 December 2023

File Ref: CM26.11

Purpose:

To propose the repeal of the current Road Services – Levels of Service Maintenance Manual Part 3.

Officer's Recommendation:

1. Repeal the Road Services – Levels of Service Maintenance Manual Part 3 adopted on 07 July 2015 (resolution number G/5.2.4); and
2. Note it will be replaced with Gladstone Regional Council Road Maintenance Guideline (Attachment 2 to the officer's report).

Summary:

Current defects identified for road maintenance lacks adequate granularity for effective work planning and scheduling. Currently, the priority ratings are limited to two levels (P1 & P2) with a safety override. To align with industry standards, it is proposed to adopt a more comprehensive five-level defect rating scale (P1-P5).

As outlined in Part 3 of the Level of Service, the intervention levels have been updated to incorporate the new rating scale. This update includes additional defect types, clearly defined intervention levels, and corresponding practical response times. Importantly, despite these enhancements, there is no intention to modify the current adopted Road Hierarchy. The implementation of the Road Maintenance Guideline is designed to improve defect prioritisation and response without altering the established Road Hierarchy.

Roads priority levels play a pivotal role in optimising reporting by providing a structured framework for categorising and addressing issues. This systematic approach ensures efficient data collection, enabling us to streamline the reporting timeline. We anticipate being able to share compelling figures showcasing the benefits of these new priority levels over time. Road infrastructure inspections generate defects across a varying scale. These defects are documented in a defect log, forming a record of identified issues. At scheduled points in time, unresolved issues accumulate in a defect backlog. Which are programmed ensuring a systematic and efficient approach to maintenance.

Link to Corporate Plan:

- Delivering Value - We work efficiently to deliver value for your rates.

Background:

Intervention Levels and Priorities assist the Roads Program Delivery Team to ensure road maintenance is responded to within expected timeframes and in an order that prioritises road user safety, road usability, road deterioration, environmental and legislative requirements.

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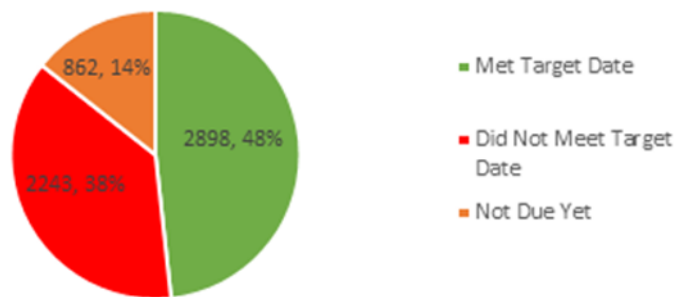
The improved prioritisation not only optimises task organisation but also enhances confidence in efficiently executing planned maintenance work.

On 7 July 2015, Council adopted the Road Services - Levels of Service Maintenance Manual Part 3 of 3 (2 other documents also in the series) that identifies Council’s current Road Intervention Levels and Priorities (Attachment 1).

The following issues are being experienced with the new Road Intervention Levels and Priorities:

- Limited ability to effectively plan and schedule required maintenance works because Council’s current priority levels combine all work into two (2) Priority ratings with a safety override. This at times can result in:
 - Missed hazardous/safety issues
 - Less important work being done first
 - Not meeting customer expectations
- Not meeting expected response times as, they can be unachievable and impractical e.g., have five (5) days to complete repair however it takes 10 days to get materials. Figure 1 provides data on Council’s current achievement rates for 2023.
- Defects lodged, however no corresponding defect type in current Level of Service documents.

Achievement of Target Dates for all work in 2023



The Works Delivery Improvement Program (WDIP) established a project to review the road intervention and priority levels and implement in the field by February 2024. The information in the document is technical, so additional work will be required outside this project to relay the relevant information to the community in a format that can be easily understood.

Key stakeholders, including all Roads Team Leaders, Asset Inspectors and required Subject Matter Experts, have been involved in workshops during the project to understand the issue, assist with development of intervention levels, response times and documentation plus provide expertise knowledge and technical information. The review has been completed and final approvals are being sought before it can be implemented into the system (Reflect) and used by Roads Program Delivery teams.

Comparison of Existing to Proposed

The key difference between existing and proposed intervention levels and priorities is summarised in the following tables.

Table 1: Comparison of Intervention Levels

	Existing	Proposed
Defect Categories	7	21
Priority Ratings	2	5
Range of response times	2 days – 24months	1 day – 12 months

Table 2: Comparison of Priority Ratings

Current Priorities (Range response times)	P1 (2 days -12 months)		P2 (5 days – 24 months)	Not currently captured	
Proposed Priorities (Range response times)	P1 Hazard (24hrs)	P2 (1-6 weeks)	P3 (1-12 months)	P4 (3-12 months)	P5 (4-12 months OR a trigger point)

Key points about the differences:

- Proposed system has overall shorter response range
- Less of a response time range per priority level for proposed
- Currently there are several P2 defects that would be classified P5 (proposed) that would not require action until it hits a trigger point instead of time based.
- Increase in number of defect descriptions
- More definition around the priorities

Risk Management Summary:

Currently hazardous and safety defects raised within *Reflect* database are assigned a P1 rating or a safety rating can be manually added in the system by the Team Leader or Asset Inspector. Potentially Resulting in hazardous defects not being adequately identified as higher priority to fix within a shorter time period.

Additionally, work is being prioritised based on when it was lodged rather than true importance due to the amount of overdue work.

Options and Opportunity Analysis:

Option One – Officer’s recommendation

Replace Levels of Service Maintenance Manual Part 3 of 3 with one (1) consolidated and updated document. The new document, *Gladstone Regional Council Road Maintenance Guideline*, outlines relevant technical data with expanded and updated information on defect identification and rectification time frames. The revised Intervention Levels/Response Times will allow Roads Team Leaders to effectively prioritise hazardous and safety defects whilst delivering works within a realistic and actionable response time.

Option Two – Do Nothing

The current Levels of Service Maintenance Manual Part 3 of 3 document will continue to be utilised. Improvement to completion of work within agreed response times will need to be critically reviewed and may mean some response times cannot be met ongoing. Planning and scheduling of road defect rectification works will continue to be challenging.

Stakeholder Engagement:

Key stakeholders including all Roads Team Leaders, Asset Inspectors and required Subject Matter Experts have been involved in workshops during the initiative to understand the issue, assist with development of intervention levels, response times and documentation plus provide expertise knowledge and technical information.

Legal and Regulatory Implications:

Nil

Financial and Resource Implications:

The work to update Reflect database with Intervention Level and Response Time matrix changes will be completed using Council's annual support subscription for Reflect (approx. \$9,000 per year). Funds are allocated in 23/24 FY operating budget (Roads Program Delivery).

Anticipated Resolution Completion Date:

- Within four (4) weeks of resolution – Asset Manager approve Gladstone Regional Council Road Maintenance Guidelines
- Within eight (8) weeks of resolution – Intervention and Priority levels in use by teams.

Attachments:

1. Road Services – Levels of Service Maintenance Manual Part 3
2. Draft Gladstone Regional Council Road Maintenance Guideline

G/4.6. COMMUNITY INVESTMENT PROGRAM - IMPACT, DESTINATION AND SIGNATURE EVENT APPLICATIONS

Responsible Officer: General Manager Community and Lifestyle

Prepared By: Community Investment Officer

Council Meeting Date: 19 December 2023

File Ref: GS3.1

Purpose:

The purpose of this report is to seek Council endorsement of the Community Investment Program panel's recommendations for applications submitted under the Impact, Destination and Signature event funds.

Officer's Recommendation:

That Council:

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

IMPACT EVENTS				
Application ID	Applicant	Event	Requested Amount	Recommended Amount
IMPACT002 -R1-22/24	Beast Training Centre	Gladstone Country Music Festival	\$25,000	0
IMPACT003 -R1-22/24	Mount Larcom & District Show Society	2024 Mt Larcom & District Show	\$25,000	\$18,900
IMPACT004 -R1-22/24	Gidarjil Development Corporation	1770 Cultural Connections Immersion Festival	\$25,000	\$18,000
IMPACT005 -R1-22/24	Discovery Coast Tourism & Commerce	Agnes Blues, Roots & Rock Festival	\$25,000	\$19,000
IMPACT006 -R1-22/24	CQ Capras Rugby League	Capras V PNG Hunters Event weekend	\$25,000	0
IMPACT007 -R1-22/24	Rainbow on the Reef	Rainbow on the Reef PRIDE 2024 Festival	\$20,000	\$10,000 cash / \$10,000 in-kind
IMPACT008 -R1-22/24	Gladstone Ports Corporation	2024 Port to Park Fun Run	\$5,000 cash / \$12,000 in-kind	\$4,250 cash / \$12,000 in-kind
IMPACTOO R-2-23/24	Gladstone Area Promotion & Development	1770 Pro Am Golf Tournament	\$25,000	\$19,125
			\$169,203 cash / \$12,000 in-kind	\$89,275 cash / \$22,000 in-kind

DESTINATION EVENTS				
Application ID	Applicant	Event	Requested Amount	Recommended Amount
DEST002R1-23/24	Discovery Coast Tourism & Commerce	1770 Festival	\$45,000	\$27,000
			\$45,000 cash	\$ 27,000 cash

SIGNATURE EVENTS				
Application ID	Applicant	Event	Requested Amount	Recommended Amount
SIG00001_23/24	Gladstone Festival & Events Association	Gladstone Harbour Festival	\$65,000 cash / \$95,000 in-kind	\$31,500 cash / \$95,000 in-kind
SIG00002_23/24	Boyne Tannum HookUp Association	Boyne Tannum Hookup 2024	\$50,000	\$31,500
SIG00003_23/24	Australian Radio Yachting Association	2024 International One Metre World Championship	\$100,000	\$63,000
SIG00005_23/24	Queensland Cruising Yacht Club	2024 Brisbane to Gladstone Yacht Race	\$50,000 cash / \$7,500 in-kind	\$37,800 cash / \$7,500 in-kind
			\$265,000 cash / \$102,500 in-kind	\$163,800 cash / \$102,500 in-kind

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 13 applications for funding through its Community Investment Program across the Impact, Destination and Signature event funding streams. The applications have been assessed by a Panel of Council Officers in line with Council's Community Investment Policy with a recommendation presented for Council's consideration.

Link to Corporate Plan:

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

Background:

The **IMPACT, DESTINATION & SIGNATURE EVENT FUNDS** are within the Community Celebration Fund. This overarching fund enables the development and delivery of initiatives and projects that facilitate community connection through events. Applications should demonstrate alignment to the following objectives:

- **Social & Community** drives social and community outcomes, including community pride and cohesion;
- **Destination** enhances the profile and appeal of the Gladstone Region;
- **Financial Sustainability** demonstrates financial sustainability;
- **Environmental Sustainability** demonstrates environmental sustainability;

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- **Economic Impact** generates economic activity in the Gladstone Region;
- **Overnight Visitation** attracts external visitation specifically generating overnight visitor expenditure.

IMPACT EVENTS

Impact Event funding provides support for events that demonstrate tourism and regional economy benefits and attract 2,500 to 5,000 participants, with 10% out-of-region visitors.

The following Impact Event applications have been received for consideration:

Application ID	Applicant	Event	Requested Amount
IMPACT002-R1-22/24	Beast Training Centre	Gladstone Country Music Festival	\$25,000
IMPACT003-R1-22/24	Mount Larcom & District Show Society	2024 Mt Larcom & District Show	\$25,000
IMPACT004-R1-22/24	Gidarjil Development Corporation	1770 Cultural Connections Immersion Festival	\$25,000
IMPACT005-R1-22/24	Discovery Coast Tourism & Commerce	Agnes Blues, Roots & Rock Festival	\$19,203
IMPACT006-R1-22/24	CQ Capras Rugby League	Capras V PNG Hunters Event weekend	\$25,000
IMPACT007-R1-22/24	Rainbow on the Reef	Rainbow on the Reef PRIDE 2024 Festival	\$20,000
IMPACT008-R1-22/24	Gladstone Ports Corporation	2024 Port to Park Fun Run	\$5,000 cash / \$12,000 in-kind
IMPACT00R-2-23/24	Gladstone Area Promotion & Development	1770 Pro Am Golf Tournament	\$25,000
Total Funding Requested			\$169,203 cash / \$12,000 in-kind

DESTINATION EVENTS

Destination Event funding provides support for events that are well established, well designed, and clearly demonstrate return on investment through building community pride, return visitation, increase regional profile, and generate economic stimulus. Events attract over 5,000 participants, with 15% out-of-region visitor attendance.

The following Destination Event application has been received for consideration:

Application ID	Applicant	Event	Requested Amount
DEST002R1-23/24	Discovery Coast Tourism & Commerce Inc.	1770 Festival	\$45,000
Total Funding Requested			\$45,000 cash

SIGNATURE EVENTS

Signature Event funding provides support for events that drive the primary criteria of the destination profile, economic impact and overnight visitor expenditure. Attracting visitors that invest in the region and target over 25% out-of-region visitor attendance.

The following Signature Event applications have been received for consideration:

Application ID	Applicant	Event	Requested Amount
SIG00001_23/24	Gladstone Festival & Events Association	Gladstone Harbour Festival	\$65,000 cash / \$95,000 in-kind
SIG00002_23/24	Boyne Tannum HookUp Association	Boyne Tannum Hookup 2024	\$50,000
SIG00003_23/24	Australian Radio Yachting Association	2024 International One Metre World Championship	\$100,000
SIG00005_23/24	Queensland Cruising Yacht Club	2024 Brisbane to Gladstone Yacht Race	\$50,000 cash / \$7,500 in-kind
Total Funding Requested			\$265,000 cash / \$102,500 in-kind

A brief overview of each application is provided below:

APPLICATION: IMPACT002-R1-23/24	
Organisation	Beast Training Centre
Event Title	GLADSTONE COUNTRY MUSIC FESTIVAL
Event Date	06/04/24 - 07/04/24
Event Description	This new event is a festival with entertainment and country music artists performing at the Gladstone showgrounds. The festival side of the event is free entry, complete with food vendors, market stalls and carnival rides.
Projected Attendees	5,825
Entry Fee / Free Event	Entry Fee - \$80 Adult / Free entry to rides, food and markets
Total Project Cost	\$300,000
Total Amount Requested	\$25,000
Funding Expenditure	Headline Act
Previous Funding Received	\$0
Panel Commentary	The application is very brief and did not demonstrate how the event will address the key funding criteria and would have been greatly strengthened with supporting data, further information, projections, etc. Whilst the event has potential, it lacks thorough planning/research. It is recommended that the applicant reapply in future years, including further evidence and statistical data.
Panel Recommendation	Application unsuccessful.

APPLICATION: IMPACT003-R1-23/24	
Organisation	Mt Larcom & District Show Society
Event Title	MT LARCOM SHOW
Event Date	22/06/24 - 23/06/24
Event Description	The Mt Larcom Show offers activities and competitions with an agricultural focus, plus a variety of food vendors, market stalls and a variety of entertainment. The event has been running annually for c.104 years.
Projected Attendees	14,220
Entry Fee / Free Event	Entry Fee – Adult \$15
Total Project Cost	\$244,830
Total Amount Requested	\$25,000
Funding Expenditure	Media and advertising, plus free face painting and kids balloons
Previous Funding Received	2021 \$15,000 / 2022 \$25,000 / 2023 \$25,000
Panel Commentary	A well supported community event that drives social and economic outcomes for the region. The application could be strengthened with supporting data and further details and justification. The event provides high community value for a low entry fee. It is recommend the applicant could consider removing the free face painting and balloons for children (suggest a user pays approach).
Panel Recommendation	Partial funding of requested amount, \$18,900.

APPLICATION: IMPACT004-R1-23/24	
Organisation	Gidarjil Development Corporation Limited
Event Title	1770 CULTURAL CONNECTIONS IMMERSION FESTIVAL
Event Date	05/10/24 - 06/10/24
Event Description	The festival highlights the history, culture, contributions, and achievements of the Aboriginal and Torres Strait Islander peoples in the region through workshops, music and cultural performances, arts/crafts, food stalls and markets. The event has been running annually since 2020.
Projected Attendees	6,104
Entry Fee / Free Event	Free Entry
Total Project Cost	\$225,000
Total Amount Requested	\$25,000
Funding Expenditure	Advertising, Entertainment, Artists & Accommodation
Previous Funding Received	2020 \$22,000 / 2021 \$34,650 / 2022 \$49,500 / 2023 \$21,250
Panel Commentary	The event is of great benefit to the community and drives several social and community outcomes, particularly cultural awareness and understanding. The application would be strengthened with supporting documentation and data regarding the financial sustainability and economic impacts of the event. The high attendance figures and free entry are noted. The applicant could consider whether marketing support is available through the Queensland Destination Event Program.
Panel Recommendation	Partial funding of requested amount, \$18,000.

APPLICATION: IMPACT005-R1-23/24	
Organisation	Discovery Coast Tourism & Commerce Inc.
Event Title	AGNES BLUES, ROOTS & ROCK FESTIVAL
Event Date	16/02/24 - 18/02/24
Event Description	The festival offers live blues, roots and rock music across two stages, performer-led workshops, and a variety of food vendors and market stalls. The event has been running annually since 2008.
Projected Attendees	3,316
Entry Fee / Free Event	Entry Fee – Adult from \$130-\$185
Total Project Cost	\$342,300
Total Amount Requested	\$25,000
Funding Expenditure	Hire of main marquee structure
Previous Funding Received	2020 \$20,000 / 2021 \$24,000 / 2023 \$17,250
Panel Commentary	This is a strong application with a sound explanation of the project and how it will draw people to the region, generate economic activity, increase community pride and remain environmentally friendly. There is strong supporting evidence that the event is well received by the community and beyond. It is acknowledged there is a considerable entry fee and the original application request was increased due to losing funding elsewhere. Potentially this could be absorbed by event profit or amendment to ticketing.
Panel Recommendation	Partial funding of requested amount, \$19,000.

APPLICATION: IMPACT006-R1-23/24	
Organisation	CQ Capras Rugby League Limited
Event Title	CAPRAS Vs PNG HUNTERS EVENT WEEKEND
Event Date	23/02/24 - 25/02/24
Event Description	The objective of the weekend is to provide an interactive experience with the Capras Rugby team, on and off the field through entertaining and educational clinics for the Gladstone region, plus a main game between CQ Capras v PNG Hunters. This is a one-off event for 2024.
Projected Attendees	2,934
Entry Fee / Free Event	Entry Fee – Adult \$10
Total Project Cost	\$66,800
Total Amount Requested	\$25,000
Funding Expenditure	Travel, accommodation and meals hosting the PNG Hunters
Previous Funding Received	\$0
Panel Commentary	The responses lacked sufficient detail and could have been strengthened through the use of examples and statistical data on the economic activity from previous events to demonstrate how this will compare to the planned event. The event has potential to deliver social and community outcomes. The applicant should consider a response to each of the selection criteria and work with GAPDL to gather information on economic impact.
Panel Recommendation	Application unsuccessful.

APPLICATION: IMPACT007-R1-23/24	
Organisation	Rainbow on the Reef
Event Title	RAINBOW ON THE REEF PRIDE FESTIVAL
Event Date	07/06/24 - 09/06/24
Event Description	The festival aims to cultivate a culture of pride in identity and diversity through a variety of events and a fair day at GPC parklands with local artists, performers, information stalls and activities. The event has been running annually since 2022.
Projected Attendees	4,500
Entry Fee / Free Event	Fair Day is Free / Bingo Event – Adult \$30
Total Project Cost	\$61,300
Total Amount Requested	\$20,000
Funding Expenditure	Stage, Audio, Shade Structures, Local Entertainers and Advertising
Previous Funding Received	2022 \$15,000 / 2023 \$19,125
Panel Commentary	An important event that celebrates pride and connects LGBTQIA+ community to services, generates overnight visitation to the Gladstone Region and drives social and community outcomes. The event is growing every year and has no entry fee to attend.
Panel Recommendation	Partial funding of requested amount, \$10,000 cash, plus \$10,000 in-kind.

APPLICATION: IMPACT008-R1-23/24	
Organisation	Gladstone Ports Corporation Limited
Event Title	PORT TO PARK FUN RUN
Event Date	18/08/24
Event Description	The event is a fun run for all ages and abilities that promotes healthy lifestyles. Funds raised are injected back into regional schools and a selected community beneficiary. The event has been running annually since 2021. Prior to this the event was the Botanic to Bridge Fun Run and was held for 10 years.
Projected Attendees	2,840
Entry Fee / Free Event	Entry Fee – Adult \$25
Total Project Cost	\$288,930
Total Amount Requested	\$5,000 cash and \$12,000 in-kind
Funding Expenditure	Videography and LED Message Boards
Previous Funding Received	2018 and 2019 in-kind \$15,600 per year 2021 in-kind \$15,000 2022 in-kind \$10,000 & cash \$11,366 2023 in-kind \$12,000 & cash \$5,000
Panel Commentary	This application demonstrates a worthy community event with local fundraising benefits. Minimal entry fee with excellent community value. The application could be improved by trying to grow the events appeal outside of Gladstone to encourage the participation and interest from non-locals. The application could be strengthened by demonstrating overnight visitation and environmental initiatives.
Panel Recommendation	Full funding of requested amount, \$4,250 cash, plus \$12,000 in-kind.

APPLICATION: IMPACTOOR-2-23/24	
Organisation	Gladstone Area & Promotion Development Ltd
Event Title	1770 PGA LEGENDS PRO AM GOLF TOURNAMENT
Event Date	28/06/24 - 30/06/24
Event Description	The 1770 annual golf tournament is a highlight on the Australian PGA Legends Tour to be broadcast on Fox Sports and Kayo with the potential as being listed as an Australian 9-Hole Title event. The event has been running annually since 2022.
Projected Attendees	250
Entry Fee / Free Event	Amateur players \$50 per day / Professional players are free through the PGA / Spectators free entry
Total Project Cost	\$70,000
Total Amount Requested	\$25,000
Funding Expenditure	Fox Sports - 30 min episode on either Tour the Greens or How Good is Golf
Previous Funding Received	\$0
Panel Commentary	The application provides an opportunity for the Gladstone Region to be showcased across the nation; increasing community pride and enhancing the appeal of the region. The application could be strengthened with facts, figures and outcomes of previous events to demonstrate overnight visitation and economic impacts. The leverage and potential destination profiling of a FOX/Kayo broadcast is significant.
Panel Recommendation	Partial funding of requested amount, \$19,125.

APPLICATION: DEST002-R1-23/24	
Organisation	Discovery Coast Tourism & Commerce Inc.
Event Title	1770 FESTIVAL
Event Date	24/05/24 - 26/05/24
Event Description	The festival is held at the time of year when Lt Cook and his Endeavour crew came ashore to the Town of 1770. The festival offers a variety of indigenous performances, live entertainment, fireworks, a street parade, food vendors and markets stalls. The event has been running annually since 1992.
Projected Attendees	4,774
Entry Fee / Free Event	Free Entry
Total Project Cost	\$111,410
Total Amount Requested	\$45,000
Funding Expenditure	Equipment Hire and Marketing
Previous Funding Received	2021 \$50,000 / 2022 \$35,000 / 2023 \$30,000
Panel Commentary	Whilst the event attendance does not quite fit into the Destination Event category, the responses are strong with proven data to support out of region visitation. The event is of great benefit to the community and has strong supporting statistical data that demonstrates associated economic outcomes. The event also drives social and community outcomes and is taking strong measures to be environmentally friendly. The applicant could consider whether marketing support is available through the Queensland Destination Event Program.
Panel Recommendation	Partial funding of requested amount, \$27,000.

APPLICATION: SIG0001-23/24	
Organisation	Gladstone Festival & Events Association Inc.
Event Title	GLADSTONE HARBOUR FESTIVAL
Event Date	28/03/24 - 31/03/24
Event Description	The event offers live entertainment and shows at the GPC marina main stage, a raft race, carnival rides, food vendors, market stalls, novelty activities and fireworks. The event has been running annually since 1963.
Projected Attendees	60,830
Entry Fee / Free Event	Free Entry
Total Project Cost	\$451,000
Total Amount Requested	\$65,000 cash and \$95,000 in-kind
Funding Expenditure	Cash - Entertainment In-kind - Stage, GECC staff & audio equipment
Previous Funding Received	2021 \$44,500 cash & \$70,000 in-kind 2022 \$45,000 cash & \$85,000 in-kind 2023 \$37,500 cash & \$85,000 in-kind
Panel Commentary	A prominent signature event for families in the region with free entry. It is recommend that a reduction in spending on Saturday night entertainment could make the event more sustainable. The application aligns with Council's social and community objectives. The application could be greatly strengthened with supporting documentation and evidence on financial sustainability and the marketing approach that will be taken to attract external visitation.
Panel Recommendation	Partial funding of requested amount, \$31,500 cash, plus \$95,000 in-kind.

APPLICATION: SIG0002-23/24	
Organisation	Boyne Tannum HookUp Association Inc.
Event Title	BOYNE TANNUM HOOKUP
Event Date	03/05/24 - 05/05/24
Event Description	The event is a family fishing competition drawing local, interstate and international competitors with a festival type atmosphere with food vendors and live entertainment. The event has been running annually since 1995.
Projected Attendees	31,683
Entry Fee / Free Event	Competition Entry Fee \$44-\$99 / Free Entry Entertainment / Food
Total Project Cost	\$540,310
Total Amount Requested	\$50,000
Funding Expenditure	Marketing, Advertising and Equipment Hire
Previous Funding Received	2019, 2020, 2021 \$30,000 per year 2022 \$25,000 2023 \$50,000
Panel Commentary	The Boyne Tannum Hook Up is an event that fosters community cohesion and stimulates interest in the Gladstone Region as a premier fishing destination. Digital marketing and social media promote the Gladstone Region extensively. The applicant could consider whether marketing support is available through the Queensland Destination Event Program.
Panel Recommendation	Partial funding of requested amount, \$31,500.

APPLICATION: SIG0003-23/24	
Organisation	Australian Radio Yachting Association
Event Title	INTERNATIONAL ONE-METRE WORLD CHAMPIONSHIP
Event Date	19/10/24 - 29/10/24
Event Description	The event offers radio control sailors from around the world to compete for the World Championship. The on-water racing experience draws in spectators, support crews, volunteers, plus online viewers to the streaming platform. This is a one-off event for 2024.
Projected Attendees	6,269
Entry Fee / Free Event	Competition Entry Fee \$750 / Spectators & Visitors Free Entry
Total Project Cost	\$257,000
Total Amount Requested	\$100,000
Funding Expenditure	Live Streaming (70%) and Event and Audio Equipment Hire (30%)
Previous Funding Received	\$0
Panel Commentary	This is a strong application that presents a unique opportunity for Gladstone to be showcased on a global scale, enhancing the profile and appeal of the Gladstone Region. The criteria doesn't quite meet Signature event level. However, promotion of the region as a destination is of value. The live streaming cost is considerable.
Panel Recommendation	Partial funding of requested amount, \$63,000.

APPLICATION: SIG0005-23/24	
Organisation	Queensland Cruising Yacht Club Inc
Event Title	BRISBANE TO GLADSTONE YACHT RACE
Event Date	29/03/24 - 31/03/24
Event Description	The QCYC Brisbane to Gladstone yacht race is a 308 nautical mile ocean classic sailing event live streamed and complements the annual events in Gladstone over the Easter Holiday Weekend The race has been running annually since 1949.
Projected Attendees	30,553
Entry Fee / Free Event	Competition Entry Fee \$28,000 / Spectators & Visitors Free Entry
Total Project Cost	\$151,250
Total Amount Requested	\$50,000 cash and \$7,500 in-kind
Funding Expenditure	Live Stream and Event Office Equipment Hire
Previous Funding Received	2021 \$66,000 / 2022 \$60,000 / 2023 \$88,000
Panel Commentary	With the first B2G Yacht Race dating back to 1947, it is clearly a well-received event by the community that promotes community pride and cohesion. The application could be greatly strengthened with statistics of past events, visitation numbers, social media outcomes and demonstration of financial sustainability. The live streaming cost is considerable but the applicant has reviewed existing arrangements and as a result requested <i>less</i> funding to provide this service.
Panel Recommendation	Partial funding of requested amount, \$37,800 cash, plus \$7,500 in-kind.

Risk Management Summary:

Applicants are invited to apply under an Expression of Interest (EOI) process for the Impact, Destination and Signature event funding. EOIs are called once per year and published on Council’s website.

Council will negotiate the funding level of financial or in-kind support with community value aligning with the fund objectives. This process will allow Council to achieve more of a partnership approach that achieves the most equitable outcome to the community within the designated fund budget.

In accordance with the Community Investment Policy (P-2023-10) the eligible applications have been assessed by a Panel.

Options and Opportunity Analysis:

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

The Panel assessed all applications individually and then came together for the Moderation Process, facilitated by the Manager Community Partnerships.

Options for consideration include:

1. Endorse the officer recommendation
2. Endorse alternative funding

Option 1: Endorse the Officer Recommendation - the Panel has made recommendations for funding based on budget allocation.

Application ID	Applicant	Event	Recommended Funding
IMPACT002-R1-22/24	Beast Training Centre	Gladstone Country Music Festival	0
IMPACT003-R1-22/24	Mount Larcom & District Show Society	2024 Mt Larcom & District Show	\$18,900
IMPACT004-R1-22/24	Gidarjil Development Corporation	1770 Cultural Connections Immersion Festival	\$18,000
IMPACT005-R1-22/24	Discovery Coast Tourism & Commerce	Agnes Blues, Roots & Rock Festival	\$19,000
IMPACT006-R1-22/24	CQ Capras Rugby League	Capras V PNG Hunters Event weekend	0
IMPACT007-R1-22/24	Rainbow on the Reef	Rainbow on the Reef PRIDE 2024 Festival	\$10,000 cash / \$10,000 in-kind
IMPACT008-R1-22/24	Gladstone Ports Corporation	2024 Port to Park Fun Run	\$4,250 cash / \$12,000 in-kind
IMPACTOOR-2-23/24	Gladstone Area Promotion & Development	1770 Pro Am Golf Tournament	\$19,125
DEST002R1-23/24	Discovery Coast Tourism & Commerce	1770 Festival	\$27,000
SIG00001_23/24	Gladstone Festival & Events Association	Gladstone Harbour Festival	\$31,500 cash / \$95,000 in-kind

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SIG00002_23/24	Boyne Tannum HookUp Association	Boyne Tannum Hookup 2024	\$31,500
SIG00003_23/24	Australian Radio Yachting Association	2024 International One Metre World Championship	\$63,000
SIG00005_23/24	Queensland Cruising Yacht Club	2024 Brisbane to Gladstone Yacht Race	\$37,800 cash / \$7,500 in-kind
TOTAL BUDGET \$280,000 cash			\$280,075 cash
TOTAL BUDGET \$151,500 in-kind			\$124,500 in-kind

Option 2: Endorse alternative funding

Application ID	Applicant	Event	Recommended Funding
IMPACT002-R1-22/24	Beast Training Centre	Gladstone Country Music Festival	
IMPACT003-R1-22/24	Mount Larcom & District Show Society	2024 Mt Larcom & District Show	
IMPACT004-R1-22/24	Gidarjil Development Corporation	1770 Cultural Connections Immersion Festival	
IMPACT005-R1-22/24	Discovery Coast Tourism & Commerce	Agnes Blues, Roots & Rock Festival	
IMPACT006-R1-22/24	CQ Capras Rugby League	Capras V PNG Hunters Event weekend	
IMPACT007-R1-22/24	Rainbow on the Reef	Rainbow on the Reef PRIDE 2024 Festival	
IMPACT008-R1-22/24	Gladstone Ports Corporation	2024 Port to Park Fun Run	
IMPACT009-R1-22/24	Gladstone Area Promotion & Development	1770 Pro Am Golf Tournament	
DEST002R1-23/24	Discovery Coast Tourism & Commerce	1770 Festival	
SIG00001_23/24	Gladstone Festival & Events Association	Gladstone Harbour Festival	
SIG00002_23/24	Boyne Tannum HookUp Association	Boyne Tannum Hookup 2024	
SIG00003_23/24	Australian Radio Yachting Association	2024 International One Metre World Championship	
SIG00005_23/24	Queensland Cruising Yacht Club	2024 Brisbane to Gladstone Yacht Race	
TOTAL			

Stakeholder Engagement:

As detailed within the Community Investment Policy, the delegated assessment panel were consulted and in agreement of the recommendations made to Council in this report.

Legal and Regulatory Implications:

The applications have been assessed against the Community Investment Program Policy (P-2023-10) and published event 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:

Within the 2023/2024 budget, Council allocated \$280,000 to the Impact, Destination and Signature event group.

Upon endorsement of the officer's recommendation the Impact, Destination and Signature Events funds for 2023/24 will be expended.

Anticipated Resolution Completion Date:

09 January 2024

Attachments:

1. CONFIDENTIAL – Impact Destination and Signature Events – Score Matrix
2. CONFIDENTIAL – Impact Fund Score Report – Beast Training
3. CONFIDENTIAL – Impact Fund Score Report – Mt Larcom Show Society
4. CONFIDENTIAL – Impact Fund Score Report – Gidarjil
5. CONFIDENTIAL – Impact Fund Score Report – Discovery Coast Tourism
6. CONFIDENTIAL – Impact Fund Score Report – Capras Rugby
7. CONFIDENTIAL – Impact Fund Score Report – Rainbow on the Reef
8. CONFIDENTIAL – Impact Fund Score Report – Gladstone Ports Corporation
9. CONFIDENTIAL – Impact Fund Score Report – GAPDL
10. CONFIDENTIAL – Destination Fund Score Report – Discovery Coast Tourism
11. CONFIDENTIAL – Signature Event Score Report – Gladstone Festival and Events
12. CONFIDENTIAL – Signature Event Score Report – Boyne Tannum Hookup Assoc
13. CONFIDENTIAL – Signature Event Score Report – Aus. Radio Yachting Assoc
14. CONFIDENTIAL – Signature Event Score Report – Qld Cruising Yacht Club

G/4.7. ANIMAL INSPECTION PROGRAM

Responsible Officer: General Manager Customer Experience

Prepared By: Manager Local Laws

Council Meeting Date: 19 December 2023

File Ref: LE2.1

Purpose:

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 on Regulated Dogs and unregistered dogs that were registered in the previous registration period to identify if these dogs are being kept and registered in accordance with the 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 2023 for the period 01 February 2024 to 30 July 2024.

Link to Corporate Plan:

Delivering Value - We work efficiently to deliver value for your rates.

Summary:

The Local Law team would like to continue with the Animal Inspection Program as in previous years with the addition of specific inspections relating to currently declared dogs in the region.

The Program is scheduled to run from February to July 2024 and will include a comprehensive communication plan.

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.

Pursuant to section 111 of the *Animal Management (Cats and Dogs) Act 2008* (the Act), an authorised person may enter places under an approved program (an approved inspection program) to ensure that the dog is being kept as per the conditions of a Dangerous Dog Declaration, Menacing Dog Declaration, Restricted Dog Permit or Compliance Notice.

In this application, it is proposed to undertake a systematic inspection program with Authorised Officers who will be pursuing enquiries with owners who had dogs registered in 2022/2023 and have not renewed registration for the current registration period 2023/2024 as well as annual inspections of dogs registered with Council as a Regulated Dog to ensure that they are complying and being kept as per the conditions of their notice.

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The program will be conducted by Authorised Officers visiting, and if necessary, entering yards of premises to determine if dogs are being kept, if Regulated Dogs are being kept as per conditions of their notice, and if these dogs are registered.

Council issues two Annual Animal Registration Renewal Notices (an initial renewal notice and an overdue reminder renewal notice) to animal owners that had previously registered an animal in 2022/2023 reminding them to renew their animal registration for 2023/2024.

Additionally, Council undertakes an Annual Communication Plan which involves Social Media posts, Media Releases, Public Notices and use of Council's Web Promotional Banner to remind animal owner's that Council's Annual Registration Renewal is in effect and that it is the responsibility of the animal owner to notify Council of any change of address.

The Overdue Reminder Notices for the Annual Animal Renewal Registration Period also include a reminder that Council undertakes an Annual Animal Inspection Program each year and that animal owners will receive a fine if found that the animal is still residing at their property unregistered and that they will receive a further higher fine and possible legal action if their animal remains unregistered.

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 2024 and concluding on 30 July 2024. The program will extend to all areas of the Gladstone region and a copy of the program is attached.

The programs seek to meet Council's obligation of enforcement of registration and renewal of registration and microchipping of dogs.

Risk Management Summary:

Council has a responsibility to enforce animal registration and ensure that regulated dogs are being kept in accordance with their conditions which contributes to an effective animal management program and overall safety to the community.

Accurate registration 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.

Options and Opportunity Analysis:

Shown below are the **dog registration figures** for the last five consecutive registration periods. The first column is the Current Registration Period and has not undergone the Animal Inspection Program. Figures are calculated from the 1 October to 30 September annually, so that the Early Bird Discount Registration Renewals paid for the upcoming periods are included.

	01/10/23 to 05/12/23	01/10/22 to 30/09/23	01/10/21 to 30/09/22	01/10/20 to 30/09/21	01/10/19 to 30/09/20
Renewal Notices Issued	12033	12199	11700	12168	12218
Renewals Paid	9057	10609	9461	10936	9867
New Registrations	431	1863	2050	1703	1556
Total Dogs Registered	9488	12472	11511	12639	11423
Overdue Notices Issued	3145	3721	3153	1348	2996

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.

Stakeholder Engagement:

The program will be advertised in the 12 January 2024 edition of Gladstone Today, subject to resolution by Council. It will also be advertised on Council's website for the duration of the program.

Prior to the program, the public will be advised via Media Release and Social Media platforms 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. Media releases will include the amount of fines as was issued in registration notices and reminder notices.

A series of reminder texts and emails will be sent to dog owners in January 2024 who have not registered, despite receiving second reminders in December 2023.

Legal and Regulatory 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.

Pursuant to section 113 of the Act, Council may, by resolution, approve a program under which an authorised person may enter a place to monitor compliance with the Act or an aspect of the Act.

Enforcement action is considered appropriate given the high numbers of people 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 reason for failing to do so. Enforcement will also extend to those who have failed to microchip, 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.

Anticipated Resolution Completion Date:

30 July 2024

Attachments:

1. Animal Inspection Program 2024

G/4.8. MEMORIAL PLAQUE ON A COUNCIL ASSET - JIM AND EDITH MILLS

Responsible Officer: General Manager Customer Experience

Prepared By: Manager Customer Solutions

Council Meeting Date: 19 December 2023

File Ref: CR13.1

Purpose:

For Council to consider a request to install a memorial plaque to a seat located in ANZAC Park, Gladstone.

Officer's Recommendation:

That Council approve the application to install a Memorial Plaque dedicated to Jim and Edith Mills onto a seat located in ANZAC Park, Gladstone.

Summary:

Council received an application to install a Memorial Plaque to commemorate Jim and Edith Mills for a lifetime of service to the Gladstone Community. The application has been assessed against criteria within the administrative process and it has met the required criteria.

Link to Corporate Plan:

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

Background:

Jim served the community for over 38 years holding several positions including President 3 times in the Gladstone Rotary Club, he was a Life Member of the Gladstone Amateur Swimming Club and Treasurer of the Chamber of Commerce.

Edith served in the Women's Auxiliary Air Force (WAAF) during WWII, she was President of the Gladstone Ladies Bowling Club and Rotary Anne President many times, she was also a member of the Gladstone Musical Society.

Both Jim and Edith were awarded the coveted Paul Harris Fellowship.

Risk Management Summary:

The application has been assessed against administrative criteria and meets the criteria.

Options and Opportunity Analysis:

Option 1 – Approve

The application has been assessed against administrative criteria below and meets the criteria.

	Comply	Comment
Personal memorial shall only commemorate a person who is no longer living.	Compliant	Both Jim and Edith Mills have passed
Evidence person has long history within the region or significant contributions or strong connection to the local government area	Compliant	Jim and Edith have a history in the region from early childhood where they then contributed extensively to the community as detailed above.
Letter from family if applicant is not a family member	Not Applicable	Applicant/s are daughter and son.
Proposed plaque wording and layout	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> DEDICATED TO THE MEMORY OF JIM and EDITH MILLS Lifetime Service to Our Community </div>	Plaque dimensions - Aluminum, 200mm wide and 100mm high, silver with black text.
Proposed location of plaque	A seat in ANZAC Park located on the corner of Tank and Goondoon Streets Gladstone	See area marked in yellow in Figure one



Figure One: Aerial view of location

Option 2 – Decline the application

Stakeholder Engagement:

During development of the administrative process, the Parks Program Delivery team was consulted. Parks granted approval only for memorial plaques to be installed to park furniture such as a bench seat or shelter at a Council Park.

Legal and Regulatory Implications:

Installation and maintenance of the plaque will be in line with Councils standard process for maintenance of assets and by their nature it is considered plaques do not present additional risk to public.

Financial and Resource Implications:

Administration costs, cost of plaque and installation of plaque is borne by the applicant. Should the plaque be stolen or vandalised, one replacement plaque will be supplied by Council. Subsequent replacements of plaques will be via application and payment of associated replacement fees.

Anticipated Resolution Completion Date:

If approved - Six months from resolution date pending payment of plaque fees by applicant.

Attachments:

1. CONFIDENTIAL – Application – Memorial Plaque on Council Asset – Jim and Edith Mills

G/4.9. NAMING OF COUNCIL ASSET INFRASTRUCTURE - ELIZABETH JEFFERY (BETH)

Responsible Officer: General Manager Customer Experience

Prepared By: Manager Customer Solutions

Council Meeting Date: 19 December 2023

File Ref: CR13.1

Purpose:

For Council to consider a request to add the name Beth Jeffery, to the Approved Place Name Register and utilise on Council Asset "Bridge" located within the Tom Jeffery Memorial Park, Agnes Water.

Officer's Recommendation:

That Council:

1. Approves the application to add name Beth Jeffery to the Approved Place Names Register; and
2. Use the name Beth Jeffery to name the bridge located in Tom Jeffery Memorial Park.

Summary:

Council received an application to add and utilise the name Beth Jeffery to name the bridge located within Tom Jeffery Memorial Park. The application has been assessed against Council's Naming of Infrastructure Corporate Standard and Policy and it has met the required criteria. The relevant departments within Council have been consulted in relation to the application and have provided no objection to the proposal.

Through processing this application the original name requested included symbols which although are not specifically noted in the Corporate Standard as not being accepted in spelling and form they create difficulty in expressing them verbally. The applicant was contacted in relation to this where they decided to move forward with the name Beth Jeffery as this is what the person was known by in the community.

Link to Corporate Plan:

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

Background:

Tom and Beth Jeffery were early local settlers in the area. They purchased the freehold of Agnes Water in 1945 and continued to own it until the late 1970's. Beth Jeffery played a huge part in running the property and assisting holidaymakers in the area.

Risk Management Summary:

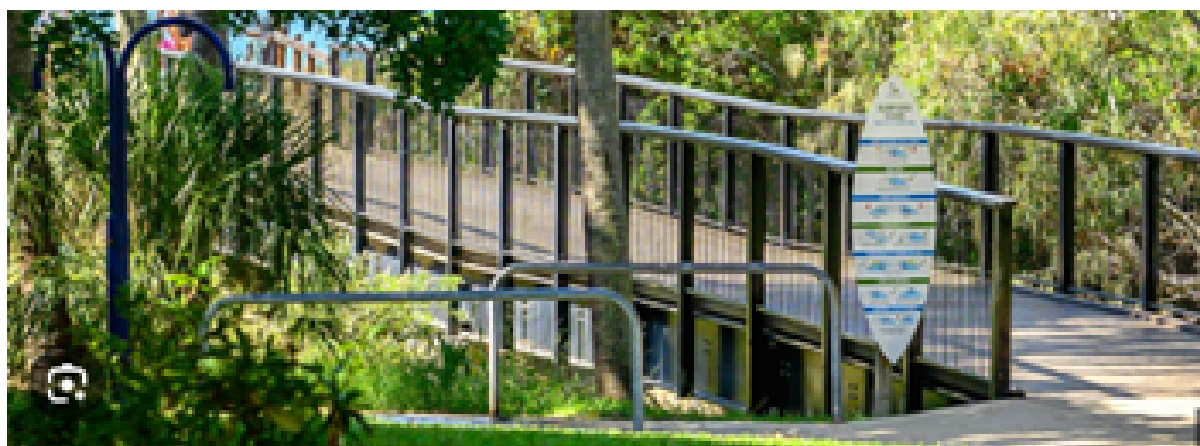
This application has undergone the application process as outlined in the Naming of Infrastructure Assets Policy (P-2020-17) and Corporate Standard (CS-2020-20), thus is compliant as detailed in Table 1 below. Based on the assessment criteria, this application meets Council's low risk appetite, outlined in the Risk Management Framework.

Options and Opportunity Analysis:

Option 1 – Approve

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 meets requirements.

	Comply	Comment
Adding Name to Register		
Uniqueness of Name	Compliant	Name is not currently used within the region.
Source of Name	Compliant	Applicant’s family has historic significance to the area of Agnes Water.
Spelling/Form of Name	Compliant	Spelling is suitable and form meets the Corporate Standard to be used on any other asset other than a road.
Utilise Name		
Purpose or need to name the Asset	Compliant	Current asset is located within the Tom Jeffrey Memorial Park and the applicant would like asset named after a longstanding member of the community.
Status of Name	Compliant	Not currently used
Name is appropriate to the area	Compliant	Name is appropriate and not offensive



Figure

One: Image of Bridge

Option 2 – Decline the Application

Stakeholder Engagement:

Customer Solutions has contacted adjoining Neighbours and interested parties as per the Corporate Standard to advise of the proposal. Feedback was received from one party supporting the proposal. No other comments were made.

Parks Program Delivery and Asset Governance had no objection to the proposal.

GIS and Development Services provided no additional comments in relation 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.

Anticipated Resolution Completion Date:

If approved, part 1 of the resolution will be completed within 2 weeks of the resolution date. And part 2 of the resolution will be dependent on the sourcing of suitable signage and installation of such.

Attachments:

1. CONFIDENTIAL - Application - Naming of Council Asset Infrastructure – Elizabeth Jeffery (Beth)
2. Supporting Documentation provided by the applicant

G/4.10. RENAMING OF COUNCIL ASSET INFRASTRUCTURE - NEILLS ROAD, ROSEDALE

Responsible Officer: General Manager Customer Experience

Prepared By: Manager Customer Solutions

Council Meeting Date: 19 December 2023

File Ref: CR13.1

Purpose:

For Council to consider a request to rename Neils Road, Rosedale to “Neills” Road on the Approved Place Names Register and utilise on the Council Asset “Road”.

Officer's Recommendation:

That Council:

1. Decline the application to rename Neils Road, Rosedale to “Neills” Road on the Approved Place Names Register; and
2. Not utilise the name “Neills”.

Summary:

Council received an application to rename Neils Road to “Neills” Road. The application has been assessed against Council’s Naming of Infrastructure Assessts Corporate Standard and Policy and does not meet the requirement of Renaming of Council Infrastructure Asset. Of the five relevant criteria this application is assessed against, it is not compliant against 4 items.

Community consultation on this matter resulted in one approval, four objections and five non-responses for the 18 affected properties. The applicant has also provided eight signatures of the affected parties, as supporting documentation. There isn’t 100% clarity if the signatures are all supportive. Please refer to the community consultation correspondence attached.

Link to Corporate Plan:

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

Background:

The applicant states that the name has been spelled incorrectly and believes the road was intended to be named after the Neills family.

The Neills family has a long-standing history in the area. Historical records contain both spellings with 72 occasions spelled with one ‘L’ and four with two ‘LL’s’. Former Miriam Vale Shire Council records were located reflecting the name being spelled with one ‘L’, with no documentation being located indicating the introduction or approval of the name.

There are 18 properties on Neils Road. Due to the rural nature of the addresses relevant to this application it is difficult to determine whether owners reside on the road or own the property but reside elsewhere.

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The applicant provided eight signatures from residents on Neils Road. His request asks for a signature in both cases of approval or objection so although it appears that there are eight signatures of support, we cannot be 100% sure.

The remaining 10 property owners were contacted by Council to seek their approval or objection to the proposal which resulted in four objections, one approval and five with no response. Each of the approval and objection correspondences are attached.

Risk Management Summary:

This application has undergone the application process as outlined in the Naming of Infrastructure Assets Policy (P-2020-17) and Corporate Standard (CS-2020-20), thus is non-compliant as detailed in Table 1 below. Based on the assessment criteria and being non-compliant there is a risk to Council's Reputation and Service Delivery impacts if the application were approved.

Current property owners and residents will be impacted if this application is approved. Impacts include mailing address change, titles office changes for owners and residents, additionally changes for business programs that use street address register including main roads, insurances, electoral commission, Ergon, phone/internet providers etc.

Options and Opportunity Analysis:

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 does not meet four out of the five applicable criteria.

	Comply	Comment
Rename Asset		
Discredit or dishonour of source of Name	Not Compliant	No supporting evidence was located to indicate the name Neil's has been discredited or dishonoured
Duplicate of Name within the Local Government Area	Not Compliant	Proposed name with this spelling is not currently on the Approved Names Place Register, however similar name exists and is currently utilised
Name no longer appropriate in historical or geographical terms	Not Compliant	There is no supporting evidence to indicate that the name is no longer appropriate
Factually incorrect information submitted with application	Not Compliant	No indication that factually incorrect information was submitted with application current or previous
New construction of Infrastructure	Not applicable	Proposal is to rename an existing asset
Names compliance with AS 4819:2011 (Road)	Compliant	Current and proposed names deemed appropriate

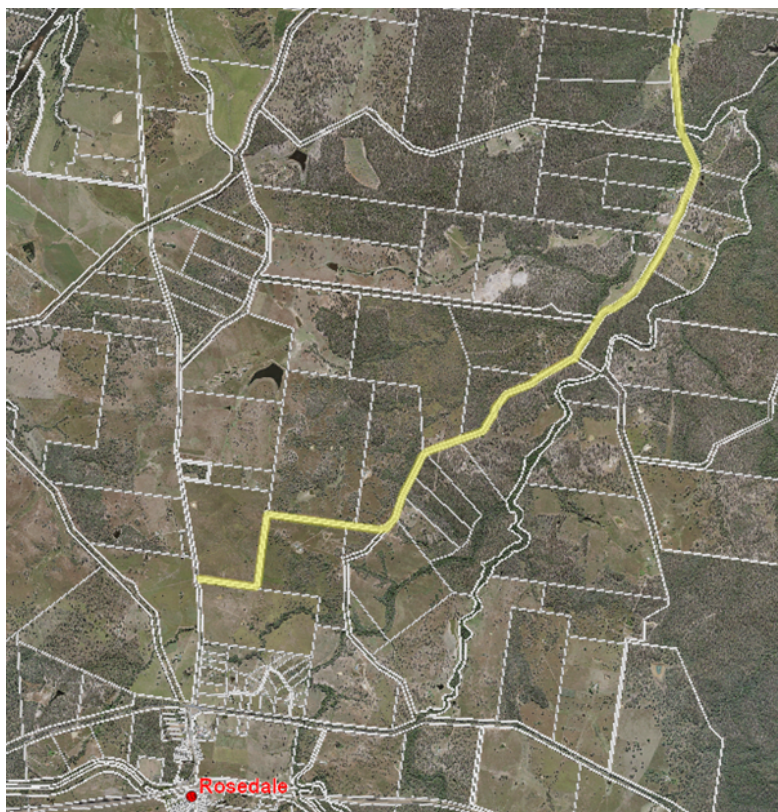


Figure One: Aerial view of Neils road Rosedale

Option 1 – Decline the Application

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 not compliant with all aspects nor does it have comprehensive resident support.

Option 2 – Approve the application and use

Stakeholder Engagement:

Internal:

The Development Services, Operations and Assets and Environment Team have been consulted and have commented that there are no objections to the application.

Global Information System (GIS) advised objections to the renaming of Neils Road as there are numerous properties currently addressed as Neils Road and this change would have a significant impact to residents. In addition, the Register of Road Names of the former Miriam Vale Shire Council reflects the spelling Neils Road.

External:

Customer Solutions conducted additional Community Consultation by issuing letters to owners of the properties on Neils Road. These letters advised owners that Council has received an Asset naming application to change the name and requested that owners contact Council to provide their support or objection.

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:

Should Council approve the application and use, there are costs associated with removal of existing signage, installation and maintaining new signage, as well as administrative requirements.

Anticipated Resolution Completion Date:

If declined the applicant will be notified within 2 weeks of the resolution date.

Attachments:

1. CONFIDENTIAL – Application – Naming of Council Asset Infrastructure – Neills Road
2. Community Consultation Correspondence (redacted)

G/5. COUNCILLORS REPORT

G/6. URGENT BUSINESS

G/7. NOTICE OF MOTION

G/8. CONFIDENTIAL ITEMS