

GYMPIE REGIONAL COUNCIL

MINUTES

of the

ORDINARY MEETING

CHAIRMAN: Cr GC Hartwig (Mayor)

Held in the Boardroom

Town Hall

2 Caledonian Hill

Gympie Qld 4570

On Wednesday, 21 February 2024

At 9.00am



Gympie Regional Council ORDINARY

Mayor GC Hartwig (Chairman)

*Crs J Milne, NG Jensen, SA Waldock, BM Devereaux, DH Stewart, HT Smerdon,
WA Polley and RA Fredman.*

CONTENTS:

ACKNOWLEDGEMENT	4
OPEN WITH PRAYER	4
SECTION 1: DISCLOSURE OF INTEREST	4
SECTION 2: APOLOGIES / LEAVE OF ABSENCE	4
SECTION 3: CONFIRMATION OF MINUTES	5
SECTION 4: PETITIONS	5
SECTION 5: OFFICE OF THE CEO	5
SECTION 6: CORPORATE SERVICES.....	6
6.1 CORPORATE SERVICES DIRECTORATE UPDATE.....	6
6.2 SECOND QUARTER UPDATE - OPERATIONAL PLAN 2023-2024	22
6.3 JANUARY 2024 FINANCE REPORT.....	25
6.4 PROCUREMENT REPORT	31
SECTION 7: COMMUNITY SUSTAINABILITY	34
7.1 FURTHER INFORMATION ON ENVIRONMENT PROGRAM GRANTS 2023/2024.....	34
SECTION 8: INFRASTRUCTURE SERVICES.....	37
8.1 FLOOD RECOVERY (INFRASTRUCTURE SERVICES) QUARTERLY PROGRESS UPDATE.....	37
8.2 CAPITAL WORKS PROGRAM 23/24 STATUS QUARTERLY UPDATE	43
LATE ITEM	47
7.2 DEVELOPMENT APPLICATION FOR MATERIAL CHANGE OF USE - TRANSPORT DEPOT (REMOVALIST'S DEPOT) AND WAREHOUSE (STORAGE OF SHIPPING CONTAINERS) AT 427 CARLSON ROAD, COLES CREEK	47
SECTION 9: PORTFOLIO COUNCILLOR REPORTS.....	50
SECTION 10: GENERAL BUSINESS	50
SECTION 11: ATTACHMENTS.....	50
6.2 SECOND QUARTER UPDATE - OPERATIONAL PLAN 2023-2024 ATTACHMENT 1 OPERATIONAL PLAN 2023-2024	51

	ATTACHMENT 2	QUARTER 2 REPORT - OPERATIONAL PLAN	77
6.3	JANUARY 2024 FINANCE REPORT		
	ATTACHMENT 1	JANUARY 2024 FINANCE REPORT	103
7.2	DEVELOPMENT APPLICATION FOR MATERIAL CHANGE OF USE - TRANSPORT DEPOT (REMOVALIST'S DEPOT) AND WAREHOUSE (STORAGE OF SHIPPING CONTAINERS) AT 427 CARLSON ROAD, COLES CREEK		
	ATTACHMENT 1	EXTRACT ORDINARY MEETING MINUTES 24 JANUARY 2024.....	114

The meeting commenced at 09.04am

PRESENT: Mayor Cr GC Hartwig (Chairman) (attended meeting at 11.00am), Crs J Milne, NG Jensen, SA Waldock, BM Devereaux, DH Stewart, HT Smerdon, WA Polley and RA Fredman (attended meeting at 11.10am).

Mayor GC Hartwig and Cr RA Fredman were not in attendance at the commencement of the meeting, due to a prior and scheduled engagement.

As per s165 of the Local Government Act 2009 and 42.1 of the Standing Orders, the Deputy Mayor, Cr Smerdon, assumed the role of Chair until the Mayor was in attendance.

Also in attendance were:

Chief Executive Officer (Mr R Jennings), Director – Community Sustainability (Ms A Stengl), Director – Corporate Services (Mr D Lewis), Director – Infrastructure Services (Mr G O'Byrne), Manager Governance, Integrity and Risk (Mrs L Hatch), Manager – Planning (Ms T Stenholm), Manager – Community and Commercial Services (Mrs A Stark) and Minutes Clerks (Ms C Kennedy and Mrs T Bannan)

ACKNOWLEDGEMENT

Councillor BM Devereaux offered the following acknowledgement:

We would like to acknowledge the Traditional Owners and Custodians of this land Kabi Kabi on which this event is taking place.

We would like to acknowledge the Aboriginal and Torres Strait Islander people and their ongoing connection to land, sea and community.

We pay respects to the Elders past, present and emerging.

We also extend that respect to all other people present.

OPEN WITH PRAYER

Samuel Grice attended the meeting to conduct the prayer for the advancement of the region and the true welfare of its people.

One Minute's silence held for family and friends of deceased residents of the region.

SECTION 1: DISCLOSURE OF INTEREST

The Chairman asked if any Councillor needed to disclose an interest in any agenda item.

No disclosures were presented.

SECTION 2: APOLOGIES / LEAVE OF ABSENCE

No apologies or leave of absence were submitted.

SECTION 3: CONFIRMATION OF MINUTES

The Minutes of the Gympie Regional Council Ordinary Meeting held on 13 December 2023 have not been tabled for confirmation at this meeting, due to ongoing review.

M01/02/24

Moved Cr WA Polley

Seconded Cr DH Stewart

That the Minutes of the Gympie Regional Council Ordinary Meeting held on 24 January 2024 be taken as read and confirmed.

Carried

FOR: Cr HT Smerdon, Cr DH Stewart, Cr NG Jensen, Cr SA Waldock, Cr WA Polley, Cr BM Devereaux and Cr J Milne

AGAINST: Nil

M02/02/24

Moved Cr J Milne

Seconded Cr WA Polley

That the Minutes of the Gympie Regional Council Special Meeting held on 31 January 2024 be taken as read and confirmed.

Carried

FOR: Cr HT Smerdon, Cr DH Stewart, Cr NG Jensen, Cr SA Waldock, Cr WA Polley, Cr BM Devereaux and Cr J Milne

AGAINST: Nil

SECTION 4: PETITIONS

No petitions were presented to this meeting.

SECTION 5: OFFICE OF THE CEO

No reports were presented under this section.

SECTION 6: CORPORATE SERVICES

6.1 Corporate Services Directorate Update

PORTFOLIO: IT and Finance

DIRECTORATE: Corporate Services

DOC ID:

LINKS TO CORPORATE/OPERATIONAL PLAN

KEY RESPONSE AREAS:

3. Our Organisation – accountable, responsive, efficient and innovative

1. BACKGROUND AND PREVIOUS COUNCIL CONSIDERATION

Council's Executive Team have agreed that on a quarterly basis Directorate Managers will provide an overview of the operations of their business units for the prior quarter and the quarter to come.

These quarterly reports present an opportunity to reflect on achievements and learnings and to encourage information sharing across the Directorates, the organisation and Council.

The Corporate Services Directorate incorporates the following branches of council:

- Finance (including procurement and fleet)
- Information Technology (including Digital Transformation)
- People and Culture
- Communications, Business and Engagement
- Governance, Integrity and Risk.

2. REPORT

This report provides a summary of the key achievements and planning for each of the business units within the Corporate Services Directorate.

Finance

2023-24 Financial Statements

Planning for the preparation of the finalisation of the 2023-24 financial year and preparation of the 2023-24 Financial Statement has commenced. It is anticipated that the draft timetable including confirmation of task owners will be confirmed in early March 2024. This timetable is being prepared in accordance with the anticipated requirements of the Queensland Audit Office's External Audit Plan which is expected to be received by Council in the near future.

The 2023-24 shell financial statements have been drafted in preparation for the 2023-24 end of financial year. These shell statements will be finalised subsequent to Finance Officers attending the Finance Officers Network and Tropical Workshop at Maryborough on 23 February 2024.

Service Catalogue Review

Council is in the process of reviewing the service catalogue prepared in early 2023. In consultation with the Leadership Team, services will be refined and included in the parameters of the Technology One finance module to assist in capturing the cost of services across council.

Revenue Reviews

Work has commenced on comprehensive reviews of Council's revenue streams. These works include a strategic review of rating categories and Water and Wastewater, Building Certification and Fleet/Workshops activities. The Water and Wastewater review will include determination of Full Cost Pricing Models, dividend calculations, tax equivalent implications and appropriate levels of debt. A similar activity is already being progressed for Council's Waste Unit.

The outcomes of these reviews will be extensively workshopped with Council and subsequently incorporated into Council's 2024-25 Budget.

Financial Literacy Training

The Financial Decision-Making training, recommendation that was included in the CPA and BIP reviews, commenced on 12 July 2023 for Senior Managers and on 10 August 2023 for the first cohort of Coordinators and Supervisors. Two additional sessions were delivered on 10 October and 2 November 2023.

The next planned financial training will relate to procurement policies and procedures within a Queensland Local Government context, with the training to be closely linked to the recommendations of the recent procurement review and the workflows being established within the Technology One Enterprise Resource Planning (ERP) software, which for procurement is scheduled to go live in July 2024.

2024-25 Annual Budget Preparation

Council's 2024-25 Annual Budget will be the first prepared in the ERP's Enterprise Budgeting module. Finance Officers are now in the process of finalising the release of this module to responsible budget officers, the preparation of budget packs and a draft budget timetable.

Councillor workshops are expected to be scheduled from late March/early April in conjunction with the post-election Councillor induction workshops.

Information Communication Technology (ICT)

The branch has had a busy and productive start to the year with many projects in progress. Updates on key projects/issues follow.

Cybersecurity Update

During the year ICT has successfully progressed long term and overdue projects that were struggling to gain traction due to resource and capability constraints. The branch has improved Council's security posture and progressed managing the inherent risks in aging technologies and platforms.

The branch team has advanced infrastructure replacement projects for end-of-life equipment, updated and developed new processes and plans and implemented advanced cyber security solutions aimed at protecting Council's information and technology assets.

In November this year, council appointed an ICT Security Officer who will be dedicated to the maintenance and management of security controls and solutions. This role had been vacant for 12 months.

McGrathNicol has completed its Cyber Security Assessment which will validate and provide feedback to ICT regarding further improvements to our technology and information environment. The Assessment Report which is due in mid-February will provide ICT with a program of work to further harden our information and technology assets.

GRiT

After significant efforts in its design and development phases, the GRiT Project is now entering an important testing stage, signalling a crucial phase as it prepares for the rollout of the following three key releases in the upcoming five months:

1. 1B – Enterprise Budgeting
2. 1C – Supply Chain Management
3. 2A – HR and Payroll.

The Enterprise Budgeting release (R1B), is specifically designed for Executives and Managers, strategically timed to support the 2024-25 budgeting cycle. To facilitate a smooth transition, online application familiarisation training has been developed for managers and coordinators, aimed at equipping them with the necessary understanding and skills ahead of the planned training sessions and budget loading activities.

The Enterprise Budgeting Module is set to transform the budgeting process with an array of enhancements:

- **Unified Collaboration Platform:** Enables Directors, Managers, and Coordinators to craft and refine budgets collaboratively using a singular, intuitive platform
- **Automated Efficiency:** Boosts productivity and streamlines efficiency through automated approval processes and workflows for budget review
- **Strategic Alignment:** Facilitates a seamless connection between strategic objectives and operational planning with budgetary considerations
- **Enhanced Documentation:** Integrates budgeting documentation attachments into ECM (Enterprise Content Management), improving record management.
- **Data-Driven Dashboards:** Offers dashboards and reporting features for access to precise budgeting data, enhancing decision-making
- **Streamlined Processes:** Establishes a more robust process for budget figures, such as salary worksheets that calculate budget figures and generate workpapers via a single click
- **Comprehensive Audit Trails:** Maintains audit trails of budget changes, ensuring transparency and accountability
- **Enhanced Managerial Control:** Provides Managers with greater control and visibility over their budgets, facilitating easier variance analysis with live data.

Subsequent releases, 1C (Supply Chain Management) and 2A (HR/Payroll), have completed their build and configuration phases and are progressing into functional and parallel pay testing phases. This stage involves rigorous Quality Assurance (QA) checks on design and data migration strategies, carried out by the project team, subject matter experts, and

TechnologyOne consultants. Specifically, the HRPay segment aims to execute three successful parallel pay runs prior to entering the User Acceptance Testing (UAT) phase.

Following QA clearance, the project will advance to User Acceptance Testing (UAT), where end-users will conduct comprehensive simulation testing covering all scenarios from April to May. The objective is to seamlessly transition to live operations by July 2024, aligning payroll and procurement with the financial year's start thus ensuring a smooth and efficient implementation process.

PJT077 Identity Management

ICT has configured Silverfort (identity management software) to protect our on-premises accounts providing multifactor authentication when accessing systems (MFA provides authentications for the network, but not systems). Work is now progressing on the go-live phase.

PJT060 Teams Rooms

To deliver better hybrid meeting experiences, Yealink devices for Teams Rooms is being installed in all meeting rooms within Council. These devices deliver high quality audio and video, wireless content sharing and collaborative whiteboarding.

Seven meeting rooms have been upgraded with another five to be completed by 30 June 2024.

PJT069 Server Infrastructure Refresh

ICT has completed the migration to the new DELL VXRail Hyperconverged server infrastructure. This activity involved the replacement of the primary datacentre infrastructure, with new servers being racked, installed, and configured; all virtual servers have also been migrated to the new hardware. These upgrades have improved overall system performance and reliability.

PJT065 SCADA Platform Remediation

The SCADA ICT infrastructure and platforms have been identified as critical risk to Council for some time with the responsibility for infrastructure support and maintenance falling outside of ICT's responsibility as the SCADA server infrastructure has traditionally been implemented and managed by the Water/WasteWater Branch. In collaboration with the Water/WasteWater Branch, ICT has agreed to modernise, replace, and support this infrastructure as a service to the WBU.

ICT has engaged the services of an experienced SCADA project resource to head up a new project to manage and oversee the design, implementation, and handover of secure and reliable SCADA technology infrastructure, involving servers, networks, remote and secure access, and data security.

This project started in December with the project manager currently working on a detailed project management plan. In the interim, the Project Manager has arranged meetings with Toowoomba Regional Council (which recently upgraded their systems) and the vendor Schneider Electrics to enable Council to start building out our requirements.

PJT064 Teams Calling

With the introduction of Microsoft 365 and specifically Microsoft Teams, ICT plan to greatly reduce telephony costs by moving to Teams Calling. Teams calling will allow users to make and receive outside telephone calls from the Microsoft Teams application, be that on their work computer, tablet or BYOD phone.

This project supports the Operational Plan deliverable to “Transition to MS Teams and mobile devices, with a 90 per cent reduction in desk phones by Q4 2023-2024.”

This project has completed the procurement requirement and is the planning phase. This project is on target to be completed by 30 June 2024.

PJT071 Server Refresh DRaaS (Disaster Recovery as a Service)

Council’s data centre configuration had the primary data centre at Mary St (which has now been upgraded) and a secondary data centre at Town Hall (which is due for replacement). This close proximity is not considered good practice and has been raised as a risk by our external auditors.

To mitigate this risk, ICT are implementing a Disaster Recovery as a Service (DRaaS) cloud solution. The proposed DRaaS solution will provide failover for critical servers, enabling Council to continue operating in the event of any incident disrupting the primary data centre. It also removes the requirement to operate a secondary datacentre from Town Hall.

The DRaaS service also includes 24/7 vendor support enabling any staff member from within ICT to invoke the DR failover, removing Councils technical dependency on a limited number of staff, where staff leave had to be managed in a way to ensure DR could be invoked.

This project has passed the procurement phase and is ready to commence implementation, with an estimated delivery of 3-4 weeks.

PJT057 Enterprise Secure Access Control

This project has now completed the procurement phase, with a vendor appointed and contracts to implement signed. Detailed project planning has commenced, and a steering committee has been formed to oversee this large and important project. The estimated delivery timeframe is 8-10 months.

The existing Access Control system (employee swipe cards that grant staff access to buildings) is more than 10 years old and is no longer supported for upgrades or spare parts. The existing system operates in only 9 of the 40 council buildings and has limited functionality. This project will provide centrally controlled access privileges to all buildings, chemical storages facilities and treatment plants, including afterhours security alarms, with full monitoring and reporting. Additionally, the new system will integrate into Technology One HR modules providing integrated control and management and remove the need for physical keys to be cut, distributed, and managed.

PJT061 Mid-Band Radio Network

A remediation project has been awarded to a local organisation, Philcomm with remediation works commencing in December 2023. To date, the Eastern Region repeaters have been

repaired with an audit of fleet vehicle radios underway. Work is scheduled to be completed by the end of February 2024.

PJT 072 Pulse Software – Policies and Delegations

A niche provider of local government solutions has been engaged to implement a Council Delegation and Responsibilities solution to enable council to better manage its regulatory and financial delegations and Policy register. This solution will greatly improve staff access to council policies and delegation information and provide improved management reporting. This solution will also dramatically improve the current manual and difficult process of reviewing, issuing, and informing staff of their delegations.

The Business Systems team have been working with the Governance team and configuration and migration of data has been completed. This project will progress to User Acceptance Testing and staff training during February 2024 with a planned go-live at the end of February 2024.

PJT073 Pinforce Upgrade

This project is to enhance the existing PinForce software which manages council compliance penalties and fines. This upgrade encompasses heightened security measures, compatibility with newer Android devices, and the integration of novel features such as handheld License Plate Recognition (LPR). Additionally, it positions the platform to extend its capabilities into new domains, enabling the issuance of infringements in areas such as Environmental Health, Building, Plumbing, and Planning compliance.

People and Culture

The People and Culture activities of the last quarter have focussed on three main areas:

- Recruitment
- Workforce Planning
- Organisational culture and wellbeing.

In the recruitment space funding was received for 2 new First Start Trainee positions. New employees have commenced in the Roads and Drainage and Compliance teams. Both appointees were local to the region and they have a good knowledge of council operations.

Key appointments were also made in our Workshop, Fleet and Procurement and the Water and Wastewater teams. Application volumes are down a little on the previous quarter however good applicants are in the market with 85% of roles filled in the first round of advertising. The previous quarter also saw the successful hiring of key trade positions to compliment the work of the Infrastructure Services Directorate. Three (3) mechanics, one (1) Auto Electrician and two (2) Plumbers joined the Council in the past quarter.

Workforce planning action has occurred in the Infrastructure Services Directorate by way of incentive/retention payments for key trade roles. This action has resulted in an improved capacity to attract and retain staff in the hard to fill roles of diesel fitters and general fitters. The incentives are reviewed each quarter based on labour market information and industry benchmarks. Consideration may be given to other roles in Planning depending on capacity to attract and retention of skilled applicants in the future.

In cooperation with the Chief Executive Officer and Directors the activities aligned to developing and maintaining a positive workplace culture have continued. In the previous quarter the CEO continued consultation with staff across Directorates. This consultation has been very valuable to shape future activities. The feedback was also supported by the recent Culture and Engagement survey which was provided to Council in October 2023. Branches and Directorates have identified three (3) key actions following the survey and will begin implementation in February 2024.

Workforce data presented to the Executive Leadership Team over the past quarter has been valuable in shaping activities related to fatigue management, induction and orientation, managing overtime and call outs and planning activities to assist retention. In 2024 all employees will receive a congratulatory card at one year's service. This is seen to be a critical juncture for career decisions.

Data collected shows that employees leave within 1-2 years of commencement or else they tend to stay 5-9 years. Our workforce age profile is aligned with other regional councils but remains slightly above our ABS community profile.

The median age of our workforce is 47 years and the median tenure is around 4 years. From a headcount of 526 employees there were 25 departures in the previous quarter. We have 42.2% female employees (up .5% month on month) and 47.8% male employees. Average tenure for male employees is 4.37 years and for female employees is 3.5 years. Our workforce consists of 339 indoor staff and 187 outdoor staff (using Award categorisation). The majority of the workforce is employed on a full time/permanent basis.

The annual turnover rate was 18% with the quarter showing a slight reduction with fewer job advertisements being placed in December. Turnover is expected to reduce in 2024 to an industry average closer to 14% as many jobs have now been filled permanently and retention strategies highlighted in this report take effect.

Workplace Safety and Wellbeing actions have focused on building positive habits within our workforce. Information was shared with teams on managing heat stress, safe driving practices, personal safety and fatigue management after call outs. The safety team now has a full complement of qualified officers and the focus for the next quarter will be on return to work and rehabilitation, fire safety and safety messages.

Communications, Business and Engagement

The Communications, Business and Engagement Branch has had a busy quarter with tourism and events, business activation planning, the festive season and managing marketing and communications across Council.

Connect at Christmas Campaign

'Connect at Christmas' was a new campaign (during December) that aimed to educate the community about the importance of connections and provide residents with resources, information, and events to help bring the Gympie region together during the festive season.

A special 'Connect at Christmas' page on council's website provided a comprehensive package of both council and community information, resources, and events to showcase how many opportunities exist in the Gympie region to make new or rekindle existing connections.

Summer Safety campaign

The purpose of the 'Summer Safety' campaign is to inform and educate the Gympie region on community safety and the importance of being prepared for extreme weather over the summer season. The target audience is the Gympie community – residents and business owners.

The campaign launched on 1 December and is educational aiming to unify and emphasise relevant safety messaging for planning and preparedness throughout the summer season. This messaging focuses on providing the community with the necessary tools and information to plan and prepare for the possibility of extreme weather events. It further aims to provide opportunities to build partnerships and improve relationships across local and state government agencies and organisations, promoting collaboration and unified messaging to reinforce broader communications of disaster preparedness.

The key messages for this campaign align with the Queensland Government's Disaster Management framework: Prevention, Preparedness, Response and Recovery and the QFES and QRA recommendations as subject matter experts.

Disaster Management Dashboard and Communication Plan

The communications team have been working with the Disaster Management team to upgrade the Disaster Dashboard, and communication plan to ensure residents are well informed before, during and after disaster events.

The Disaster Dashboard provides the community with access to important information including road conditions and closures, power and phone outages, emergency news, evacuation centres, flood cameras, as well as useful contacts, resources and links. It provides an interactive map and social media feeds from relevant agencies including council, SES, emergency services, and Queensland Health.

Regional Economic Development strategy

Gympie Regional Council has commissioned the preparation of a new Regional Economic Development Strategy (REDS) for the next five years (2024-2029). Building on Council's continuing commitment to promoting prosperity, the project objective is to produce an evidence-based, visionary strategy for sustainable economic development, which identifies priorities and projects and recommends actions to support a strong economy into the future.

The new REDS will be reflective of Gympie Region's economy and projected growth trends. It will articulate a shared economic vision for the Gympie Region and identify and confirm the role of Council in economic development. The REDS will identify how the levers that council has on the Gympie Region economy can be used to support and promote positive regional economic development outcomes, such as planning, business licensing and permits, business information and support, marketing and investment promotion, local infrastructure and service delivery and management and advocacy.

Tourism and Events review

In December 2023 a Tourism and Events review was instigated to assess current plans, structures and models for investment in events. The review includes assessing available event resources and coordination structures, linkages between events and the current 2019-24 Tourism Strategy, consultation and engagement with Council, officers and local leaders and stakeholders. The review will provide recommendations for future event support, planning and coordination within the region to the new elected Council.

Partnership with University Sunshine Coast

UniSC and Council have an extensive working relationship and now that the broader Regional Partnership Agreement has been signed off (late 2023), we are progressing our Planning Research Project (a 3-year project which was also approved in 2023).

Mary Christmas events – 13 and 20 December

Two Christmas celebration events were delivered in partnership with the CBD Alliance to celebrate Christmas and drive consumer spending for Mary Street businesses.

New Years Eve (NYE) Event at Nelson Reserve

A NYE fireworks events was held at Nelson Reservice and included entertainment by local bands, scrumptious food stalls, a petting zoo, rock climbing wall, pony rides for the kids, Big Farmer Andy as the MC, DJ PK skate disco at the skate park and fireworks at 9pm. Local artists included Dan Horne, Tennessee Lights, Aspy Jones Band and Linc Phelps.

Australia Day – Friday 26 January

Official Australia Day celebrations in Gympie included the Australia Day Awards and Citizenship Ceremony and the Great Australian Bites event at Memorial Park, River Road Gympie, from 8.00 am to 1.00 pm.

There was an appearance by Gympie's Australia Day Ambassador Carmel Crouch. Carmel has worked for more than 30 years developing programs and services that provide people with a disability equal opportunities for employment, housing, happiness, health and well-being.

Great Australian Bites Gympie was presented by council in partnership with the Queensland Government and National Australia Day Council.

Major Upcoming Event Sponsorship - 2024

- Gympie Show – Gympie Show Society – 16 - 18 May
- Pumpkin Festival (includes Polo in the Country) – Saturday 25 May 2024, 11:00am – 6:00pm
- 2024 Gold Rush World Cup – Rainbow Beach – 16-18 April

This is the fourth event of its type hosted at Rainbow Beach. It is a skydive landing accuracy event that has been met with great enthusiasm and response in the past. 2024 includes the paragliding community with their own competition; the event will be hosted by SEQ Paragliding. The two events together will make up the Rainbow Beach Adventure X festival.

Coordinator roles

The Coordinator Marketing and Communications and the Coordinator Tourism and Events roles are under recruitment.

Governance, Integrity and Risk

Preparation for Local Government Elections 2024

Local government elections are held every four years and on the same date for all 77 councils across Queensland. The 2024 Local Government Election will be held on Saturday, 16 March 2024. More information on the Election, including guidelines for the erection of election signs, can be found at the below link:

[2024 Local Government Election – Gympie Regional Council](#)

The local government election work program continues in preparation for the new Council. This work is to enable a smooth transition of roles and responsibilities of Council whilst adhering to Council's Governance Framework. The below key policies are of note:

- Caretaker Period Policy:

At Council's Ordinary Meeting on 25 October 2023, Council adopted its Caretaker Period Policy. The purpose of this policy is to provide guidance to Councillors and council staff on appropriate standards and restrictions, and their responsibilities, during the Caretaker Period prior to the quadrennial Queensland Local Government Elections.

The caretaker period starts on the day when the Electoral Commission of Queensland (ECQ) publishes the public notice about holding the election (Monday 29 January 2024). The ECQ will also advise when the election has ended for each local government.

This Policy applies to all Councillors and council staff during the declared Caretaker Period and can be found at the below link:

www.gympie.qld.gov.au/downloads/file/4751/caretaker-period-policy

- Councillor Portfolio Policy:

Council adopted the reviewed Councillor Portfolio Policy at its Ordinary Meeting on 25 October 2023. The amendments to the policy clarifies roles and responsibilities and establishes clear meeting protocols. This policy will be reviewed with the new Council post the 2024 election:

www.gympie.qld.gov.au/downloads/file/3592/councillor-portfolio-policy

Policy Update

The below governance policies have been reviewed and will be among other policies to be presented to the new Council post 2024 Local Government Elections:

- Acceptable Request Guidelines and Staff Interaction Policy
- Standing Orders, to reflect the November 2023 version of the Queensland Government's Model Meeting Procedures
- Confidentiality Procedure
- Councillor Expenses Reimbursement Policy
- Social Media Policy
- Delegation for Appointment of CEO.

Governance Framework Reset Project

The Governance Framework Reset Project funded by Local Government Managers Australia (LGMA) Queensland has been continuing. This project provides assurance and oversight of the key policies and practices being embedded into Council's governance framework. This includes developing useful tools for Councillors and staff, performance of independent reviews and providing advice in regard to local government best practice.

Staff are currently developing a Governance Manual that is planned to be published internally by Q4 2023-2024 under the guidance of LGMA and the Department of Housing, Local Government, Planning and Public Works. The below communication tools are currently being implemented that will support information contained in the Governance Manual:

- Improved Corporate Calendar accessibility, including induction of new Council and budget workshops
- Executive Assistant Development Program to build consistency, capacity and capability in governance practices across the Directorates
- Pulse Software being released in February/March 2024 for ease of access by staff to information on delegations and policies
- Improved systems in format and distribution of Council reports, investigating new platform for collation of Agendas and Minutes
- Internal communications page dedicated to Governance, Integrity and Risk with latest information and updates
- Branch Coordinator lead information sessions to promote leadership and embed adherence to best governance practices – Records, Governance, Insurance and Risk; and Disaster Management.

Annual Report 2022-2023

Council's Annual Report 2022-2023 was adopted by Council at its Special Meeting on 19 December 2023. The Report was prepared in accordance with the legislative requirements as prescribed under Chapter 5 Part 3 Division 3 of the *Local Government Regulation 2012* (the Regulation). A copy Council's Annual Report 2022-2023 is found at the below link:

www.gympie.qld.gov.au/downloads/file/4807/annual-report-2022-2023

Audit and Risk Committee Update

The Audit and Risk Committee Update Report was presented to Council at the 26 October 2023 Ordinary Meeting. Council resolved to receive the Report and for the CEO to undertake the relevant actions requested by the Audit and Risk Committee within the report.

Business Planning

An independent contractor has worked with Business Units across Council to develop Business Continuity Plans (BCP). This work forms part of the business planning being conducted in accordance with Item 26 of Council's Operational Plan, to "Oversee the completion of all comprehensive team business plans by Q4 2023-2024". The BCP contract will now be finalised with a further focus on business improvement planning commencing in Q3 2023-2024, including the proposed recruitment of a Coordinator Corporate Performance to manage the development of the 2024-2025 Operational Plan and a suite of business plans, including the review of key performance indicators and publication of same, where appropriate.

Records and Information Management

Quotes have been received and options developed for managing the mould and air quality issues identified in one of Council's records storage areas. A project plan is being finalised and will be presented to the Executive Team in February 2024 for a decision on a way forward.

Ongoing support and upskilling continues by the Records Team. Since 1 September 2023 to 24 December 2023 there have been 15 MagiQ training sessions delivered. More records statistics are provided below.

Table 1: Provides the Records statistics from 1 October 2023 to 28 December 2023

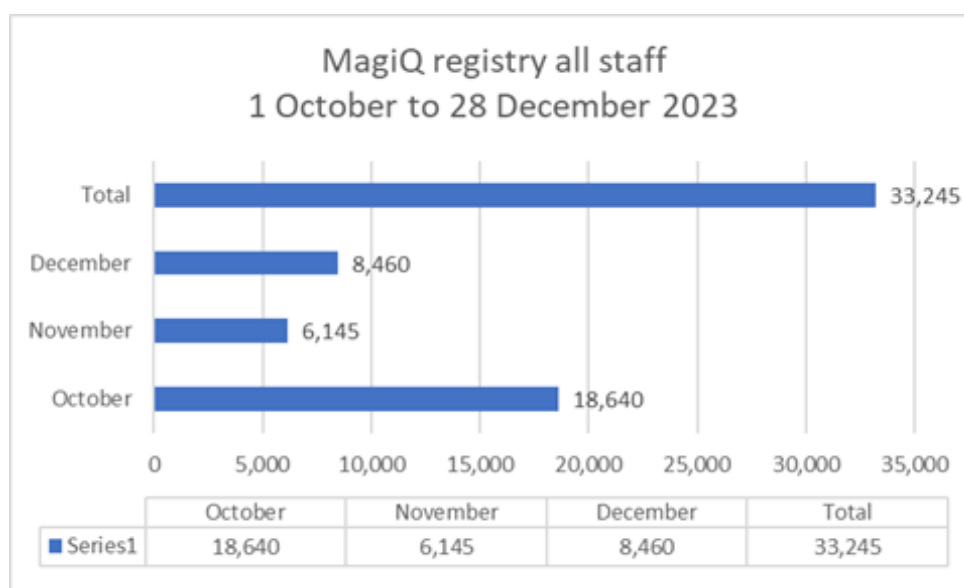
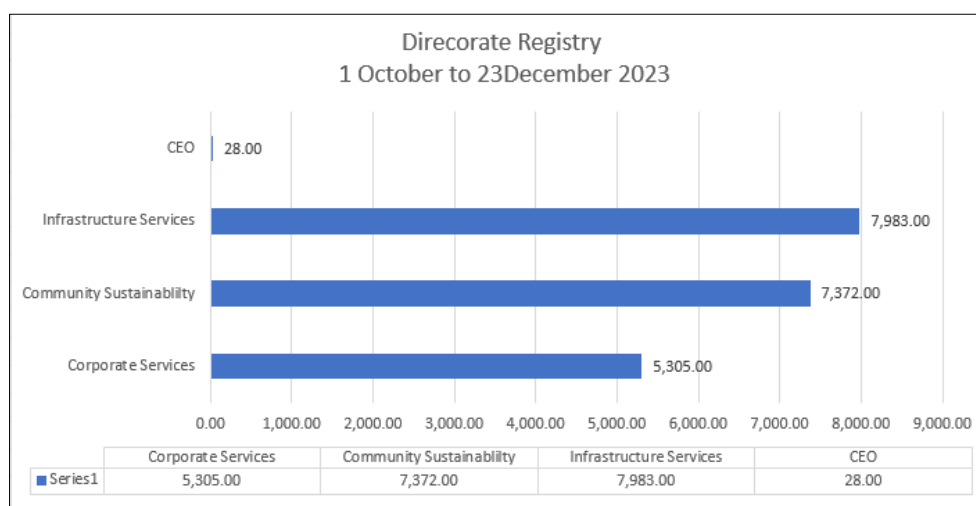


Table 2: Provides the Directorate Registry 1 October 2023 to 23 December 2023



Disaster Management

The Gympie Local Disaster Management Project Plan is continuing to be implemented with reporting to Council as per section 27A of Council's Operational Plan.

The Gympie Local Disaster Management Plan (LDMP) was endorsed by Council at its 25 October 2023 Ordinary Meeting. The LDMP has been developed as per section 57 of the *Disaster Management Act 2003* and was approved by the Gympie Local Disaster Management Group at its meeting on 25 September 2023. Ongoing exercising of the plan by the Local Disaster Management Group and the Local Disaster Coordination Centre will continue to refine and ensure the implementation of best practice across the key stakeholders.

The Gympie Flood Operations Plan and Sub Plans of the LDMP have been developed and were exercised in November 2023 to fine tune the triggers developed in the plans.

Council hosted the Emergency Services Expo and Family Fun Day on Saturday 14 October 2023, as part of Get Ready Queensland Week (9-15 October 2023). The Get Ready Queensland program is a year-round, all hazards, resilience building initiative coordinated by the Queensland Reconstruction Authority (QRA) to help communities prepare for natural disasters. There was an estimated attendance of over 2,000 visitors on the day, with 211 additional subscribers to the Opt-In Alert system on the council's Disaster Dashboard from 29 August to 31 October 2023. Data sets collated at the Expo included community support that the event should be conducted annually.

Internal and external staff training and exercises coupled with continuous community engagement will better inform and better prepare everyone for the 2023-2024 bushfire and storm season. There were workshops and information sessions with vulnerable persons, local businesses and tourism operators, primary producers and many others from across the broader Gympie Local Government Area.

Procurement and Fleet

Procurement Report

A draft report from the Consultant engaged to complete and independent procurement review was presented to the Executive Leadership Team (ELT) for their consideration on 18 September 2023.

The report was endorsed by ELT subject to inclusion of a reference to the procurement function in the Project Management Framework (PMF) that is currently under development by the Infrastructure Directorate. At this point in time a decision has not been made to embed the procurement function into the PMF, or to have the procurement function reside independently under the Corporate Services Directorate.

Council has engaged a senior officer to independently review the report and recommendations based on the stakeholder engagement to separately review the recommendations for alignment with best practice values of governance and probity that align with the principles contained in the Queensland Procurement Policy (QPP) 2023.

This role will be engaged to manage the preparation of a project plan with delivery milestones based on the recommendations endorsed by ELT to develop a Council wide procurement strategy to optimise the core processes of sourcing, procurement and contract management.

Central to the recommendations is the focus on evolving the level of maturity of procurement practices to:

- Create an uplift in capability
- Achieve 'Value for Money' objectives
- Apply a responsible public procurement approach
- Support strong governance and planning practices
- Clearly define internal controls including the transparent separation of duties.

The procurement team continue to provide support to internal stakeholders for a number of procurement activities including procurement training sessions for key personnel, and to prepare procurement reports and recommendations for the Procurement Panel and Council.

Fleet Review

Council has received the Consultant's Fleet Asset Management Plan and the Fleet Asset Management Improvement Plan (FAMIP) as part of a broader Council fleet management report, representing the final milestone and deliverable documents for the fleet review project.

The FAMIP includes a Gap Analysis identifying several improvement areas for the Council executive to consider for implementation to improve the effective and efficient management of council's fleet from a whole of life perspective. Implementation of the consultant's approved recommendations by ELT are considered critical for the safe delivery and management of council's work programs and service delivery outcomes.

Notwithstanding the requirement for the executive to initiate a new approach to managing council's fleet, action has been taken to establish a Steering Committee under a Terms of Reference to achieve the executives fleet objectives, subsequent to a presentation by the Consultant's Project Director to ELT on 20 February 2024.

The consultant's Project Director presentation will include report findings, gap assessment and improvement recommendations to assist ELT to provide further directions for the initiation of an improved risk mitigated fleet and plant capability.

While the planning for the presentation by the consultant is taking place, a short-term project plan has been developed, endorsed and implemented to validate the Consultant's report with the principal Managers and Users of council's fleet and plant. This process has been employed to gain a greater depth of knowledge of the challenges, and importantly opportunities to manage fleet and plant risk, streamline processes and address identified safety and compliance issues that threaten Council's ability to manage fleet and plant risk.

Policies and Procedures (including Grey Fleet)

Concurrently, along with the Fleet and Plant review was the internal assessment of the Light Fleet Vehicle Procedure and following this process updates have been made to provide clear direction and guidance to officers managing fleet, plant and mobile assets.

Notwithstanding this review, the consultant's supplementary light fleet and plant review report identified the opportunity for council to consider strategies to reduce the administrative burden and operational risk associated with managing grey fleet, that is the use of officer's personal vehicles for Council business purposes.

The Consultant has provided a recommendation for the implementation of a local government personal use vehicle policy and practice for the workforce as a novated lease, designed to provide Council with greater transparency and best practice outcomes for the engagement of employees, and this recommendation will be considered further.

Short Term Renewals

Importantly, one of the consultant's draft recommendations was to address the aging light vehicles in council's fleet, and we are now implementing a procurement activity for the supply of 24 light vehicles for delivery as part of the 2023-24 Fleet Capital program; this is now in the Request for Tender (RFT) evaluation phase.

Specifications for these light vehicles were determined after consultation with stakeholders and a RFT was prepared and released to market with a closing date of the 12 December 2023.

It is Council's intention to commence the procurement of these vehicles following the tender evaluation process and roll out the replacement program in accordance with the Light Fleet Replacement Plan to include the retention of identified vehicles to backfill shortfalls in pool availability.

Financing options

With respect to the optimum replacement cycle and funding of fleet assets, the consultant has prepared a separate report for use by Council. The findings and recommendations of this report are subject to further discussion between the consultant and ELT as part of the Consultant's presentation on 20 February 2024.

Topics, that challenge the optimum replacement of plant and fleet when deciding to replace vehicle fleet are influenced by several factors including resale value, compliance requirements, maintenance costs and disruption costs (downtime) that need to be carefully considered to determine an appropriate cost model.

The replacement of Government vehicles requires:

- compliance with procurement rules taking significant time and effort
- customisation and associated costs are not generally recoverable
- disposal of assets requires the allocation of valuable administration resources.

Further, the optimum replacement time is challenging, impacted by a number of factors including:

- the increased reliability assets offer, particularly those that use new technologies to reduce operator effort
- increased reliance on manufacturer's maintenance to ensure assets are maintained to their standards (including imbedded technologies)
- Council's appetite to move to a NetZero fleet capability.

A report has been prepared for the February meeting of the Audit and Risk Committee to inform the Committee on the progress of the adopted strategy and the development of the Procurement and Fleet and Plant Improvement projects.

3. BUDGET IMPLICATIONS

There are no budget implications associated with the recommendation of this report.

4. POLICY IMPLICATIONS

There are no policy implications associated with the recommendation of this report.

5. CONSULTATION

Corporate Services Directorate Managers, Officers and Coordinators were consulted in the development of this report.

6. CONCLUSION

As outlined above, this report provides an opportunity to reflect on achievements and learnings and to encourage information sharing across the Directorate, the Organisation and Council.

M03/02/24

Moved Cr BM Devereaux

Seconded Cr J Milne

That Council note the Corporate Services Directorate Update report.

Carried

FOR: Cr HT Smerdon, Cr DH Stewart, Cr NG Jensen, Cr SA Waldock, Cr WA Polley, Cr BM Devereaux and Cr J Milne

AGAINST: Nil

QUESTION ON NOTICE: Cr Devereaux requested the Director of Corporate Services provide information on user statistics for the Disaster dashboard.

QUESTION ON NOTICE: Cr Devereaux request the Director of Corporate Services investigate the establishment of a partnership contract with Gympie TAFE.

QUESTION ON NOTICE: Cr Milne requested an update on the release of the 2023 staff survey results. The Chief Executive Officer to investigate the progress of this release.

The meeting adjourned at 09:40am in order to address technical issues.

The meeting resumed at 09:49am.

6.2 Second Quarter Update - Operational Plan 2023-2024

PORTFOLIO: Governance, Risk and Disaster Management

DIRECTORATE: Corporate Services

DOC ID:

LINKS TO CORPORATE/OPERATIONAL PLAN

KEY RESPONSE AREAS:

3. Organisation

1. BACKGROUND AND PREVIOUS COUNCIL CONSIDERATION

On 25 May 2022, Council adopted its Corporate Plan 2022-2027 which outlines its strategic focus areas over a five-year window.

At a Special Meeting of Council held on 25 July 2023, Council adopted its Operational Plan 2023-2024 which outlines its key priorities for the 2023-2024 financial year, (refer Attachment 1). The Operational Plan 2023-2024 been publicly available on Council's website since August 2023 at the below link:

<https://www.gympie.qld.gov.au/downloads/file/4609/operational-plan-2023-2024>

This Corporate Plan 2022-2027 was reviewed (as per M04/05/22 following the arrival of Chief Executive Officer (CEO) Mr Robert Jennings) and minor amendments were adopted by Council at its Ordinary Meeting on 27 September 2023 (M03/09/23). This Plan is available on Council's website at the below link:

<https://www.gympie.qld.gov.au/downloads/file/4135/corporate-plan-2022-2027>

Under the *Local Government Act 2009* (the Act), the Chief Executive Officer (CEO) is required to report on progress towards the Operational Plan. This reporting is done quarterly. The Operational Plan 2023-2024 Quarter Two Report (the Report) can be found attached to this report in Attachment 2.

The Report is the sixth quarterly report against Council's Corporate Plan 2022-2027.

2. REPORT

The Q2 Report highlights the progress on each of the 32 key activities identified within the Operational Plan 2023-2024. It is noted that work is progressing against the Operational Plan 2023-2024, with the following items noted.

Potential delays

- **Item 4A** – With the appointment of a new Manager for Communications, Business and Engagement, the Internal Communications Strategy is being reviewed. It is now expected that the strategy will be finalised in March 2024.
- **Item 6A** – A review and amendment of timeframes for the adoption of Council's Environmental Social Governance Policy will be required and is being addressed by the Executive Leadership Team.

- **Item 6C** – The review of the Environmental Strategy 2021-2023 is delayed due to resourcing constraints.
- **Item 11A** – Asset Management Plan for Open Space – Development of the Asset Management Plan (AMP) for Open Space has been deferred in order to address the AMP for Waste in alignment with the current investigations for a new landfill site. The Asset Management Steering Committee endorsed this decision at its August 2023 meeting.
- **Item 17A** – The Planning Scheme program has been revised as presented to Council on 6 December 2023. Drafting is ongoing and will be presented to Council in future workshops in 2024. The expected timeframe for Council adoption is Q1 2024-2025.
- **Item 18B** – Asset class plans - Development of asset class plans is on hold until Asset Management Plans are completed. A request has been submitted to defer this action to 2024-2025.

2023-2024 Achievements

Actions completed within the first and second quarters are outlined below, noting that these may be subsections within an Action Item:

- **Item 19C** Southside Sewerage Stage 8 - Southside Sewerage Stage 8 install is complete with reinstatement underway.
- **Item 19D** Construction of Sewer Pump Station G1 - Construction of G1 Sewer Pump Station is complete.
- **Item 23A** "Operational Procurement Plan approved by Council by Q1 2023-2024" - The Operational Procurement Plan resolved (approved) by Council at the Ordinary Meeting of 23 August 2023. Access to this document can be found on Council's website at <https://www.gympie.qld.gov.au/business-council>
- **Item 25A** Financial Decision-Making training was delivered to all responsible budget officers and project managers and completed by December 2023.
- **Item 30A** The Gympie Regional Council Workforce Strategy was endorsed by Executive Leadership on 18 September 2023 and is continuing to be implemented with quarterly reporting.
- **Item 31A** Local Government WorkCover Workplace Health and Safety National System Audit Corrective Action Plans are complete with no items outstanding. A self-paced audit is still on track for Q1 of 2024.

3. BUDGET IMPLICATIONS

The activities highlighted within the Operational Plan 2023-2024 are funded through Council's adopted 2023-24 Budget.

4. POLICY IMPLICATIONS

Operational Plan activities may trigger a review or development of regular policies to ensure that appropriate direction and governance is in place to support activities. There are currently no policy implications associated with the recommendation of this Update Report

5. CONSULTATION

- Chief Executive Officer
- Executive Leadership Team
- Managers

- Relevant Coordinators

6. CONCLUSION

The Report is provided for the information of Council. The Report highlights progress achieved in furthering the initiatives nominated in Council's Operational Plan 2023-2024.

ATTACHMENTS

1. Operational Plan 2023-2024
2. Quarter 2 Report - Operational Plan

M04/02/24

Moved Cr SA Waldock

Seconded Cr J Milne

That Council resolves to receive and note the Second Quarter Update - Operational Plan 2023-2024 Report as presented.

Carried

FOR: Cr HT Smerdon, Cr DH Stewart, Cr NG Jensen, Cr SA Waldock, Cr WA Polley, Cr BM Devereaux and Cr J Milne

AGAINST: Nil

QUESTION ON NOTICE: Cr Polley requested the Director Community Sustainability provide comparative information regarding the how much money is spent on environmental programs within the community in relation to how much is collected under the Environmental Levy. Cr Milne requested this information also include an outline of the history of this this levy and the reason for implementation.

6.3 January 2024 Finance Report

PORTFOLIO: IT and Finance

DIRECTORATE: Corporate Services

DOC ID:

LINKS TO CORPORATE/OPERATIONAL PLAN

KEY RESPONSE AREAS:

1. Community and Environment
2. Infrastructure and Economic Opportunity
3. Organisation

1. BACKGROUND AND PREVIOUS COUNCIL CONSIDERATION

To meet its monthly reporting obligations under s204 of the *Local Government Regulation 2012*, a monthly financial report is to be provided to Council for its information.

This report provides commentary on Council's financial results at 31 January 2024.

2. REPORT

The financial statements provide a comparison of actual results to 31 January 2024 to the revised budget adopted by Council on 25 October 2023.

Council's overall actual year to date performance to 31 January 2024 is a surplus of \$82.3m, which is tracking higher than the forecasted position of a surplus of \$52.3m.

Council's net operating result at 31 January 2024 is a surplus of \$39.6m compared to a year-to-date budget surplus of \$36.3m.

At 31 January 2024 the underlying operational result excluding extraordinary items is an operational surplus of \$41.8m compared to a year-to-date budget operational surplus of \$38.9m.

Extraordinary items are operational projects which are not considered council business as usual activities. Council has identified the GRIT Project, the Planning Scheme and the operational portion of the Southside Sewerage project as extraordinary items.

Operating Revenue:

The financial report at 31 January 2024 show overall operating revenue received of \$116.2m which is trending higher than the year-to-date budget of \$111.6m.

The operational revenue variances contributing to this result are outlined in the following table.

Revenue	Variance (\$'000)s	Comments
<i>Rates Revenue</i>		
Rates, Levies and Charges - net	\$1,750	Increase in the number of rateable properties included in the first half year rates calculation and higher than forecasted water consumption of \$0.9m.
<i>Fees & Charges</i>		
Building and Plumbing	\$50	Plumbing applications continue to trend higher than forecast across the region, resulting in a higher than forecast receipt of application fees. This trend will continue to be monitored by the Building and Plumbing and Finance Teams and revised, if necessary, at a future budget review.
Development Assessments	\$38	Higher than forecast planning applications.
Compliance	\$76	Favourable variance due to an increase in licensing and infringements.
Waste	\$263	Higher than forecast waste disposals at council's Waste Management Facilities.
Water	\$50	Higher than forecast water connections. This trend will be monitored by the Finance Team and revised, if necessary, at a future budget review.
Wastewater	\$108	Higher than forecasts trade waste disposals and sewer connections compared to the current forecast. This trend will be monitored by the Finance Team and revised, if necessary, at a future budget review.
<i>Interest & Investment Revenue</i>		
Interest and Investment Revenue	\$688	The higher than forecast cash balance has resulted in increased interest and investment revenue received to date on council's investments and term deposits. Higher than forecast interest revenue on overdue rates has also been received.
<i>Sales Revenue</i>		
Water Sales	\$484	The bulk water sales favourable variance is due to weather conditions driving up water consumption and increased demand for standpipe access. The budget for these items will be monitored in light of the current wet weather being experienced across the region.
Recoverable Works	\$166	Subdivisions and contractors requiring council to provide standpipes, water usage, meters and main connections.
<i>Grants, Subs, Contributions & Donations</i>		
Waste Levy	\$491	Earlier than forecast recognition of State Waste Levy payments.
Employment Subsidies	\$44	Increased employment subsidies received to date which will be offset by increased expenditure to fund trainee positions.

Environmental Grant	\$62	Receipt of funds for the successful subsidy application for the Crab Creek Erosion Remediation project.
State Library Grant	\$29	Earlier than forecast payment of State Library Grant.

The percentage of outstanding rates at 31 January 2024 was 48.74% compared to 47.4% for the same period in the prior financial year. Rates assessments were calculated and issued in late January 2024, with a due date of 7 March 2024. It is anticipated that the level of outstanding rates will reduce from February 2024 onwards.

Outstanding rates and charges balances continue to be managed in accordance with Council's outstanding rates and charges collection policy and procedures.

Operating Expenditure:

Inclusive of extraordinary items, operating expenditure at 31 January 2024 totalled \$76.6m compared to the year-to-date budget of \$75.3m.

The unfavourable variance of \$1.3m primarily relates to differences in the timing of budget phasing for materials and services across branches which is partially offset by increased expenditure for salary and wage costs.

Details of these operational expenditure variances are listed below:

Operational Expenditure	Variance (\$'000)s	Comments
<i>Employee Expenses</i>		
Salary & Wages	(\$1,558)	Mainly due to higher than forecasted termination payments and higher than anticipated overtime costs. Also note the comment against GRiT in Materials & Services.
Workers Compensation	(\$263)	The actual workers compensation premium is higher than the original budget due to current economic and insurance factors.
<i>Materials & Services</i>		
GRIT Project	\$850	GRiT project budget phasing is currently being reviewed with the project budget to be updated once this review is completed. A budget transfer between employee costs and materials and services will be required.
<i>Finance Costs</i>		
Interest Expenses	\$292	Forecast borrowings not required to date. The budget for interest expense relating to these borrowings will be updated in the next budget review.
<i>Depreciation</i>		
Depreciation	\$29	Currently depreciation expenditure is trending in alignment with the budget. However, the budget for depreciation will be updated in the 3rd budget review to

		reflect the asset valuation increases identified in the 2022-23 Financial Statements and the capitalisation of capital projects completed in the 2023-24 financial year.
--	--	--

Finance officers meet with responsible budget managers on a monthly basis to assist with the analysis of budget variances and the updating of budget phasing as required.

Capital Revenue:

At 31 January 2024, a total of \$42.6m had been received in capital revenue, which is trending higher than the year-to-date budget of \$16.0m.

The level of capital income is the result of the receipt of higher than forecast Infrastructure Charges (\$5.0m) and Voluntary Home Buy Back (VHBB) grant funds (\$9.7m). The VHBB grant funding is offset by the purchases of properties included in council's capital expenditure to date.

The budgets for capital grants and subsidies have been aligned to the current forecasts for completion of associated capital projects and the submission of funding acquittals with any required budget amendments to be reflected in the next budget review.

It should also be noted that the recognition of capital subsidies and grants may be adjusted during the financial year, in accordance with the reporting requirements for capital subsidies under current Accounting Standards.

Capital Project Expenditure:

At 31 January 2024, Council had expended \$59.3m of its annual capital works program compared to a forecast year to date budget of \$47.0m.

Of the \$59.3m actual capital expenditure incurred to 31 January 2024, costs in relation to the voluntary house buy back scheme totalled \$12.3m compared to the adopted budget of \$3m. This program is fully funded by the Queensland Reconstruction Authority (QRA) and the budget allocation will be increased to reflect the forecast approved buy back from QRA in the next budget review.

Finance officers continue to be available to assist Project Managers with adjustments to budget phasing for the capital program to better reflect the financial milestones of each capital project.

Statement of Financial Position:

The Statement of Financial Position compares Council's assets, liabilities and community equity position to the previous financial year and for the period to 31 January 2024, shows an increase in Community Equity of \$152.0m.

This increase in equity is primarily due to the increase in Property, Plant and Equipment due to the confirmation of the asset revaluation process which was as part of the finalisation of the 2022-23 financial statements process, construction activities in relation to the delivery of the capital program (works in progress), recognition of contract assets and liabilities and Council's improved cash balance at 31 January 2024.

Cash and Cash Equivalents Report:

Excluding funds held in trust, total cash on hand at 31 January 2024 was \$77.8m and of these funds, \$77.1m was invested with the Queensland Treasury Corporation with \$0.25m invested with Auswide Bank and \$0.25m invested with Bendigo Bank.

The cash balance includes constrained funds of \$69.1m which is made up of the prepayment of grant funds, the prepayment of the state waste levy, infrastructure charges and provisions for rehabilitation of landfill and quarry sites across the region.

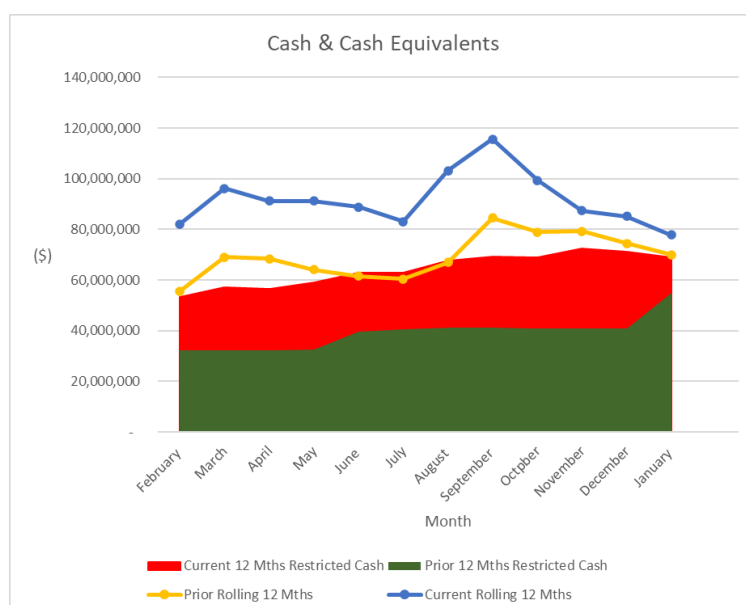
While council's overall cash and cash equivalents at 31 January 2024 continues to track higher than the balance for the same period in the prior year, it should be noted that Council's unrestricted cash balance is now below the benchmark for the Cash Expense Cover Ratio.

Cash balances allocated across restricted and unrestricted cash balances will change in the coming months, as a result of the payment of rates and the completion of grant funded capital works.

Detailed analysis of capital funding sources continues to occur to ensure constrained funds relating to infrastructure are allocated to projects related to the construction and/or upgrading of council's trunk infrastructure and that Council's unrestricted cash reserves are maintained at acceptable levels.

Council currently holds \$2.0m in trust for developers, ratepayers and other parties.

The graph below presents a rolling 12-month comparisons of Council's total Cash and Cash Equivalent balances.



The indicative interest rate on investments at 31 January 2024 was 5.05% compared to 3.86% at 31 January 2023.

3. BUDGET IMPLICATIONS

As the 2023-24 operational expenditure budget includes an estimated vacancy rate of \$2.3m, close monitoring of Council's monthly financial performance is of critical importance for Council to achieve the financial results adopted in its 2023-24 Budget.

Also, at Council's January 2024 Ordinary Meeting, a budget review report was tabled which indicated an increase in Council's operating deficit from \$5.608m to \$8.03m. The review represented council estimated result at 30 June 2024 based upon results to 31 December 2023.

Following debate on this report, Council asked that the review be brought back to a future Council Workshop for further review. It is intended that the review will be discussed with Council in either March or April 2024 to allow officers sufficient time to develop strategies to bring council's estimated result at 30 June 2024 back into alignment with the position as forecast in Budget Review 1 (\$5.608m). Also of note is the fact that council officers are now forecasting a 30 June 2024 operating deficit of \$6.293m based upon anticipated revenue streams following the latest rates strike. This result will subsequently improve as further analysis is undertaken on expenditure within the GRiT and Planning Scheme projects.

4. POLICY IMPLICATIONS

The November monthly management report is in line with Council policy, the *Local Government Act 2009* and the *Local Government Regulation 2012*.

5. CONSULTATION

Consultation on commentary regarding financial performance to 31 January 2024 has been undertaken with Managers and the Executive Leadership Team.

6. CONCLUSION

Council's financial statements for the period ended 31 January 2024 provide a comparison of actual results against the revised budget adopted at Council's Ordinary Meeting on 25 October 2023

ATTACHMENTS

[1.](#) January 2024 Finance Report

M05/02/24

Moved Cr BM Devereaux

Seconded Cr WA Polley

That Council receive and note the financial report for the period ended 31 January 2024.

Carried

FOR: Cr HT Smerdon, Cr DH Stewart, Cr NG Jensen, Cr SA Waldock, Cr WA Polley, Cr BM Devereaux and Cr J Milne

AGAINST: Nil

6.4 Procurement Report

PORTFOLIO: IT and Finance

DIRECTORATE: Corporate Services

DOC ID:

LINKS TO CORPORATE/OPERATIONAL PLAN

KEY RESPONSE AREAS:

1. Community and Environment
2. Infrastructure and Economic Opportunity
3. Organisation

1. BACKGROUND AND PREVIOUS COUNCIL CONSIDERATION

This report provides a summary of the Procurement Panel's activities. The report includes items endorsed by the Procurement Panel (the Panel) for procurement that exceed the financial delegation of the Chief Executive Officer.

2. REPORT

2.1 RFT2023-24 010 - Gympie WTP and Pavilion Standby Generators

Tenders were invited to supply and install three standby generators to provide backup electrical supply to three sites:

- Gympie Civic Centre (disaster evacuation centre)
- The Pavilion (disaster evacuation centre – Southside)
- Gympie Water Treatment Plant at Jones Hill.

Evaluation

The following Evaluation Panel convened to assess the Tenders and this assessment was completed on the 7th of February 2024.

Person	Organisation / Role
Project Manager	Chair
Project Manager	Technical Expert
Electrical Designer	Design Expert

In accordance with the approved Procurement Evaluation and Probity Plan, the evaluation criteria were weighted as follows:

Criterion	Weighting
Price	50%
Contract Experience and Capacity <ul style="list-style-type: none"> • Past experience on similar projects • Commitments and Resourcing 	15%
Methodology of Project Delivery <ul style="list-style-type: none"> • Proposed project delivery methodology • Proposed project delivery timeline / program 	15%

Quality <ul style="list-style-type: none"> Quality Management Systems Accreditation 	5%
Health & Safety <ul style="list-style-type: none"> Accredited to AS4801 (Occ Health & Safety Management Systems (or equivalent) or not accredited Safety Management Plan specific to this project 	5%
Environment and Sustainability <ul style="list-style-type: none"> Accredited to ISO14001 (or equivalent) or not accredited. Environmental Management Plan and Environmental Initiatives specific to this project. 	5%
Local Benefits <ul style="list-style-type: none"> Contribution to local employment, traineeships & apprenticeships. Use of local contractors, manufacturers, and suppliers. 	5%

The following five conforming tenders were received at the close of the tender.

TENDERER	TENDER ADDRESS	TENDER SUM
Hamilton Instrument & Electrical Pty Ltd	18 Huntington Place, Banyo QLD 4014	\$812,800.00
Mansey Pty Ltd	11 Whalley Creek Close, Burnside QLD 4560	\$502,202.34
Nepean Power Pty Ltd	58 Bonville Avenue, Thornton NSW 2322	\$573,742.00
PR Power Pty Ltd	41 Production Avenue, Molendinar QLD 4214	\$714,232.00
Southern Generators and Electrical	14A/96 Wilkie Street, Yeerongpilly QLD	\$676,796.84

The table below shows the combined price and non-price weighted scores and overall rating established by the evaluation panel.

EVALUATION PANEL COMBINED SCORE AND TOTAL OVERALL RANK*		
Tenderer	Score	Overall Ranking
Mansey Pty Ltd	7.86	1
Nepean Power Pty Ltd	6.38	2
Hamilton Instrument & Electrical Pty Ltd	5.24	3
PR Power Pty Ltd	5.21	4
Southern Generators and Electrical	5.07	5

Recommendation

Based on the result of the tender evaluation process and weighting scoring, it is the Panel's recommendation that Council accept the Tender received from Mansey Pty Ltd for RFT2023-24 010 - Gympie WTP and Pavilion Standby Generator for the contract sum of \$554,402.57 (GST inclusive), \$504,002.34 (GST exclusive).

3. BUDGET IMPLICATIONS

Items considered by the Procurement Panel are consistent with the 2023-24 Budget and the Long-Term Financial Forecast 2023-24 to 2031-32 adopted by Council on 25 October 2023.

4. POLICY IMPLICATIONS

All procurement processes, reports and recommendations are consistent with Council's Procurement Policy, adopted 25 July 2023.

5. CONSULTATION

Consultation has been undertaken across key stakeholders within council, in relation to the items considered by the Procurement Panel during the period covered by this report.

6. CONCLUSION

The Procurement Panel has endorsed the items outlined above and within the recommendations below.

M06/02/24

Moved Cr SA Waldock

Seconded Cr DH Stewart

That Council resolves to accept the Tender received from Mansey Pty Ltd for RFT2023-24 010 - Gympie Water Treatment Plant and Pavilion Standby Generator for the contract sum of \$554,402.57 (GST inclusive), \$504,002.34 (GST exclusive).

Carried

FOR: Cr HT Smerdon, Cr DH Stewart, Cr NG Jensen, Cr SA Waldock, Cr WA Polley, Cr BM Devereaux and Cr J Milne

AGAINST: Nil

QUESTION ON NOTICE: Director Infrastructure Services provide Council a breakdown of ongoing maintenance costs of Council generators.

SECTION 7: COMMUNITY SUSTAINABILITY

7.1 Further Information on Environment Program Grants 2023/2024

PORTFOLIO: Environment and Waste

DIRECTORATE: Community Sustainability

DOC ID:

LINKS TO CORPORATE/OPERATIONAL PLAN

KEY RESPONSE AREAS:

1. Community and Environment

1. BACKGROUND AND PREVIOUS COUNCIL CONSIDERATION

In line with the *Environment Program Grant Category Guidelines 2023/2024*, officers presented grant recommendations to Council Ordinary Meeting on 31 January 2024. Officers recommended four of the six Environment Program grant applications, with Council resolving to award the four recommended applications.

In addition, Council requested further information be brought to Council regarding whether the two applications that were not recommended could be funded with available budget.

This report outlines the review undertaken by officers and the recommendation regarding the two unsuccessful applicants.

2. REPORT

As per the grant guidelines endorsed by Council on 13 December 2023, the Environment Program grant category is a pilot grant category to support ongoing environmental programs delivered by community groups. Applications were open from 15 December 2023 to 14 January 2024. A total of six applications were assessed with \$92,085 requested from applicants. Officers recommended funding four of the six applications to a total of \$79,328.

As part of implementing a competitive grant funding model, funding was prioritised for the applications that provided the strongest evidence to support the category purpose and priorities. Funding was also retained to ensure that budget is available for the Major Environment Projects category Round 2 (opening February 2024) and the Micro Environment Project category in the Rolling Round which is open until 30 June 2024 or until all funds are expended.

Following the Ordinary Meeting of 31 January 2024, officers reviewed the two unsuccessful applications and liaised with relevant applicants. Officers confirm:

- there was insufficient information and justification provided for one of the applications and it is not recommended for funding;
- there were ineligible costs included in the other application which exceeded the amount available for equipment in the environment grant categories. This applicant has been advised that the Volunteer Support category would be a suitable category

to apply for equipment that assists volunteers in their activities, which would provide a higher level of grant support. The applicant advised that they intend to apply in the in Round 2 pursuant to that category; and

- organisations and individuals that undertake similar activities are encouraged to collaborate on future grant applications to avoid duplication. Officers will also explore amending future guidelines to enable "consortium" applications whereby community organisations undertaking joint programs could apply for funding together.

As such, officers do not recommend altering the original grant recommendations for the Environment Program Grant Category 2023/2024.

3. BUDGET IMPLICATIONS

A total of \$150,000 was allocated for environment grant categories from Council's Operational Budget in 2023/2024. Total funding awarded to date for Round 1 Major Environment Projects Grants, Environment Program Grants and Micro Environment Grants is \$109,331. Therefore, \$40,669 is available to fund environment category grants in Round 2 and the Rolling Round.

Officers note that eligible organisations have attended council's Grants Information sessions in February and expressed their intent to submit environment category applications in Competitive Round 2 and the Rolling Round. Therefore, officers recommend retaining \$40,669 to fund environment category grants to 30 June 2024.

4. POLICY IMPLICATIONS

The grants administration process was carried out in accordance with Council's Community Grants Policy and Environment Program Grant Category Guidelines 2023/24.

5. CONSULTATION

Council Officers consulted during this process:

- Manager Environment and Resource Recovery
- Manager Community and Commercial Services
- Coordinator Environment Services
- Senior Officer Community Development

6. CONCLUSION

Council's Environment Program Grant Category 2023/2024 has been administered by officers in accordance with the Council endorsed Community Grants Policy, Guidelines and allocated budget. Having undertaken a review, officers do not recommend altering the original grant recommendations on the Environment Program Grant Category 2023/2024. Unsuccessful applicants have been provided with information about other suitable funding categories and encouraged to reach out to council officers should they require further information about future grant rounds.

M07/02/24/02/24

Moved Cr BM Devereaux

Seconded Cr NG Jensen

That Council notes the further information provided in this report.

Carried

FOR: Cr HT Smerdon, Cr DH Stewart, Cr NG Jensen, Cr SA Waldock, Cr WA Polley, Cr BM Devereaux and Cr J Milne

AGAINST: Nil

Item - 7.2 Development Application for Material Change of Use - Transport Depot (Removalist's Depot) and Warehouse (Storage of Shipping Containers) at 427 Carlson Road, Coles Creek - has been moved to another part of the document.

SECTION 8: INFRASTRUCTURE SERVICES

8.1 Flood Recovery (Infrastructure Services) Quarterly Progress Update

PORTFOLIO: Civil Works and Design, Asset Management, Facilities, Property and Open Space

DIRECTORATE: Infrastructure Services

DOC ID:

LINKS TO CORPORATE/OPERATIONAL PLAN

KEY RESPONSE AREAS:

2. Infrastructure and Economic Opportunity

1. EXECUTIVE SUMMARY

Gympie Regional Council (Council) instigated the formation of the Flood Recovery Team to manage the recovery, reconstruction and resilience improvements of the region's roads and transport network, recreational and community assets, together with the Voluntary House Buy Back program, to reconnect and support the regions communities and economy following the declared natural disaster events in 2022, being:

- Ex-Tropical Cyclone Seth, 29 December 2021 -10 January 2022 (AGRN 994).
- South East Queensland Rainfall and Flooding, 22 February - 5 April 2022 (AGRN 1011).
- Southern Queensland Flooding, 6 - 20 May 2022 (AGRN 1020).

To align with Council's Flood Recovery Plan 2022-2024 (the Plan), the 2022 Flood Recovery Program (the Program) will deliver upon the Plan's objectives to:

- Inspect and make safe priority road and transport network.
- Prioritise road and transport recovery works and seek funding for priority works.
- Execute reconstruction works on time and on budget.
- As far as possible, ensure future road and transport planning and construction methods mitigate future hardship relating to natural disasters.

The Program is also undertaking, or has undertaken, specific Recovery Tasks in alignment with the Plan:

- Inspect all public roads and transport networks (complete).
- Remove debris (complete).
- Undertake emergent works (complete).
- Prioritise restoration and reconstruction work (ongoing).
- Program works, based on available funding and priority list (ongoing).
- Seek external funding to future-proof, build back better ageing road/transport infrastructure.

2. BACKGROUND AND PREVIOUS COUNCIL CONSIDERATION

Council appointed Cormac Road Civil (CRC) as their consultant to undertake the initial Program recovery phase of recording the damage to Council assets and funding submission development to Queensland Reconstruction Authority (QRA). They are also currently administering the reconstruction contract for Western Roads Package 01.

Council appointed AECOM Australia Pty Ltd (AECOM) to project manage the delivery of the remainder of the program to December 2025.

The flood recovery program broadly encompasses 3 sub-programs being the Reconstruction of Essential Public Assets (REPA), the Restoration of Recreational and Community Assets (RCRA), and the Voluntary Home Buy-Back (VHBB) scheme. Each of these sub-programs of work is funded by various percentage splits from State and Federal Government. Generally, the funding is administered directly by the Queensland Reconstruction Authority (QRA), although some funding within the RCRA program is administered by Department of Tourism, Innovation and Sport (DTIS), Works for Queensland (W4Q) with QRA, and Council's LRCI funding.

In the previous report, the following general updates were provided:

- REPA: Development, procurement and delivery planning were underway to finalize designs, review packaging, confirm scope and associated timelines and progress with the engagement of qualified contractors to deliver the works.
- RCRA: Scope to be delivered was being developed and reviewed with relevant stakeholders.
- VHBB: Majority of the houses in program had achieved or were nearing acquisition with demolition commencing on some properties.

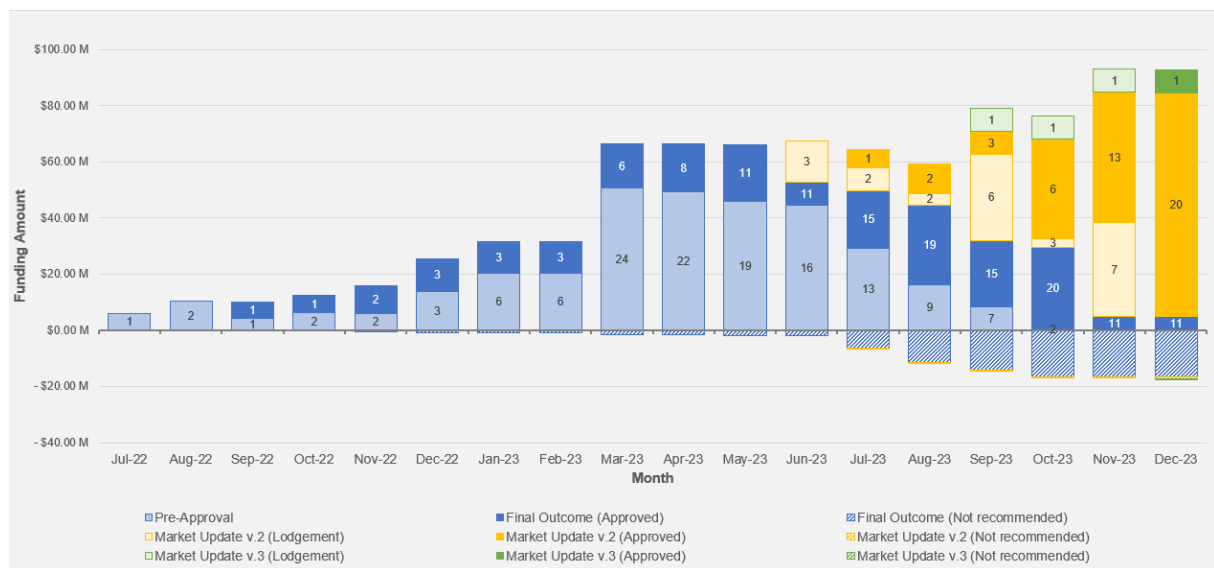
3. REPORT

For the flood recovery program, current approved funding as of 31 January 2024 is summarized in the table below:

Sub-Program	Number of Projects	Funding
REPA/Betterment	32 submissions	\$92,815,984
RCRA	14 projects	\$6,485,947
VHBB	36 properties	\$19,000,000
TOTAL		\$118,301,931

All submission packages have now been approved by QRA based on updated market rates received and provided. Market rates received were approximately 2 to 2.5 times QRA benchmark rates used to initially estimate the program.

The status as of 31 December 2023 of the REPA funding (by phase) is shown below in further detail.



In terms of the schedule for the REPA program, Extension of Time (EOT) requests have been submitted to QRA extending completion dates of the program out to June 2025. EOT submissions are currently under review by QRA; however, QRA has indicated positively that the extensions will be approved.

The current program baseline delivery schedule shows that all 32 REPA projects will be physically closed out and financially acquitted by early 2025.

The REPA program has been split into 7 packages – 1 being self-performed by Council's crews and 6 tendered out to contractors with packaging based on locality and scope to maximize delivery efficiency, minimize interface issues and to ensure contractors with required experience are delivering specialized works.

Currently, Council has 11 projects from the flood recovery program. Damage sites being reconstructed by Council cover priority sites in funding submission packages 0018, and the betterment sites covering improvements to floodways and stormwater. Cedar Pocket Road and Maudsley Street betterment sites are complete. Approximately 686 of the 884 damage sites under package 0018 have been delivered; Curry Estate Road, Hart Road and Kandanga Creek Road remain outstanding. The other outstanding betterment projects are being programmed to be completed over 2024.

Of the other 6 packages, 2 are in delivery, 3 are in final stages of contract award and 1 is in design development.

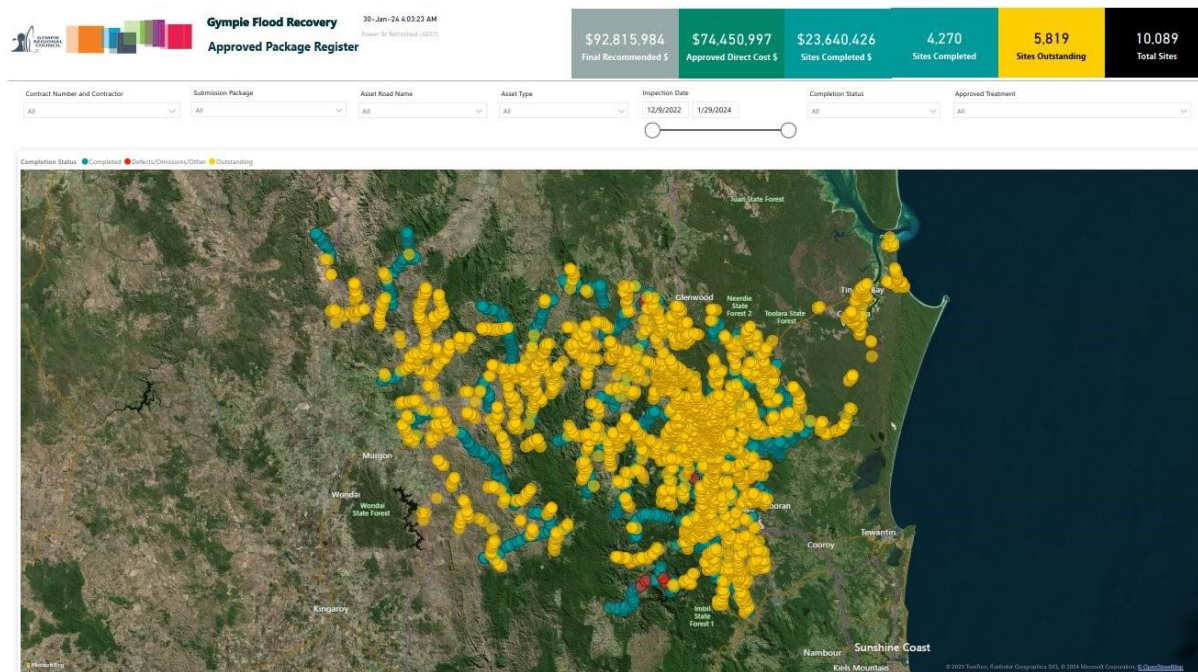
For Construction Package 01 being delivered by Browns Contractors, the majority of the roads/sites within the contract have reached practical completion. Noosa Road and Traveston Road remain outstanding until an agreement with QRA for change of treatments has been reached. This balance accounts for 164 damage sites out of the contracts 1,849 damage sites.

For Construction Package 02 being delivered by Durack Civil, approximately 1,800 damage sites are completed out of 3,000+ damage sites. This package continues to be ahead of

Construction Package 03 – Eastern Roads; Construction Package 04 – Western Roads and Construction Package 05 – Landslips have all been endorsed by council to be delivered by Durack Civil. These packages are in the final stages of contract execution and works are expected to commence in the coming months.

The general progress of all 32 REPA projects is captured in the GRC Flood Recovery Variance Report and dashboard map in the following pages.

[illegible]



The RCRA funding deadline is officially 30 June 2024. A baseline delivery schedule is in development; however, the forecast completion date is 30/06/2025. An extension of time request was submitted to QRA for 9 of 14 projects on 5/12/2023 requesting the program be extended to this date.

Scope has been confirmed for the following sites and delivery planning has progressed: Albert Park, Archery Park, Cooloola BMX, Imbil to Brooloo trail, Kandanga Pool and Jack Spicer Oval, Lake Alford, Nelson Reserve, One Mile Sports Complex, River to Rail trail, Memorial Park and Youth Precinct Amenities. Scope to be delivered is being finalized for Kilkivan Showgrounds and will be discussed with relevant stakeholders for confirmation.

Works have progressed at Albert Park, One Mile Sports Complex and Cooloola BMX. Design development has continued for River to Rail, Jack Spicer and Nelson Reserve.

The VHBB funding deadline is 30 June 2026. A baseline delivery schedule is in development to achieve this date. In the last period, 4 properties were demolished, 18 properties were acquired and procurement planning for 20 house removals has commenced.

4. BUDGET IMPLICATIONS

(NIL)

Over and above the State and Commonwealth funding arrangements administered through QRA, Council is contributing complementary funding on a case-by-case basis to add further value to the base repair works, as and where necessary.

5. POLICY IMPLICATIONS

(NIL)

6. CONSULTATION

The Flood Recovery Team meets with the QRA Regional Liaison Officer on a weekly basis to work through issues, risks and opportunities to maximize the benefits of State and Commonwealth funding for Council's damaged assets.

Council's website is updated regularly with a 6-week lookahead to inform the community of the restoration works progress and to manage community expectations with regard to upcoming disruptions due to roadworks on a road-by-road basis under the REPA sub-program.

Council has also instigated the installation of temporary corflute signage with the 'Building a Resilient Region' banner on each damaged road to emphasize community messaging with a QR Code portal providing easy links to Council's website to access the progress messaging and further information also complemented by project information sheets.

7. CONCLUSION

The flood recovery program of works is largely on-track.

Mayor Hartwig attended the meeting at 11.00am and assumed role of Chair.

M08/02/24

Moved Cr DH Stewart

Seconded Cr WA Polley

That Council receive and note the quarterly Flood Recovery Program Update.

Carried

FOR: Cr HT Smerdon, Cr DH Stewart, Cr NG Jensen, Cr GC Hartwig, Cr SA Waldock, Cr WA Polley, Cr BM Devereaux and Cr J Milne

AGAINST: Nil

8.2 Capital Works Program 23/24 Status Quarterly Update

PORTFOLIO: Civil Works and Design, Asset Management, Facilities, Property and Open Space

DIRECTORATE: Infrastructure Services

DOC ID:

PREVIOUS ITEMS

8.1 - Capital Works Program 23/24 Status Quarterly Update - Ordinary - 22 Nov 2023 9.00am

LINKS TO CORPORATE/OPERATIONAL PLAN

KEY RESPONSE AREAS:

2. Infrastructure and Economic Opportunity

1. BACKGROUND AND PREVIOUS COUNCIL CONSIDERATION

As identified in the 2023/24 Operational Plan (refer Item No. 13(B)), a quarterly status update on the progress of the 2023/24 Capital Works Program will be provided to Council for its information.

2. REPORT

The purpose of this report is to provide Council with an update on the status of the 2023/24 Capital Works Program.

Program Snapshot

The below Tables and Figures provide a summary of the program budget and expenditure.

Table 1: 2023/24 Capital Works Program Status


Overall Program	Current Program Status (by expenditure)	Commentary
	52%	<p>Forecast total expenditure significantly exceeds the adopted original budget due to an acceleration in the flood recovery program.</p> <p>A budget increase has been tabled for Council consideration at the next budget review.</p> <p>Note that Council's funding element has remain unchanged from the adopted original budget.</p>

Table 2: 2023/24 Capital Works Program Budget Summary

Description	Amount	Change since last report
Adopted Original Budget	\$111.96M	-
Adopted Current Budget	\$111.96M	-

Table 3: 2023/24 Capital Works Program Funding Source Summary

Description	Adopted Original Budget	Forecast Funding Amount	Change since last report
Council Funding	\$28.71M	\$28.71M	-
Grant Funding	\$82.33M	\$123.95M	+\$41.62M
LGIP Funding	\$0.92M	\$2.98M	+\$2.06M

Table 4: 2023/24 Capital Works Program Expenditure Summary

Description	Amount	Change since last report
Current Expenditure (as at 23/01/24)	\$58.53M	+\$33.92M
Forecast Total Expenditure	\$155.64M	+\$40.00M

**Figure 1:** 2023/24 Capital Works Program Phased Expenditure Forecast

Capital Works Program Project Control Group Update

The Project Control Group (PCG) for the Capital Works Program continues to meet to provide executive ownership of the Capital Works Program from a whole-of-business perspective, incorporating effective and efficient governance. Notable activities in the last months include:

- PCG meetings held 15th November, 20th December 2023 and 17th January 2024.
- Projects and revised budgets for the Second Quarter Budget Review were discussed and endorsed.
- Endorsement of significant emergent projects for inclusion at the next budget review:
 - Water pressure rectification for Southside (Lindsay Street area).

- Sidetrack construction at Woolgar Bridge on Mooloo Road due to bridge closure.
- Upcoming PCG meetings planned for 20th February, 20th March, and 3rd April 2024.

Program Risks

Details of Risk Identified	Inherent Risk	Controls	Residual Risk
Forecast program expenditure over adopted budget	Medium	Forecast total expenditure to be monitored by PCG. Increase to the adopted budget to be tabled for Council consideration at the next budget review.	Medium

Key Project Updates

Gympie Civic Centre

- Target date for reopening remains late 2024
- Site visit with key user groups held early December 2023
- Detailed design and tender documentation progressing
- Additional information provided to loss adjustor over last month
- Grant submission completed in January 2024 for Growing Regions Program, with outcome due early April 2024

Memorial Park Bandstand

- Construction commenced on-site late January 2024
- Works due for completion early May 2024

Project Update Report (Exceptions Only)

The project update report identifies projects that require action to manage a change in scope, whether that be budget, delivery timelines, or deliverables. The actions will be managed by the PCG, and where applicable, referred to Council for consideration and resolution.

A copy of the Project Update Report will be presented at the Council meeting.

3. BUDGET IMPLICATIONS

Amendments to the 2023/24 Capital Budget will be managed in conjunction with Council's Finance Team and presented to Council as a formal budget review.

4. POLICY IMPLICATIONS

Nil

5. CONSULTATION

- February Councillor Briefing
- Capital Works Program Project Control Group
- Manager Finance

6. CONCLUSION

The 2023/24 Capital Works Program is forecast to significantly exceed the original adopted budget, due largely to the acceleration of the Flood Recovery Program. A budget increase has been tabled for Council consideration at the next budget review.

Note that Council's funding element has remain unchanged from the adopted original budget.

Cr Fredman attended the meeting at 11.07am

M09/02/24

Moved Cr HT Smerdon

Seconded Cr BM Devereaux

That Council receive and note the quarterly Capital Works Program Update.

Carried

FOR: Cr HT Smerdon, Cr DH Stewart, Cr RA Fredman, Cr NG Jensen, Cr GC Hartwig, Cr SA Waldock, Cr WA Polley, Cr BM Devereaux and Cr J Milne

AGAINST: Nil

LATE ITEM

7.2 Development Application for Material Change of Use - Transport Depot (Removalist's Depot) and Warehouse (Storage of Shipping Containers) at 427 Carlson Road, Coles Creek

PORTFOLIO: Planning and Regulatory Compliance

DIRECTORATE: Community Sustainability

DOC ID:

PREVIOUS ITEMS

7.2 - Development Application for Material Change of Use - Transport Depot (Removalist's Depot) and Warehouse (Storage of Shipping Containers) at 427 Carlson Road Coles Creek - Ordinary - 24 Jan 2024 9.00am

LINKS TO CORPORATE/OPERATIONAL PLAN

KEY RESPONSE AREAS:

Choose a theme.

1. BACKGROUND AND PREVIOUS COUNCIL CONSIDERATION

A development application proposing a removalist's depot was presented to Council at its Ordinary Meeting on 24 January 2024.

At the meeting no resolution was made by Council and it has been requested the proposal be re-presented for consideration.

2. REPORT

An extract of the 24 January Ordinary Meeting Minutes is attached.

3. BUDGET IMPLICATIONS

If approved the development may have budget implications with regards to compliance action and possible additional road maintenance from the heavy vehicle traffic associated with the use. The property is also not rated as an industrial activity as other businesses in industrial zones are.

4. POLICY IMPLICATIONS

As noted previously, the proposal conflicts with Council's Planning Scheme and any decision to approve it would need to be accompanied by the 'relevant matters' relied upon.

5. CONSULTATION

Consultation is documented in the attached report.

6. CONCLUSION

The proposed use conflicts with the Strategic Outcome and Rural Zone Code of the Gympie Regional Council Planning Scheme 2013. The use is not intrinsically linked to rural activities and the development is not consistent with the rural character and amenity and the natural values of the area.

The proposed use is not considered excessively large to preclude its location on a site more suitably zoned and closer to the urban area. Additionally, the grounds submitted with the application are not considered to have addressed a demonstrated need for the proposed use to be located on this site.

The proposal is also inadequate in terms of providing sufficient information to confirm impacts (noise, visual, traffic) from the development are mitigated to an acceptable level and should Council be of a mind to support it, further information should be requested of the applicant.

ATTACHMENTS

[1.](#) Extract Ordinary Meeting Minutes 24 January 2024

ORIGINAL RECOMMENDATION SUBMITTED IN THE AGENDA

That Council as Assessment Manager APPROVE Development Application for Material Change of Use - Transport Depot (Removalist's Depot) and Warehouse (Storage of Shipping Containers) at 427 Carlson Road Coles Creek subject to conditions to be formulated by staff.

Further, that the approval be limited for five (5) years only, based on the business serving an immediate need and to allow the operators time to find suitably zoned premises.

Staff advised that the report submitted in the Late Agenda was correct, however the resolution was incorrect and instead wished to present the recommendation outlined below.

ROPOSED RECOMMENDATION

That Council as Assessment Manager REFUSE Development Application for Material Change of Use - Transport Depot (Removalist's Depot) and Warehouse (Storage of Shipping Containers) at 427 Carlson Road Coles Creek for the following reasons:

1. The proposal conflicts with the Rural Zone Code and Strategic Framework of the Planning Scheme.
2. The application has not demonstrated that the proposal will contribute to the preservation of the amenity and rural character of the area in terms of impacts.
3. The proposal has not satisfactorily demonstrated mapped local and state significant vegetation will be avoided or managed to avoid adverse impacts.
4. The proposal has not satisfactorily assessed traffic impacts generated by the proposal on the local and wider road network.

The existing home occupation use does not extend to the storage of containers and does not provide sufficient justification to warrant approval.

M10/02/24

Moved Cr DH Stewart

That the matter lay on the table to allow the drafting of a new recommendation which approves the application with conditions that include: the maximum number of containers; distance from neighbours; screen planting; hours of operation.

Carried

FOR: Cr HT Smerdon, Cr DH Stewart, Cr RA Fredman, Cr NG Jensen, Cr GC Hartwig, Cr WA Polley and Cr BM Devereaux

AGAINST: Cr SA Waldock and Cr J Milne

SECTION 9: PORTFOLIO COUNCILLOR REPORTS

No portfolio reports were tabled.

SECTION 10: GENERAL BUSINESS

No general business was discussed.

SECTION 11: ATTACHMENTS

6.2	Second Quarter Update - Operational Plan 2023-2024	
	ATTACHMENT 1	OPERATIONAL PLAN 2023-2024 51
	ATTACHMENT 2	QUARTER 2 REPORT - OPERATIONAL PLAN..... 77
6.3	January 2024 Finance Report	
	ATTACHMENT 1	JANUARY 2024 FINANCE REPORT 103
7.2	Development Application for Material Change of Use - Transport Depot (Removalist's Depot) and Warehouse (Storage of Shipping Containers) at 427 Carlson Road, Coles Creek	
	ATTACHMENT 1	EXTRACT ORDINARY MEETING MINUTES 24 JANUARY 2024..... 114

There being no further business the meeting closed at 11.45am

Confirmed this THIRTEENTH day of MARCH 20



Cr GC Hartwig
CHAIRMAN

OPERATIONAL PLAN

2023-2024



Contents

Our Vision 1

Our Mission 1

Our Values 2

Key Response Areas 3

Our Teams 3

About our Operational Plan 4

‘Step Change’ in Governance 5

Managing Operational Risk 5

Commercial Business Units 5

Review, Performance Monitoring and Public Reporting 5

Strategic Documents and Planning Cycle 6

Acknowledgement of Country

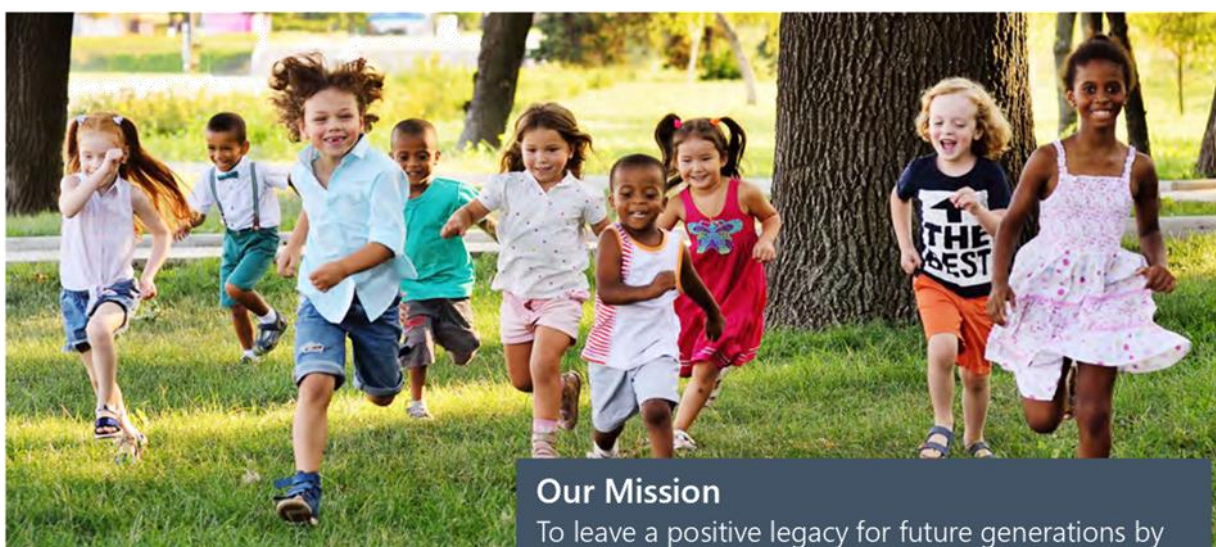
Gympie Regional Council acknowledges the Kabi Kabi, Wakka Wakka and Butchulla people as the Traditional Owners and Custodians of the land upon which we stand, work and play. We recognise their continuing connection to the land, waters and country and that the Gympie region has always been a place of social, cultural and spiritual significance. We pay respect to their Elders past, present, and future and extend that respect to all other Aboriginal and Torres Strait Islander people within our region.





Our Vision

Gympie Regional Council has a vision for embracing opportunities, promoting wellbeing and celebrating strong communities.



Our Mission

To leave a positive legacy for future generations by embracing progress through good planning and efficient service delivery.

Our Values

Our values are the principles upon which our council serves the community.

Accountability:

We are open, transparent and take responsibility for our actions.

Communication:

We consult with the community, actively listen to and respond to the input of residents, and keep people informed.

Customer Service Focused:

We meet the needs of our community in an efficient and effective manner.
We strive to continually improve, show empathy and are environmentally aware in our service delivery.

Integrity:

We act with honesty and respect in all we do and respect all residents, colleagues and visitors.

Teamwork and Collaboration:

We recognise and support everyone's contributions.
We are inclusive and contribute respectfully working as a team.
We will care for ourselves and others.

Key Response Areas

Council is committed to achieving its vision through the following three (3) key response areas:

1. Community and Environment

Our communities have infrastructure and spaces for living, working, learning, sport and recreation that supports and caters for growth and enables the community to be inclusive, connected and safe. Natural ecosystems are conserved and enhanced and our built environment embraces biodiversity, sustainability and heritage.

2. Infrastructure and Economic Opportunity

Our planning and infrastructure seeks to meet foreseeable future needs to support economic development, community enhancement and residents' wellbeing.

3. Organisation

Gympie Regional Council is an organisation that understands the community, and delivers services efficiently and effectively through highly engaged staff.

Our Directorates

Council has four functional areas that work together to deliver the Operational Plan. These are:

Office
of the
Chief Executive
Officer

Community
Sustainability

Corporate
Services

Infrastructure
Services



About our Operational Plan

The Operational Plan is a major, annual planning document within council's corporate performance, planning and reporting framework. It outlines the key activities and actions council will undertake for the financial year in accordance with the adopted budget. Together with the Corporate Plan and annual Budget, it guides council in delivering outcomes for the Gympie community.

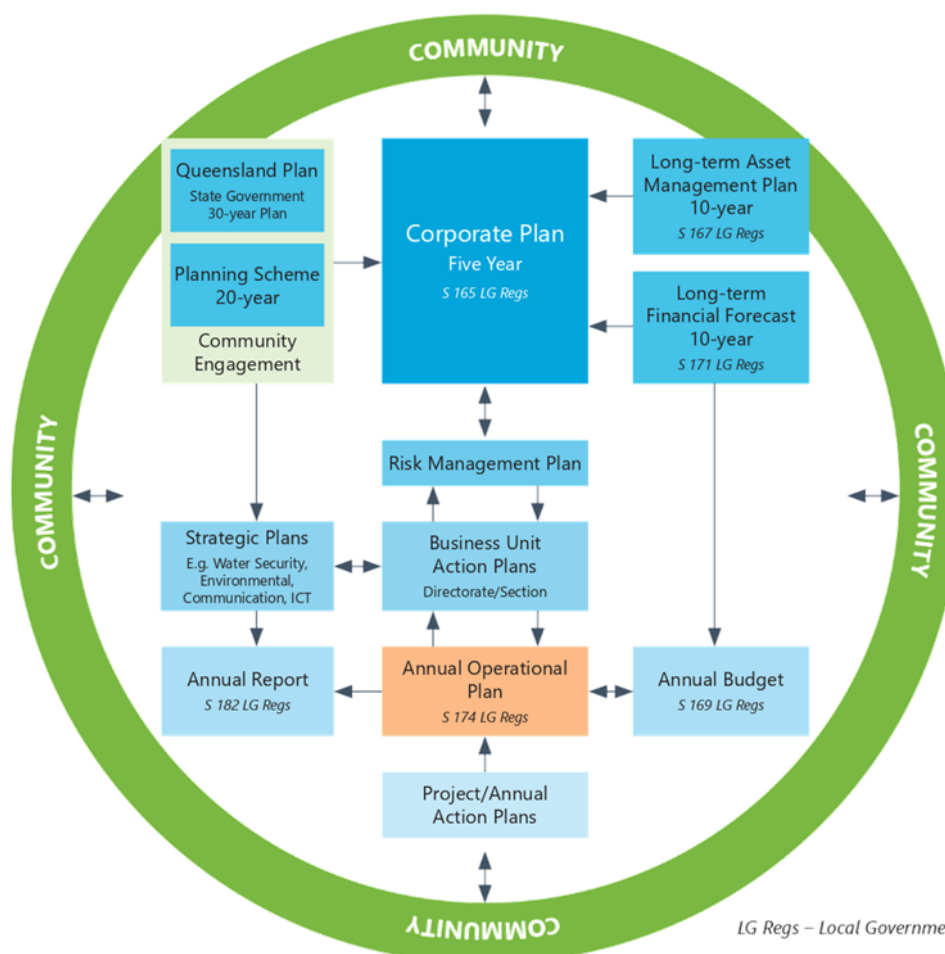
The *Local Government Act 2009*, along with the *Local Government Regulation 2012*, requires Council to adopt an annual Operational Plan that shall:

- be consistent with council's annual budget
- state how council will progress implementation of the Corporate Plan
- manage operational risks
- include an annual performance plan for each commercial business unit of council.

This Operational Plan is to be read in conjunction with Gympie Regional Council's Corporate Plan 2022-2027. The success measures achieved from each annual Operational Plan accumulate to meet the five-year vision of council's Corporate Plan.

Not all Operational Plans include every strategic priority or pathway of the Corporate Plan's Key Response Areas and progress can be staged over the five years. Council also conducts work outside of what is listed in this Operational Plan.

All work is aligned to the Vision, Mission and Key Response Areas of the Corporate Plan 2022-2027.



LG Regs – Local Government Regulation 2012

'Step Change' in Governance

The Governance Foundations Reset Project was initiated in Q3 2022-2023 to ensure council has a contemporary and relevant suite of governance policies, procedures and other supporting documents to enable effective governance across council.

Managing Operational Risk

There are many risks, threats and opportunities that could potentially affect the achievement of objectives outlined in council's strategic plans. Council currently has a number of risk treatment plans in place. Operational risks are managed in accordance with council's Risk Management Framework, Risk Management Policy, Risk Management Procedure, and Fraud and Corruption Prevention and Control Policy.

Council adopts a zero tolerance approach to fraud and corruption across its operations. Council has an established Audit and Risk Committee that provides supervision and advice to Council and the Chief Executive Officer about:

- Internal audit plan and progress reports
- External audit plan and progress reports
- Governance matters, including risk management, and
- Legislative and policy compliance.

In this financial year, the following activities are planned to strengthen the management of operational risks:

- Continuing to embed the Governance Framework that sets out governance principles and standards for accountability that is expected of all council employees
- Development and implementation of a council Project Management Framework, and
- An increase and strengthening of the internal auditing functions across council.

Commercial Business Units

An annual performance plan for each commercial business unit of the local government is required to be included (where applicable) in the operational plan.

In assessing its operations in line with the annual expenditure threshold limits prescribed within the regulation for significant business activities, council does not currently operate any commercial business units as defined within the legislation.

Review, Performance Monitoring and Public Reporting

The operational plan is reviewed, assessed and publicly reported to council on a quarterly basis. An annual review of the implementation of the operational plan is also presented to council and included within the Annual Report.

Council's activities aimed toward achieving its vision for the future of the local government area are focused in three strategic key response areas:

1. Community and Environment
2. Infrastructure and Economic Opportunity; and
3. Organisation.

Strategic Documents and Planning Cycle

In developing this operational plan, council has identified high level activities to be undertaken in the 2023-2024 financial year that address the three strategic key response areas, strategic priorities and pathways of its adopted Corporate Plan 2022-2027.

Strategic planning is vital to ensure a range of services, infrastructure and facilities council provides remains relevant for the community and provides for the needs of future residents.

Short Term	Medium Term	Long Term
Annual Report	Corporate Plan	Planning Scheme
Annual Operational Plan	Policies	Asset Management Plan
Annual Budget	Risk Management Framework	Financial Forecast
Quarterly Operational Plan	Strategic Plans	Asset Register
Reviews		
Revenue Statements		
Annual Financial Statements		
Internal Audit Plan		
Monthly Finance Reports		

1. Community and Environment

Our communities have infrastructure and spaces for living, working, learning, sport and recreation that supports and caters for growth and enables the community to be inclusive, connected and safe. Natural ecosystems are conserved and enhanced, and our built environment embraces biodiversity, sustainability and heritage.

One of our policy stories

Gympie Regional Council not 'wasting' its opportunities to prioritise the environment.

Bonnick Road Biogas capture and abatement program

Biogas occurs naturally from the breakdown of organic matter and is constantly emitted from any landfill site. Which is why even on a small site, biogas can account for 60 per cent to 80 per cent of council's carbon emissions. In 2018 Gympie Regional Council approved the installation of a LGI 500 biogas flare in a carbon cutting program. The flare complies with the Emissions Reduction Fund (ERF) and has cut down on the greenhouse gas emissions produced by Gympie's Bonnick Road Waste Management Facility.

Founder and CEO, Adam Bloomer said LGI is thrilled to be working with Gympie Regional Council to deliver meaningful environmental outcomes for the region. "LGI has been working with Gympie Regional Council since 2018 in the design, installation, expansion and operation of the biogas collection and flaring unit at council's Bonnick Road landfill," Mr Bloomer said. "Gympie Regional Council's carbon cutting approach is a blueprint other progressive councils should adopt and implement. "More and more councils are looking to deliver meaningful environmental outcomes, in line with the Australian Government's ambitious target of cutting emissions by 43 per cent by 2030. "Gympie Regional Council is setting an impressive benchmark of what can be achieved if communities and civic leaders are serious about transitioning to a cleaner, greener future."

Manager – Environment and Waste at Gympie Regional Council, Alex Stengl said the partnership is at no-cost to the Gympie taxpayer. "Council is proud to be an example of what can be achieved when the environment is prioritised."

Here are some statistics on how the Biogas capture program has helped the environment so far.



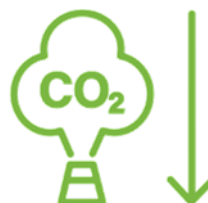
Biogas captured m³
8 million



12 months of carbon
abatement (t CO₂e)
6 thousand



Australian Carbon
Credit Units (ACCUs)
created
31 thousand



Emissions (t CO₂e)
reduced by
76 thousand tonnes

**That's the carbon abatement
equivalent of 1.3 million
seedlings planted for 10 years!**

1. Community and Environment

Work programs for the 2023-2024 period and their alignment to council's Corporate Plan 2022-2027 Strategic Priorities are outlined below.

Community and Commercial Services

Aligned to the below Corporate Plan Strategic Priorities.

1. Community and Environment

- 1.2 Foster and support inclusive and connected communities including providing opportunities for, and forming partnerships with, traditional owners, cultural, environmental and other community groups together with supporting and developing intergenerational volunteering.
- 1.3 Provide inclusive cultural and community places and spaces that nurtures creativity, promotes healthy living, enhances liveability and accommodates the needs of a growing Population.

Item No.	Directorate	Responsible Manager	2023-2024 Key Performance Indicator/Success Measure
1	Community Sustainability	Manager Community and Commercial	A. Commence delivery of the Short Term Action Plan arising from the Gympie Regional Council Arts and Cultural Strategy 2023-2028 and report back to council on the completed actions by the end of Q4 2023-2024.
2	Community Sustainability	Manager Community and Commercial	A. Deliver actions outlined in council's Aging in Place Report (www.gympie.qld.gov.au/seniors) across the target topics of community, health and aged care services; infrastructure/built environment; social connection and wellbeing; transport; and partnerships with the tertiary sector to promote career pathways into aged care and seniors support services. Present a report to council on the status of actions by the end of Q4 2023-2024.
3	Community Sustainability	Manager Community and Commercial	A. Proactively seek resourcing and partner with other organisations to deliver the Community Recovery and Resilience Annual Plan (Gympie Region) by Q1-Q4 2023-2024.

Communications, Business and Engagement

Aligned to the below Corporate Plan Strategic Priorities.

1. Community and Environment

1.6 Advocate to the state and federal governments for improved infrastructure and outcomes for the region.

Item No.	Directorate	Responsible Manager	2023-2024 Key Performance Indicator/Success Measure
4	Corporate Services	Manager Communications, Business and Engagement	A. Engage with Councillors to develop an advocacy plan and advocacy material with the view to engage state and federal government stakeholders by Q3 2023-2024.

Compliance

Aligned to the below Corporate Plan Strategic Priorities.

1. Community and Environment

1.1 Encourage and enhance communication and engagement with all stakeholders.

1.4 Conserve and enhance the natural environment such as in the planning scheme, major development and council projects. This includes considering biodiversity and sustainability.

3. Organisation

3.7 Provide support and service to community through listening, leadership and responding to the community about service delivery.

Item No.	Directorate	Responsible Manager	2023-2024 Key Performance Indicator/Success Measure
5	Community Sustainability	Manager Compliance	A. Develop priority schedule of Local Laws Reviews by Q1 2023-2024. B. Report on progression of Local Laws Review for each Q 2023-2024. C. Approved Dog Registration Program to assist in capturing correct number of dogs in the region vs dog registration. Implementation by Q2 2023-2024.

Environment and Resource Recovery

Aligned to the below Corporate Plan Strategic Priorities.

1. Community and Environment

- 1.1 Encourage and enhance communication and engagement with all stakeholders.
- 1.4 Conserve and enhance the natural environment such as in the planning scheme, major development and council projects. This includes considering biodiversity and sustainability.

2. Infrastructure and Economic Opportunity

- 2.1 Develop, implement and regularly revise asset management plans.
- 2.2 Develop clearly defined service standards.
- 2.3 Facilitate integration of land use and infrastructure planning to meet future needs and diverse population and economic growth including resilient community infrastructure.

3. Organisation

- 3.7 Provide support and service to community through listening, leadership and responding to the community about service delivery.

Item No.	Directorate	Responsible Manager	2023-2024 Key Performance Indicator/Success Measure
6	Community Sustainability	Manager Environment and Resource Recovery	<p>A. Adoption of council's Environmental Social Governance Policy by Q1 2023-2024.</p> <p>B. Education program internally and externally about the Environmental Social Governance, Waste Education, Biosecurity education and the Natural areas program (rolling on going vegetation works at the Sands and other areas) by Q2 2023-2024.</p> <p>C. Review the Environment Strategy 2019-2023 by Q2 2023-2024.</p> <p>D. Delivery of environmental, biosecurity and resource recovery projects including:</p> <ul style="list-style-type: none"> – the drain buddy program (finalising) – a review of council's Statement of Management intent for the flying foxes, – delivery of natural areas program works (selected sites as far as the plan, including The Sands and Widgee Crossing), – ongoing management actions at Commissioners Gully, Coastal Project including Crab Creek Erosion Control Project and – the Q Coast citizen Science App by Q4 2023-2024.

Item No.	Directorate	Responsible Manager	2023-2024 Key Performance Indicator/Success Measure
7	Community Sustainability	Manager Environment and Resource Recovery	<p>A. Implement landfill solution and diversion program Q 3 2023-2024.</p> <p>B. Implement waste strategy to address short, medium and long-term waste opportunities within the region Q1, 2023-2024.</p> <p>C. Draft Biosecurity plan implementation Q2 2023-2024.</p> <p>D. Draft Waste Strategy implementation Q2 2023-2024.</p> <p>E. Bushfire Risk Report drafted and approved by Q2 2023-2024.</p>

Governance, Integrity and Risk

Aligned to the below Corporate Plan Strategic Priorities.

1 Community and Environment

- 1.2 Foster and support inclusive and connected communities including providing opportunities for, and forming partnerships with, traditional owners, cultural, environmental and other community groups together with supporting and developing intergenerational volunteering.
- 1.3 Provide inclusive cultural and community places and spaces that nurtures creativity, promotes healthy living, enhances liveability and accommodates the needs of a growing Population.

Item No.	Directorate	Responsible Manager	2023-2024 Key Performance Indicator/Success Measure
8	Corporate Services	Manager Governance, Integrity and Risk	<p>A. Develop and implement a Native Title and Cultural Heritage Program:</p> <ul style="list-style-type: none"> – Identify priorities by the end of Q1 2023-2024. <p>B. Support development of Stakeholder Engagement Strategy by the end of Q3 2023-2024.</p>
9	Corporate Services	Manager Governance, Integrity and Risk	<p>A. Ongoing management of Native Title and Cultural Heritage matters with updates provided quarterly.</p> <p>B. Expand Native Title Regulatory Framework training to more staff during Q1, Q2, Q3 and Q4 2023-2024.</p>

Property and Open Space

Aligned to the below Corporate Plan Strategic Priorities.

1. Community and Environment

- 1.3 Provide inclusive cultural and community places and spaces that nurtures creativity, promotes healthy living, enhances livability and accommodates the needs of a growing population.
- 1.5 Encourage action recreation in the region.

2 Infrastructure and Economic Opportunity

- 2.1 Develop, implement and regularly revise asset management plans.
- 2.3 Facilitate integration of land use and infrastructure planning to meet future needs and diverse population and economic growth.

Item No.	Directorate	Responsible Manager	2023-2024 Key Performance Indicator/Success Measure
10	Infrastructure Services	Manager Property and Open Space	<p>A. Implement plan for the divestment of council owned properties throughout the region by Q2 2023-2024.</p> <p>B. Building condition reports to be carried out (additional staff or consultants may be needed to complete this) by Q3 2023-2024.</p> <p>C. Building maintenance projects reporting Q1, Q2, Q3 and Q4 2023-2024.</p>
11	Infrastructure Services	Manager Property and Open Space	<p>A. Complete asset management plan for open space (incorporating star rating service level methodology) by Q4 2023-2024.</p> <p>B. Upload parks planned and completed works to council mapping on website (intrapaps) by Q2 2023-2024.</p>

2. Infrastructure and Economic Opportunity

Our planning and infrastructure seeks to meet foreseeable future needs to support economic development, community enhancement and residents' wellbeing.

Establishing our Strategy for Economic Opportunity

In alignment with Gympie Regional Council's Corporate Plan 2022-2027, council will explore opportunities for regional economic development during 2023-2024. An Economic Health Check of the Gympie Local Government Area (LGA) has been developed for council that focuses on the period from 2017-2022.

The Gympie Region LGA – Economic Health Check (June 2023) available on council's website includes economic analysis; regional economic performance compared to relevant benchmarks; drivers behind economic change; key competitive industries and their performance over time; socio-economic and skill profile of the workforce; economic opportunities and challenges.

The Economic Health Check is the first stage to support the development of the Economic Development Strategy as the insights gained will support future council strategies and actions.

Top Four Industries in 2022 for employment and economic contribution



Health Care and Social Assistance
3119
jobs (14.8 per cent)



Education
2280
jobs (10.8 per cent)



Retail
2257
jobs (10.7 per cent)



Construction
2217
jobs (10.5 per cent)

Gympie Region LGA Economy in 2021/2022

As at 2021/2022	5 Year Average Growth	Wide Bay Burnett	Regional Queensland
GRP \$2,395M	+1.4%	+2.2%	+2.0%
Local jobs 21,131	+2.6%	+2.6%	+2.4%
Population 55,170	+1.5%	+1.5%	+1.4%
Unemployment 6.2%	-1.8%	-1.9%	-1.9%
Tourism visits 1,217,382	+1.6%	+0.2%	-1.1%

2. Infrastructure and Economic Opportunity

Work programs for the 2023-2024 period and their alignment to council's Corporate Plan 2022-2027 Strategic Priorities are outlined below.

Capital Delivery and Assets

Aligned to the below Corporate Plan Strategic Priorities.

1. Community and Environment

- 1.3 Provide inclusive cultural and community places and spaces that nurtures creativity, promotes healthy living, enhances livability and accommodates the needs of a growing population.

2. Infrastructure and economic opportunity

- 2.1 Develop, implement and regularly revise asset management plans.
- 2.5 Delivery of capital works programs effectively and efficiently.

Item No.	Directorate	Responsible Manager	2023-2024 Key Performance Indicator/Success Measure
12	Infrastructure Services	Manager Capital Delivery and Assets	<p>A. Complete asset management plan for roads and stormwater (incorporating star rating service level methodology) by Q2 2023-2024.</p> <p>B. Complete asset management plan for water and waste water (incorporating star rating service level methodology) by Q3 2023-2024.</p>
13	Infrastructure Services	Manager Capital Delivery and Assets	<p>A. Deliver the 2023-2024 ordinary capital works program by Q4 2023-2024. This will be one program delivering the separate business units' capital funded projects.</p> <p>B. Provide quarterly status updates on progress of the ordinary capital works program for Q1, Q2, Q3 and Q4 2023-2024.</p>

Communication, Business and Engagement

Aligned to the below Corporate Plan Strategic Priorities.

2. Infrastructure and economic opportunity

- 2.6 Support industry development, assist in developing economic resilience and advocate for economic opportunities including tourism and recreation.

Item No.	Directorate	Responsible Manager	2023-2024 Key Performance Indicator/Success Measure
14	Corporate Services	Manager Communication, Business and Engagement	A. Economic Development strategies developed, reviewed and approved by Q3 2023-2024.

Community and Commercial

Aligned to the below Corporate Plan Strategic Priorities.

2. Infrastructure and economic opportunity

- 2.3 Facilitate integration of land use and infrastructure planning to meet future needs and diverse population and economic growth including resilient community infrastructure.

Item No.	Directorate	Responsible Manager	2023-2024 Key Performance Indicator/Success Measure
15	Community Sustainability	Manager Community and Commercial	<p>A. In collaboration with the State Government and local housing sector, implement the Local Housing Action Plan</p> <p>Local Housing Action Plan – Gympie Region (www.gympie.qld.gov.au/local-housing-action-plan), Q1-Q4 2023-2024</p> <p>To be carried out in consultation with Manager Planning.</p>

Operations Roads and Drainage

Aligned to the below Corporate Plan Strategic Priorities.

1. *Community and Environment*

1.6 Advocate to state and federal governments for improved infrastructure and outcomes for the region.

2. *Infrastructure and economic opportunity*

2.4 Ensure reliable and safe infrastructure including roads, water supply and waste disposal.

Item No.	Directorate	Responsible Manager	2023-2024 Key Performance Indicator/Success Measure
16	Infrastructure Services	Manager Operations Roads and Drainage	<p>A. Complete star rating service level project for roads and stormwater assets and commence integration into daily operations by Q2 2023-2024.</p> <p>B. Review of current structure of Operations Roads and Drainage branch by Q3 2023-2024.</p> <p>C. Improvement of resources – including staff, fleet and plant by Q3 2023-2024.</p> <p>D. Re-establish supply panel contract agreements by Q4 2023-2024.</p>

Planning

Aligned to the below Corporate Plan Strategic Priorities.

1. *Community and Environment*

1.4 Conserve and enhance the environment such as in the planning scheme, major developments and council projects.

2. *Infrastructure and economic opportunity*

2.3 Facilitate integration of land use and infrastructure planning to meet future needs and diverse population and economic growth including resilient community infrastructure.

Item No.	Directorate	Responsible Manager	2023-2024 Key Performance Indicator/Success Measure
17	Community Sustainability	Manager Planning	<p>A. The State interest check of the Planning Scheme is planned for Q2 2023.</p>

Water and Wastewater

Aligned to the below Corporate Plan Strategic Priorities.

1. *Community and Environment*

1.6 Advocate to state and federal governments for improved infrastructure and outcomes for the region.

2. *Infrastructure and economic opportunity*

2.1 Develop, implement and regularly revise asset management plans.

2.2 Develop clearly defined service standards.

Item No.	Directorate	Responsible Manager	2023-2024 Key Performance Indicator/Success Measure
18	Infrastructure Services	Manager Water and Wastewater	<p>A. Develop preferred water security strategy by Q2 2023-2024.</p> <p>B. Develop and implement selected asset class plans by Q4 2023-2024.</p>
19	Infrastructure Services	Manager Water and Wastewater	<p>A. Complete review of cost to deliver current standard of service for water and wastewater by Q2 2023-2024.</p> <p>B. Critical Spares Audit by Q2 2023-2024.</p> <p>C. Southside Sewerage Stage 8 carried out by Q1 2023-2024.</p> <p>D. Construction of Sewer Pump Station G1 by Q1 2023-2024.</p>

3. Organisation

Gympie Regional Council is an organisation that understands the community and delivers services, efficiency and effectively through highly engaged staff.

One of our business improvement stories

Gympie Regional Council is currently in the process of upgrading its Enterprise Resource Planning (ERP) and Electronic Document and Record Management (EDRM) system.

A team has been set up to focus on such a large project, with GRiT being the collective name of the team tasked with delivering the ERP and EDRMS solution and other ancillary products that will improve the quality-of-service council delivers to the community. The ERP and EDRMS solution is called Technology One's (Ci Anywhere).

The GRiT Program Team has already successfully implemented Eftsure, a new software solution that allows council to verify and pay its suppliers more securely. Over the 2023/2024 year, the GRiT Program Team will also introduce several enhancements that will improve and streamline council's financial systems.

GRiT

GROWTH RESILIENCE INTEGRITY TENACITY



3. Organisation

Work programs for the 2023-2024 period and their alignment to council's Corporate Plan 2022-2027 Strategic Priorities are outlined below.

All Directorates

Aligned to the below Corporate Plan Strategic Priorities.

1. *Community*

1.1 Encourage and enhance communication and engagement with all stakeholders.

3. *Organisation*

3.4 Provide strong financial management, value for money services and budgets are delivered.

Item No.	Directorate	Responsible Manager	2023-2024 Key Performance Indicator/Success Measure
20	All Directorates	All Managers	A. 95 per cent of new requests received through council's Customer Request Management (CRM) system are actioned within corporate standards for action of new requests Q1-Q4 2023-2024.

Building and Plumbing

Aligned to the below Corporate Plan Strategic Priorities.

3. *Organisation*

3.3 Council has safe, efficient and effective systems and processes to service the communities needs.

Item No.	Directorate	Responsible Manager	2023-2024 Key Performance Indicator/Success Measure
21	Community Sustainability	Manager Building and Plumbing	A. 90 per cent of building and plumbing applications are processed in accordance with legislative timeframes, to provide customers with a positive service experience.

Communications, Business and Engagement

Aligned to the below Corporate Plan Strategic Priorities.

3. Organisation

3.5 Ensure that work groups coordinate to meet community needs.

Item No.	Directorate	Responsible Manager	2023-2024 Key Performance Indicator/Success Measure
22	Corporate Services	Manager Communications, Business and Engagement	A. Internal Communications Strategy to be finalised by Q1 2023-2024, with ongoing implementation thereafter.

Finance

Aligned to the below Corporate Plan Strategic Priorities.

3. Organisation

3.4 Provide strong financial management, value for money services and budgets are delivered.

Item No.	Directorate	Responsible Manager	2023-2024 Key Performance Indicator/Success Measure
23	Corporate Services	Manager Finance	A. Operational Procurement Plan approved by council by Q1 2023-2024.
24	Corporate Services	Manager Finance	A. Develop a long term rating financial strategy by Q2 2023-2024 to inform the 2024-2025 annual budget cycle.
25	Corporate Services	Manager Finance	A. Enhance financial literacy and accountability across responsible budget officers and project managers by Q4 2023-2024. (Variance explanations to be provided within seven working days of the end of the month and operational and capital project business cases completed in alignment with approved funding sources.)

Governance, Integrity and Risk

Aligned to the below Corporate Plan Strategic Priorities.

3. Organisation

- 3.1 An organisation that is transparent and accountable in its evidence based planning, decision making and reporting.
- 3.6 Ensure systems and operations are in place to respond to natural disasters and emergent community needs.

Item No.	Directorate	Responsible Manager	2023-2024 Key Performance Indicator/Success Measure
26	Corporate Services	Manager Governance, Integrity and Risk	A. Oversee the completion of all comprehensive team business plans by Q4 2023-2024.
27	Corporate Services	Manager Governance, Integrity and Risk	In consultation with Director of Corporate Services: A. Implement Disaster Management Project Plan by Q4 2023-2024. B. Implementation of the Flood Recovery Plan with quarterly reporting on progress during 2023-2024.

Information and Technology

Aligned to the below Corporate Plan Strategic Priorities.

3. Organisation

3.2 Support a motivated and effective workforce continually improving in a positive work environment.

3.3 Council has safe, efficient and effective systems and processes to service the communities' needs.

Item No.	Directorate	Responsible Manager	2023-2024 Key Performance Indicator/Success Measure
28	Corporate Services	Manager Information and Technology	<p>A. Project Grit (Enterprise Resource Planning [ERP] Modules).</p> <p>Deliver Supply Chain Management by the end of Q1 2023-2024 (Release 1 of the T1 ERP solution).</p> <p>Deliver HR and Payroll modules by end of Q2 2023-2024 (Release 2 of the T1 ERP Solution).</p> <p>Begin migration to Property, Rates and Compliance in Q3 2023-2024 (Advanced planning, scoping and configuration of core modules for property, rating and compliance).</p> <p>B. Transition to MS Teams and mobile devices, 90 per cent reduction in desk phones by Q4 2023-2024 (Adoption of more mobile communications and phase out of traditional desk phones).</p> <p>C. Update and operationalise the ICT Asset Management Plan by end of Q2 2023-2024 (Working with Infrastructure Services, update of the ICT Asset Management Plan and integration into capital and budget renewals and service planning).</p> <p>D. Improve ICT Customer Service with all standard requests and basic self-help available via an online portal. (Completion of a new ICT Information System which brings online access to users to submit and track their requests and incidents).</p> <p>E. Completion of council's Public Safety and council property CCTV rollout. (Completion of the CCTV renewal project.)</p>

People and Culture

Aligned to the below Corporate Plan Strategic Priorities.

3. Organisation

3.2 Support a motivated and effective workforce continually improving in a positive work environment.

Item No.	Directorate	Responsible Manager	2023-2024 Key Performance Indicator/Success Measure
29	Corporate Services	Manager People and Culture	<p>A. Culture of the organisation is improved via leadership program and support for Managers, Coordinators and Supervisors through coaching, support and relevant training. To be evidenced by results in survey tool pre and post interventions during 2023-2024.</p> <p>B. Employee Development Plans which ensure all employees have the mandatory skills, licences and certificates for their role will be in place following receipt and consideration of completed Performance Appraisal Forms by Q4 2023-2024.</p>
30	Corporate Services	Manager People and Culture	A. High level workforce plan implemented in 2023-2024 with quarterly reporting on progress.
31	Corporate Services	Manager People and Culture	A. Achieve the requirements of the Local Government WorkCover Workplace Health and Safety National System Audit in 2023-2024 with quarterly reporting on progress.

Planning

Aligned to the below Corporate Plan Strategic Priorities.

3. Organisation

3.3 Council has safe, efficient and effective systems and processes to service the community's needs.

Item No.	Directorate	Responsible Manager	2023-2024 Key Performance Indicator/Success Measure
32	Community Sustainability	Manager Planning	A. Meet the required timing on development applications 70 per cent of the time.

Gympie Regional Council
1300 307 800
2 Caledonian Hill (PO Box 155), Gympie Qld 4570
gympie.qld.gov.au



OPERATIONAL PLAN 2023-2024

Quarter 2 Report



Acknowledgement of Country

Gympie Regional Council acknowledges the Kabi Kabi, Wakka Wakka and Butchulla people as the Traditional Owners and Custodians of the land upon which we stand, work and play.

We recognise their continuing connection to the land, waters and country and that the Gympie region has always been a place of social, cultural and spiritual significance.

We pay respect to their Elders past, present, and future and extend that respect to all other Aboriginal and Torres Strait Islander people within our region.

Our Commitment to Human Rights

Gympie Regional Council's vision is for a fair and responsive community, that respects and promotes human rights of all people in the region. As a core public entity, we put human rights first when making decisions and providing services to our community. We do so by ensuring that we:

- Consider human rights when making decisions.
- Act and make decisions in a way that is compatible with human rights.



Contents

Acknowledgement of Country..... B

Our Commitment to Human Rights B

Our Values..... 2

Key Response Areas 3

Our Directorates..... 3

Roles and responsibilities of Gympie Regional Council 4

Managing Operational Risk 5

Review, Performance Monitoring and Public Reporting..... 5

Quarter 2 Overall Performance..... 6

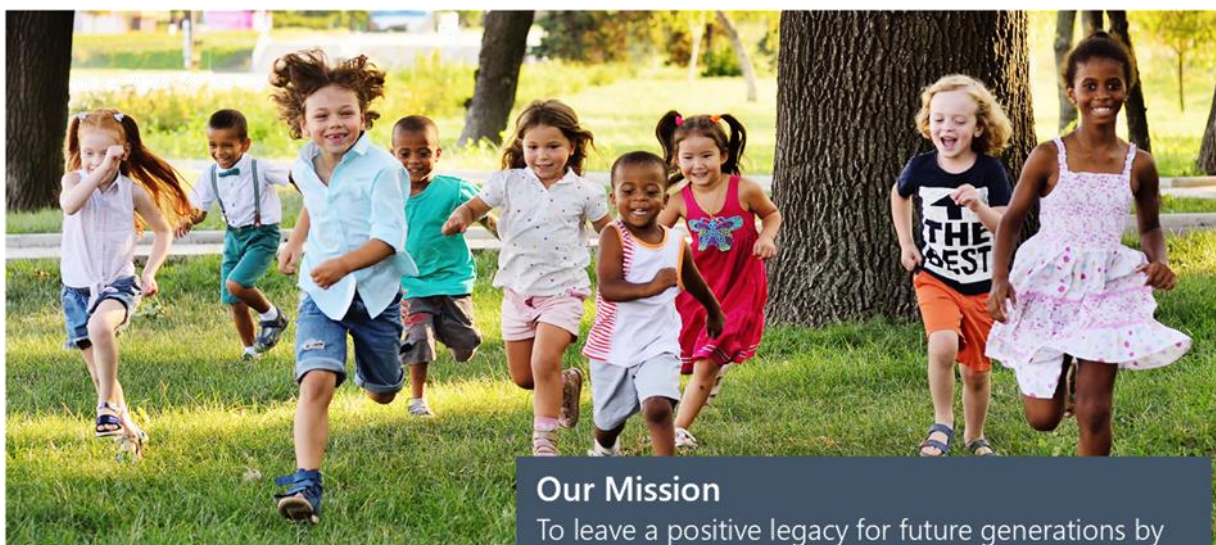
Quarterly Comparisons..... 19





Our Vision

Gympie Regional Council has a vision for embracing opportunities, promoting wellbeing and celebrating strong communities.



Our Mission

To leave a positive legacy for future generations by embracing progress through good planning and efficient service delivery.

Our Values

Our values are the principles upon which our council serves the community.

Accountability:

We are open, transparent and take responsibility for our actions.

Communication:

We consult with the community, actively listen to and respond to the input of residents, and keep people informed.

Customer Service Focused:

We meet the needs of our community in an efficient and effective manner.
We strive to continually improve, show empathy and are environmentally aware in our service delivery.

Integrity:

We act with honesty and respect in all we do and respect all residents, colleagues and visitors.

Teamwork and Collaboration:

We recognise and support everyone's contributions.
We are inclusive and contribute respectfully working as a team.
We will care for ourselves and others.

Key Response Areas

Council is committed to achieving its vision through the following three (3) key response areas:

1. Community and Environment

Our communities have infrastructure and spaces for living, working, learning, sport and recreation that supports and caters for growth and enables the community to be inclusive, connected and safe. Natural ecosystems are conserved and enhanced and our built environment embraces biodiversity, sustainability and heritage.

2. Infrastructure and Economic Opportunity

Our planning and infrastructure seeks to meet foreseeable future needs to support economic development, community enhancement and residents' wellbeing.

3. Organisation

Gympie Regional Council is an organisation that understands the community, and delivers services efficiently and effectively through highly engaged staff.

Our Directorates

Council has four functional areas that work together to deliver the Operational Plan. These are:

Office
of the
Chief Executive
Officer

Community
Sustainability

Corporate
Services

Infrastructure
Services



Roles and responsibilities of Gympie Regional Council

As one of 77 Local Governments across Queensland, Gympie Regional Council has been established by the Queensland State Government to look after the particular needs of our community.

Many people may not realise the wide and varied role Local Government (or local Council) plays in the community. Councils not only help deliver the Queensland Government's priorities locally, but are also involved in a range of services to ensure the wellbeing of community members. This includes the promotion and enabling of the development of economic, social, and cultural development of the region.

Through this Quarterly update, we will highlight how actions of Council outlined in the 2023-2024 Operational Plan are being implemented in order to fulfill our obligations under the *Local Government Act 2009* and the *Local Government Regulation 2012*.

This Operational Plan and subsequent Quarterly Updates are to be read in conjunction with Gympie Regional Council's Corporate Plan 2022-2027. The success measures achieved from each annual Operational Plan accumulate to meet the five-year vision of council's Corporate Plan.

Not all Operational Plans include every strategic priority or pathway of the Corporate Plan's Key Response Areas and progress can be staged over the five years. Council also conducts work outside of what is listed in this Operational Plan.

All work is aligned to the Vision, Mission and Key Response Areas of the Corporate Plan 2022-2027.



Managing Operational Risk

There are many risks, threats and opportunities that could potentially affect the achievement of objectives outlined in council's strategic plans. Council currently has a number of risk treatment plans in place. Operational risks are managed in accordance with council's Risk Management Framework, Risk Management Policy, Risk Management Procedure, and Fraud and Corruption Prevention and Control Policy.

Council adopts a zero tolerance approach to fraud and corruption across its operations. Council has an established Audit and Risk Committee that provides supervision and advice to Council and the Chief Executive Officer about:

- Internal audit plan and progress reports,
- External audit plan and progress reports,
- Governance matters, including risk management, and
- Legislative and policy compliance.

In this financial year, the following activities are planned to strengthen the management of operational risks:

- Continuing to embed the Governance Framework that sets out governance principles and standards for accountability that is expected of all council employees,
- Development and implementation of a Council Project Management Framework, and
- An increase and strengthening of the internal auditing functions across council.

Review, Performance Monitoring and Public Reporting

The operational plan is reviewed, assessed and publicly reported to Council on a quarterly basis. An annual review of the implementation of the operational plan is also presented to Council and included within the Annual Report.

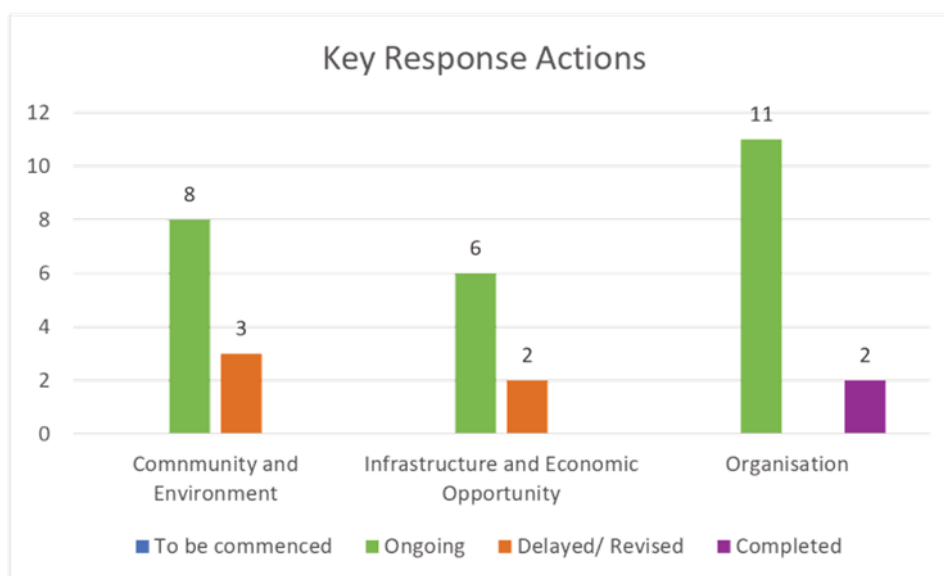
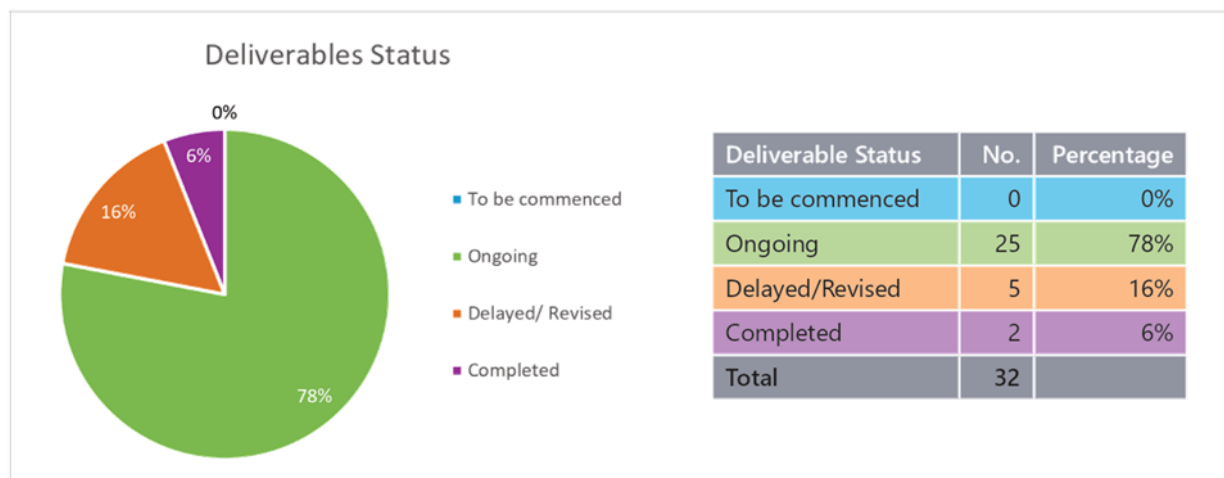
Council's activities aimed toward achieving its vision for the future of the local government area are focused in three strategic key response areas:

1. Community and Environment

2. Infrastructure and Economic Opportunity

3. Organisation

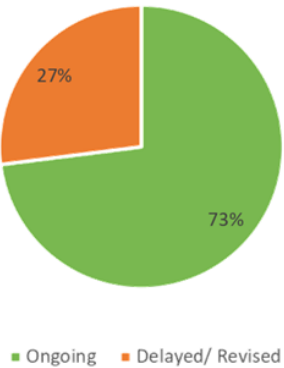
Quarter 2 Overall Performance



1. Community and Environment

Our communities have infrastructure and spaces for living, working, learning, sport and recreation that supports and caters for growth and enables the community to be inclusive, connected and safe. Natural ecosystems are conserved and enhanced and our built environment embraces biodiversity, sustainability and heritage.

Community and Environment



Item No.	Responsibility	2023-2024 KPI	Second Quarter update	Actions and comments
1	Community and Commercial Services	A. Commence delivery of the Short-Term Action Plan arising from the Gympie Regional Council Arts and Cultural Strategy 2023-2028 and report back to Council on the completed actions at end of Q4 2023-2024.	Ongoing	<p>A. The Arts and Cultural Strategy was endorsed at Council’s Ordinary Meeting on 25 October 2023. With this major milestone completed, the Arts and Cultural Team continued to develop an action plan based on community consultation and strategic objectives as outlined in the Strategy.</p> <p>Planning for the Creative Recovery Mentoring Program 2024, Studio Trails 2024 and Arts and Cultural Forums commenced this quarter. A report on completed actions will be presented to Council at the end of Q4 2023-2024.</p>

Item No.	Responsibility	2023-2024 KPI	Second Quarter update	Actions and comments
2	Community and Commercial Services	A. Deliver actions outlined in Council's Aging in Place Report (gympie.qld.gov.au/seniors) across the target topics of community, health and aged care services; infrastructure/ built environment; social connection and wellbeing; transport; and partnerships with the tertiary sector to promote career pathways into aged care and seniors support services. Present a report to Council on the status of actions by end of Q4 2023-2024.	Ongoing	<p>A Five community delivered events were supported across the region as part of Seniors Month in October 2022 as well as the Seniors Expo with over 30 exhibitors and 150 attendees and Picnic in the Park incorporating Grandparents Day and Senior Citizen of the Year Awards with over 100 attendees.</p> <p>In this quarter, the needs of our ageing population continued to be considered as part of the development of the new Planning Scheme. At its Ordinary Meeting on 22 November 2023, Council resolved to set aside vacant council land in Church Street, Kilkivan for the purposes of future ageing in place initiatives.</p>
3	Community and Commercial Services	A. Proactively seek resourcing and partner with other organisations to deliver the Community Recovery and Resilience Annual Plan (Gympie Region). Q1-Q4 2023-2024.	Ongoing	<p>A.</p> <ul style="list-style-type: none"> Primary Producer Support Initiative provided a pop-up recovery information hub at the Gympie Saleyards on 13 November 2023 in response to extreme drought conditions impacting local primary producers. Agencies and service providers provided support and information to more than 250 primary producers. Person-centred emergency preparedness workshops were held during October for people with disabilities (29 attendees). These sessions assist vulnerable members of our community to prepare for disasters by developing their individual emergency plans. The Resilience Canopy training program was delivered over four days to 19 participants. The training provided a six-step future ready community engagement model and framework to develop place-based strategies to build resilience and to grow a network of community practitioners. Community Recovery BBQ events were hosted in partnership with local community halls in Veteran, Long Flat, Pie Creek, Manumbar and Kia Ora with more than 200 attendees across these events. These events offered an opportunity for social connection and provided information and resources for disaster preparedness to local communities.

Item No.	Responsibility	2023-2024 KPI	Second Quarter update	Actions and comments
4	Communications, Business and Engagement	A. Engage with Councillors to develop an advocacy plan and advocacy material with the view to engage state and federal government stakeholders by Q3 2023-2024.	Delayed/ Revised	A. With the appointment of a new manager for Communications, Business and Engagement, the Internal Communications Strategy is again being reviewed. It is now expected that the strategy will be finalised in March 2024.
5	Compliance	A. Develop priority schedule of local laws reviews by Q1 2023-2024. B. Report on progression of local laws review for each Q 2023-2024 (dependent on budget bid). C. Approved dog registration program to assist in capturing correct number of dogs in the region vs dog registration. Implementation by Q2 2023-2024.	Ongoing	A. Local laws schedule has been finalised and an internal stakeholder workshop has been conducted. B. Consultant is preparing draft documents for further workshop and review. C. Paper drafted for Council to adopt, to go to the new Council in April 2024.
6	Environment and Resource Recovery	A. Adoption of Council's Environmental Social Governance Policy by Q1 2023-2024. B. Education program internally and externally about the environmental social governance, waste education, biosecurity education and the natural areas program (rolling on going vegetation works at The Sands and other areas) by Q2 2023-2024. C. Review the Environment Strategy 2021-2023 by Q2 2023-2024. D. Delivery of environmental, biosecurity and resource recovery projects including: - the drain buddy program (finalising) - a review of council's statement of management intent for the flying foxes.	Delayed/ Revised	A. No further action or update. Timeframes require review and amendment. B. Environment, biosecurity and waste communication and community education plan has been integrated and a schedule provided to the Communication, Business & Engagement branch for implementation in Q3 and 4 2023-2024. C. Review delayed due to resourcing constraints. D. Natural areas program of works is ongoing at Widgee Crossing - vegetation management for improved environmental and biosecurity outcomes, completion in Q4 2023-2024 or Q1 2024-2025.

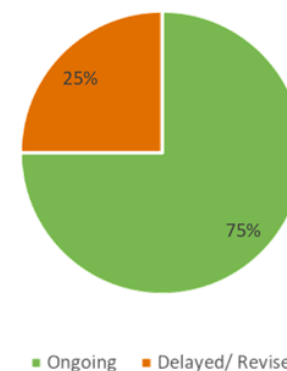
Item No.	Responsibility	2023-2024 KPI	Second Quarter update	Actions and comments
6	Environment and Resource Recovery, continued	D. Delivery of environmental, biosecurity and resource recovery projects including: <ul style="list-style-type: none"> - delivery of natural areas program works (selected sites as far as the plan, including The Sands and Widgee Crossing) - ongoing management actions at Commissioners Gully, Coastal Project including Crab Creek Erosion Control Project - the Q Coast Citizen Science App by Q4 2023-2024. 		Note: There are resourcing constraints. Timeframes require review and amendment based on direction and support. These matters have been raised to council's Executive Leadership Team.
7	Environment and Resource Recovery	A. Implement landfill solution and diversion program Q 3 2023-2024. B. Implement waste strategy to address short, medium and long-term waste opportunities within the region Q1, 2023-2024. C. Draft Biosecurity Plan implementation Q2 2023-2024. D. Draft Waste Strategy implementation Q2 2023-2024. E. Bushfire Risk Report drafted and approved by Q2 2023-2024.	Ongoing	A. The eastern cell (part of temporary landfill solution) is under construction, completion date March 2024, Q4. Other strategic waste items underway include the domestic waste contract, proposed extension to Q2 2025, with improved recycling diversion streams. B. Consultant preparing draft documents for further workshop and review. C. The Biosecurity Plan and Plan Companion was finalised and endorsed by Council in November 2023. D. A consultant has been awarded the Draft Waste Strategy design, to be completed end of Q4 2023-2024. E. Bushfire Risk Report is deferred pending review of priorities and services. This matter has been raised with the Executive Leadership Team.
8	Governance, Integrity and Risk	A. Develop and implement a Native Title and Cultural Heritage Program: <ul style="list-style-type: none"> - Identify priorities by end of Q1 2023-2024. B. Support development of Stakeholder Engagement Strategy by end of Q3 2023-2024.	Ongoing	A. The Native Title and Cultural Heritage program has been implemented. Native Title assessments and relevant work is ongoing within the approved Native Title Regulatory Framework. B. Stakeholder engagement with relevant stakeholders has commenced, with face-to-face meetings being organised and contact made.

Item No.	Responsibility	2023-2024 KPI	Second Quarter update	Actions and comments
9	Governance, Integrity and Risk	<p>A. Ongoing management of Native Title and Cultural Heritage matters with updates provided every Q 2023-2024.</p> <p>B. Expand Native Title Regulatory Framework training to more staff during Q1, Q2, Q3 and Q4 2023-2024</p>	Ongoing	<p>A. Reviews of current determination and joinder applications are ongoing.</p> <p>B. Training sessions are ongoing within organisation. Native Title assessment triggers were included in the development of council's new Project Management Framework (PMF) and training in the PMF is ongoing.</p>
10	Property and Open Space	<p>A. Implement plan for the divestment of council owned properties throughout the region by Q2 2023-2024.</p> <p>B. Building condition reports to be carried out by Q3 2023-2024.</p> <p>C. Building maintenance projects reporting Q1, Q2, Q3 and Q4 2023-2024.</p>	Ongoing	<p>A. Plan has been implemented. Phase 3 (properties identified as 'Retain the Status Quo' in 2018 is currently with internal stakeholders for comments. Anticipate any lots identified for disposal will be brought before Council at April 2024 Ordinary Meeting.</p>
11	Property and Open Space	<p>A. Complete asset management plan for open space (incorporating star rating level methodology) by Q4 2023-2024.</p> <p>B. Upload parks planned and completed works to council mapping on website (Intramaps) by Q2 2023-2024.</p>	Delayed/Revised	<p>A. Development of the AMP for open space has been deferred to address the AMP for waste to align with the current investigations for a new landfill site. Asset Management Steering Committee endorsed this decision at its August 2023 meeting.</p>

2. Infrastructure and Economic Opportunity

Our planning and infrastructure seeks to meet foreseeable future needs to support economic development, community enhancement and residents' wellbeing.

Infrastructure and Economic Opportunity



Item No.	Responsibility	2023-2024 KPI	Second Quarter update	Actions and comments
12	Capital Delivery and Assets	<p>A. Complete asset management plan for roads and stormwater (incorporating star rating service level methodology) by Q2 2023-2024.</p> <p>B. Complete asset management plan for water and wastewater (incorporating star rating service level methodology) by Q3 2023-2024.</p>	Ongoing	<p>A. The roads and stormwater AMP is still undergoing internal peer review, due for completion early February 2024. AMP will be finalised by late February 2024.</p> <p>B. The water and wastewater AMP is progressing, with a first draft AMP developed for review. The AMP is on target to be completed by the end of April 2024.</p>
13	Capital Delivery and Assets	<p>A. Deliver the 2023-2024 ordinary capital works program by Q4 2023-2024. This will be one program delivery the separate business units' capital funded projects.</p> <p>B. Provide quarterly status updates on progress of the ordinary capital works program for Q1, Q2, Q3 and Q4 2023-2024.</p>	Ongoing	<p>A. By expenditure, the 2023/2024 Capital Works Program is currently tracking over (approximately 20 per cent) the baseline expenditure established for the program. The increased expenditure is linked to the accelerated delivery of grant funded flood recovery works. The Q2 budget review has been developed in conjunction with the Finance Team to account for this change.</p> <p>B. The Q1 status update occurred at November 2023. The Q2 status update is scheduled to occur at February 2024 Workshop and Ordinary Meeting.</p>

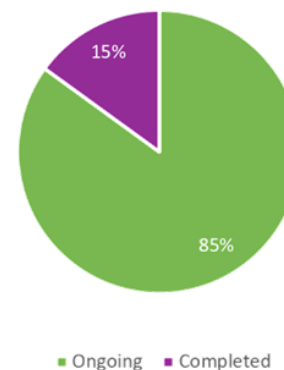
Item No.	Responsibility	2023-2024 KPI	Second Quarter update	Actions and comments
14	Communication, Business and Engagement	A. Economic Development strategies developed, reviewed and approved by Q3 2023-2024.	Ongoing	A. Council has appointed an independent contractor to develop the new economic development strategy, which will commence during late January 2024.
15	Community and Commercial Services	A. In collaboration with the State Government and local housing sector, implement the Local Housing Action Plan – Gympie Region (gympie.qld.gov.au/local-housing-action-plan). Q1-Q4 2023-2024. To be carried out in consultation with manager Planning.	Ongoing	A. At its Ordinary Meeting of 22 November 2023, Council committed in principle the provision of vacant council land at Lots 10 and 12 RP896299 Church Street, Kilkivan for ageing in place purposes. The Kilkivan and District Community Care Association has been advocating for ageing in place housing and services at this location and this resolution will support the community's further advocacy and planning for suitable initiatives at this site. The draft Planning Scheme Housing Policy Position Paper has been exhibited for community/stakeholder input. The post exhibition consultation report found that the draft paper was generally supported by stakeholder submissions. Councillors have been briefed on the consultation outcomes. A report recommending adoption of the draft policy by Council will be considered at the Ordinary Meeting on 24 January 2024. Once adopted the policy position paper will be available on council's website.
16	Operations Roads and Drainage	A. Complete a star rating service level project for roads and stormwater assets and commence integration into daily operations by Q2 2023-2024. B. Review of current structure of Operations Roads and Drainage branch by Q3 2023-2024. C. Improvement of resources - including staff, fleet and plant by Q3 2023-2024.	Ongoing	A. Ongoing - Star Rating Model and Roads Asset Maintenance Plan. Continue with the development and implementation of Road Asset Maintenance Plan (RAMP), Star Rating Asset Management model. B. Ongoing - implementation has commenced and is being carried out. C. Ongoing implementation of continuous improvement initiatives identified in Q1. These include: <ul style="list-style-type: none">• Complete a full round of road network inspections in line with the recently implemented Road Inspection Procedure, data logging guidelines and Road Asset Condition Assessment (RACAS) device, in line with the STAR Rating model.

Item No.	Responsibility	2023-2024 KPI	Second Quarter update	Actions and comments
16	Operations Roads and Drainage, continued	<p>C. Improvement of resources - including staff, fleet and plant by Q3 2023-2024, continued.</p> <p>D. Re-establish supply panel contract agreements by Q4 2023-2024.</p>		<ul style="list-style-type: none"> Undertake a comprehensive review of the road network inspection defect backlog against the approved REPA packages and develop short and long-term works programs. Review road maintenance team resource modelling to ensure optimal and efficient delivery of road maintenance activities. Enhancing customer experience with council through reducing CRM close out and response times. <p>D. Ongoing - numerous tender requests currently out to market, under evaluation or closed. On target for completion Q3.</p>
17	Planning	A. The State interest check of the Planning Scheme is planned for Q2 2023.	Delayed/Revised	A. Planning Scheme program revised and discussed with Councillors on 6 December 2023. Drafting continuing and to be discussed with Councillors in further workshops in 2024. Looking for Council adoption in Q1 2024-2025.
18	Water and Wastewater	<p>A. Develop preferred water security strategy by Q2 2023-2024.</p> <p>B. Develop and implement selected asset class plans by Q4 2023-2024.</p>	Delayed/Revised	<p>A. Water security strategy commenced, review of reports and plans with final background memorandum complete. Level of service objectives complete, on track to Q4 2023-2024/Q1 2024-25.</p> <p>B. Development of asset class plans on hold until Asset Management Plan complete, defer to 2024-2025 refer to item 12B.</p>
19	Water and Wastewater	<p>A. Complete review of cost to deliver current standard of service for water and wastewater by Q2 2023-2024.</p> <p>B. Critical spares audit by Q2 2023-2024.</p> <p>C. Southside Sewerage Stage 8 carried out by Q1 2023-2024.</p> <p>D. Construction of Sewer Pump Station G1 by Q1 2023-2024.</p>	Ongoing	<p>A. Pricing model for water/wastewater complete, service levels under review, awaiting commencement of new manager.</p> <p>B. A consultant has been engaged, a series of workshops have been completed, outcome expected to be delivered early 2024 - on track.</p> <p>C. Southside Sewerage Stage 8 install is complete, reinstatement complete, on-maintenance to continue for 12 months.</p> <p>D. Construction of Sewer Pump Station G1 complete, operational and handed over to the Treatment team.</p>

3. Organisation

Gympie Regional Council is an organisation that understands the community and delivers services efficiently and effectively through highly engaged staff.

Organisation



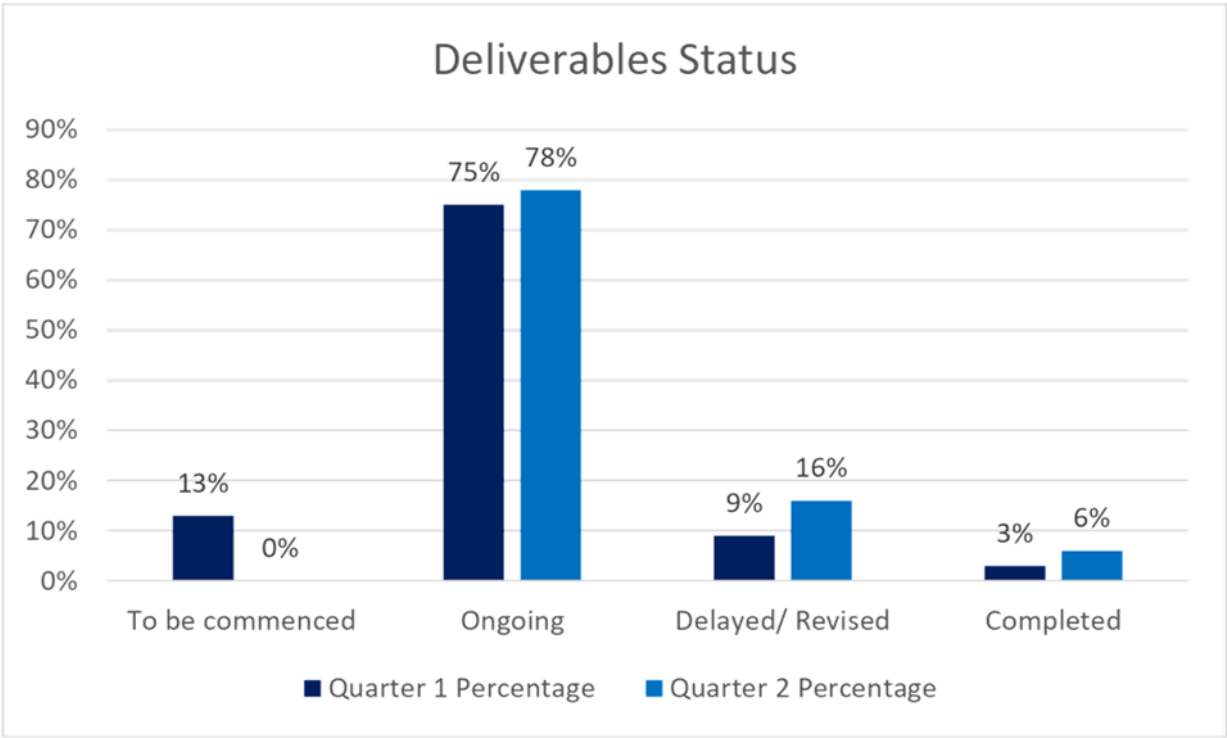
Item No.	Responsibility	2023-2024 KPI	Second Quarter update	Actions and comments
20	All Directorates	Ninety-five per cent of new requests received through council's Customer Request Management (CRM) system are actioned within corporated standards for action of new requests Q1-Q4 2023-2024.	Ongoing	Council has met the 95 per cent of its corporate target in Q2 2023-2024, with the receipt of 5384 new customer action requests and 5021 closed within target.
21	Building and Plumbing	A. Ninety per cent of building and plumbing applications are processed in accordance with legislative timeframes, to provide customers with a positive service experience.	Ongoing	A. Thirty-eight per cent building applications processed within timeframes. Ninety-seven per cent commercial plumbing applications processed within timeframes. Ninety-two per cent residential plumbing applications processed within timeframes.
22	Communications, Business and Engagement	A. Internal Communications Strategy to be finalised by Q1 2023-2024, with ongoing implementation thereafter.	Ongoing	A. With the appointment of a new manager for Communication, Business & Engagement, the Internal Communications Strategy is again being reviewed. It is now expected that the strategy will be finalised in March 2024.
23	Finance	A. Operational Procurement Plan approved by Council by Q1 2023-2024.	Completed	Action completed.

Item No.	Responsibility	2023-2024 KPI	Second Quarter update	Actions and comments
24	Finance	A. Develop a long-term rating financial strategy by Q2 2023-2024 to inform the 2024-2025 annual budget cycle.	Ongoing	A. Work on the rates strategy has commenced and is due to be completed for inclusion in the 2024/2025 budget discussions.
25	Finance	A. Enhance financial literacy and accountability across responsible budget officers and project managers by Q4 2023-2024. Variance explanations to be provided within seven working days of the end of the month and operational and capital project business cases completed in alignment with approved funding sources).	Completed	A. Financial decision making training delivered to responsible budget officers and project managers by December 2023.
26	Governance, Integrity and Risk	A. Oversee completion of all comprehensive team business plans by Q4 2023-2024.	Ongoing	A. Population of the branch service deliverables into the comprehensive business plans is continuing in preparation for focus group workshops planned for Q4 2023-2024. Endorsement for a coordinator Corporate Performance who will manage this program of work is being sought by Q3 2023-2024.
27	Governance, Integrity and Risk	In consultation with director of Corporate Services: A. Implement Disaster Management Project Plan by Q4 2023-2024.	Ongoing	A. The review of the five disaster management sub plans continued in Q2 2023-2024 and are due for completion by Q3 2023-2024, including: evacuation, financial management, logistics, public health and public information and warnings. The Local Disaster Coordination Centre (LDCC) Operations Plan also requires review and this is to be completed in Q3 2023-2024. Sub plans requiring endorsement will be presented to the Local Disaster Management Group (LDMG) in Q3-Q4 2023-2024. Where appropriate, other sub plans will be approved at the executive level. The 2023 Local Disaster Management Plan (LDMP) was presented to the LDMG for approval in Q1 2023-2024 and endorsed by Council in Q2 2023-2024. Other disaster management work is progressing within the timelines of the Disaster Management Project Plan 2023-2024.

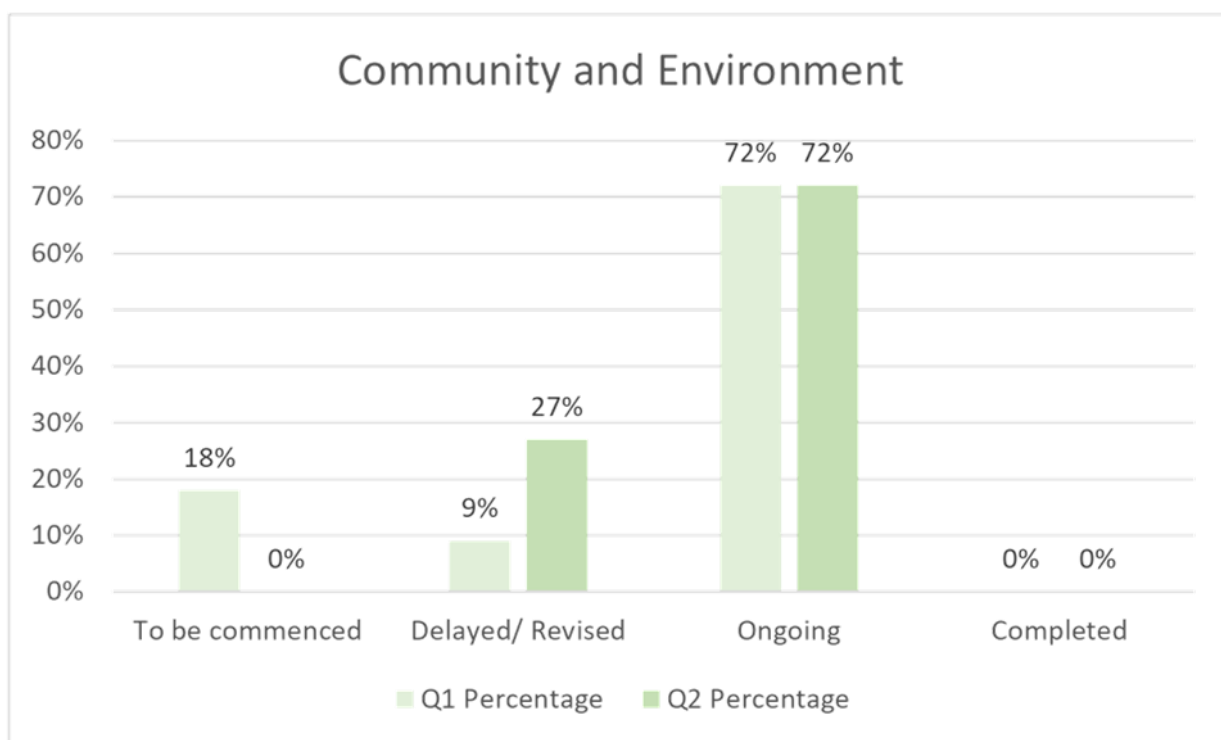
Item No.	Responsibility	2023-2024 KPI	Second Quarter update	Actions and comments
27	Governance, Integrity and Risk, continued	<p>In consultation with director of Corporate Services:</p> <p>B. Implementation of the Flood Recovery Plan with quarterly reporting on progress during 2023-2024.</p>	Ongoing	<p>B. Most objectives of the Flood Recovery Plan 2022-2024 are being actioned or addressed in Item 27A and community resilience and preparedness work in Item 3.</p> <p>Other ongoing activities include supporting flood impact studies in the Gympie Local Government Area (LGA), as well as supporting flood impact studies conducted by neighbouring councils that may impact the Gympie LGA (e.g. Burnett River and tributaries). Stakeholder engagement has been enhanced to ensure lessons are captured and learned; and to ensure that disaster preparedness is sustained and standardised across our organisation, local businesses, residents and visitors, emergency services and other support agencies.</p>
28	Information and Technology	<p>A. Project GRiT (Enterprise Resource Planning [ERP] Modules).</p> <p>Deliver Supply Chain Management by the end of Q1 2023-2024 (Release 1 of the T1 ERP solution).</p> <p>Deliver HR and Payroll modules by end of Q2 2023-2024 (Release 2 of the T1 ERP solution).</p> <p>Begin migration to Property, Rates and Compliance in Q3 2023-2024 (advanced planning, scoping and configuration of core modules for property, rating and compliance).</p> <p>B. Transition to MS Teams and mobile devices, 90 per cent reduction in desk phones by Q4 2023-2024 (adoption of more mobile communications and phase out of traditional desk phones).</p> <p>C. Update and operationalise the ICT Asset Management Plan by end of Q2 2023-2024 (working with Infrastructure Services, update of the ICT Asset Management Plan and integration into capital and budget renewals and service planning).</p>	Ongoing	<p>A. The GRiT project has experienced delays in testing that have resulted in changes to the delivery dates of the supply chain management and HR and payroll modules. The revised delivery date for these modules is July 2024. Planning and design for asset management modules has begun and is ongoing.</p> <p>B. Bring your own device (BYOD) project is ongoing with additional staff members converting over to the system. MS Teams calling project has been released to the market and is currently in the evaluation stage.</p> <p>C. Ongoing with updating of the asset register in the upgraded service desk software.</p>

Item No.	Responsibility	2023-2024 KPI	Second Quarter update	Actions and comments
28	Information and Technology, continued	<p>D. Improve ICT customer service with all standard requests and basic self-help available via an online portal. (Completion of the a new ICT information system which brings online access to users to submit and track their requests and incidents).</p> <p>E. Completion of council's Public Safety and Council Property CCTV rollout. (Completion of the CCTV renewal project.)</p>	Ongoing	<p>D. Extension of service hours for the ICT service desk. Service desk now operates from 6am to 6pm, to provide real time and face to face support for workers who start at 6am or are part of the flexible work agreement.</p> <p>E. Phase 1A and 1B completed. Planning and design for 1C ongoing.</p>
29	People and Culture	<p>A. Culture of the organisation is improved via leadership program and support for managers, coordinators and supervisors through coaching, support and relevant training. To be evidenced by results in survey tool pre and post interventions during 2023-2024.</p> <p>B. Employee Development Plans which ensure all employees have the mandatory skills, licences and certificates for their role will be in place following receipt and consideration of completed Performance Appraisal Forms by Q4 2023-2024.</p>	Ongoing	<p>A. Leadership Program is ready for delivery in February 2024. Mentoring and coaching programs are now in place with two providers for managers and some coordinators, these will now commence in February.</p> <p>B. Ninety per cent of eligible employees completed a Performance Appraisal Plan. The second round of appraisals will commence in February 2024. Training is scheduled to align with the identified skill development areas.</p>
30	People and Culture	A. High level workforce plan implemented in 2023-2024 with quarterly reporting on progress.	Ongoing	A. The 2023-2025 GRC Workforce Strategy was endorsed by ELT on 18 September 2023. The programs are on track and on budget.
31	People and Culture	A. Achieve the requirements of the Local Government WorkCover Workplace Health and Safety National System Audit in 2023-2024 with quarterly reporting on progress.	Ongoing	A. Corrective action plans are complete with no items outstanding. A self paced audit is still on track for Q1 of 2024.
32	Planning	A. Meet the required timing on development applications 70 per cent of the time.	Ongoing	A. Forty-three per cent of development applications decided between 1 October and 31 December 2023 met statutory timeframes. Human resourcing constraints and higher than average application numbers are the reasons for this measure.

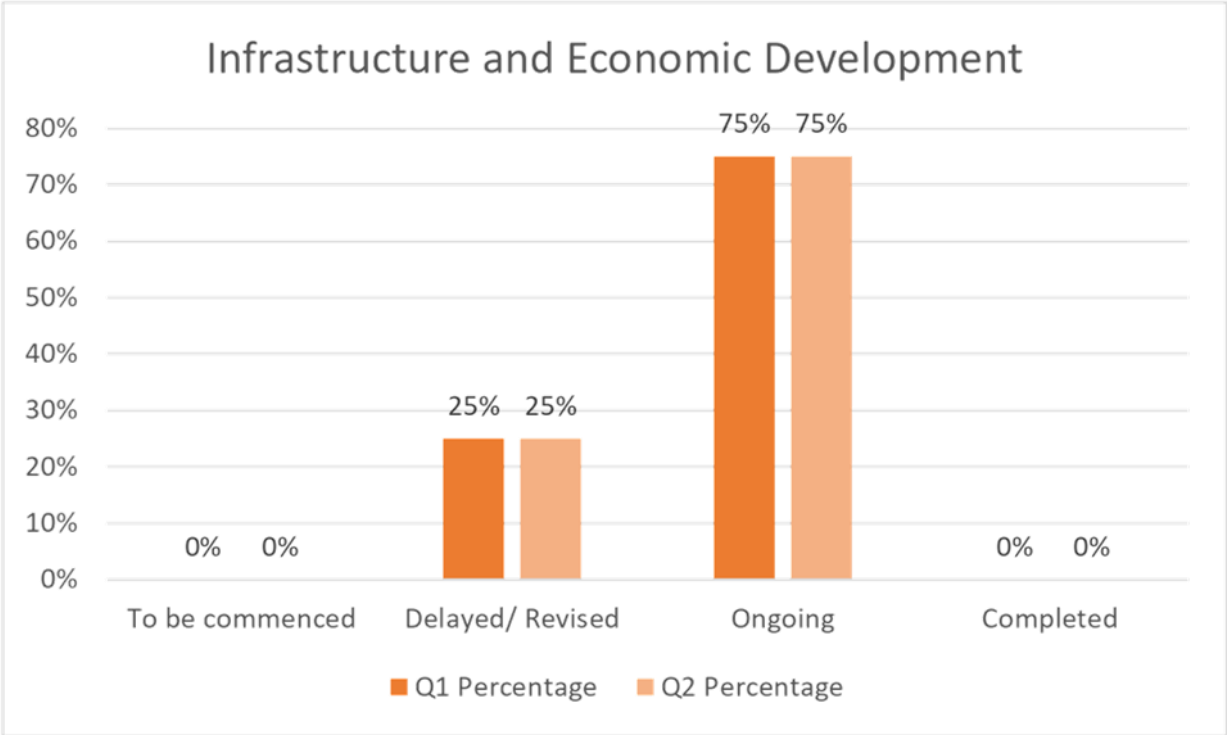
Quarterly Comparisons



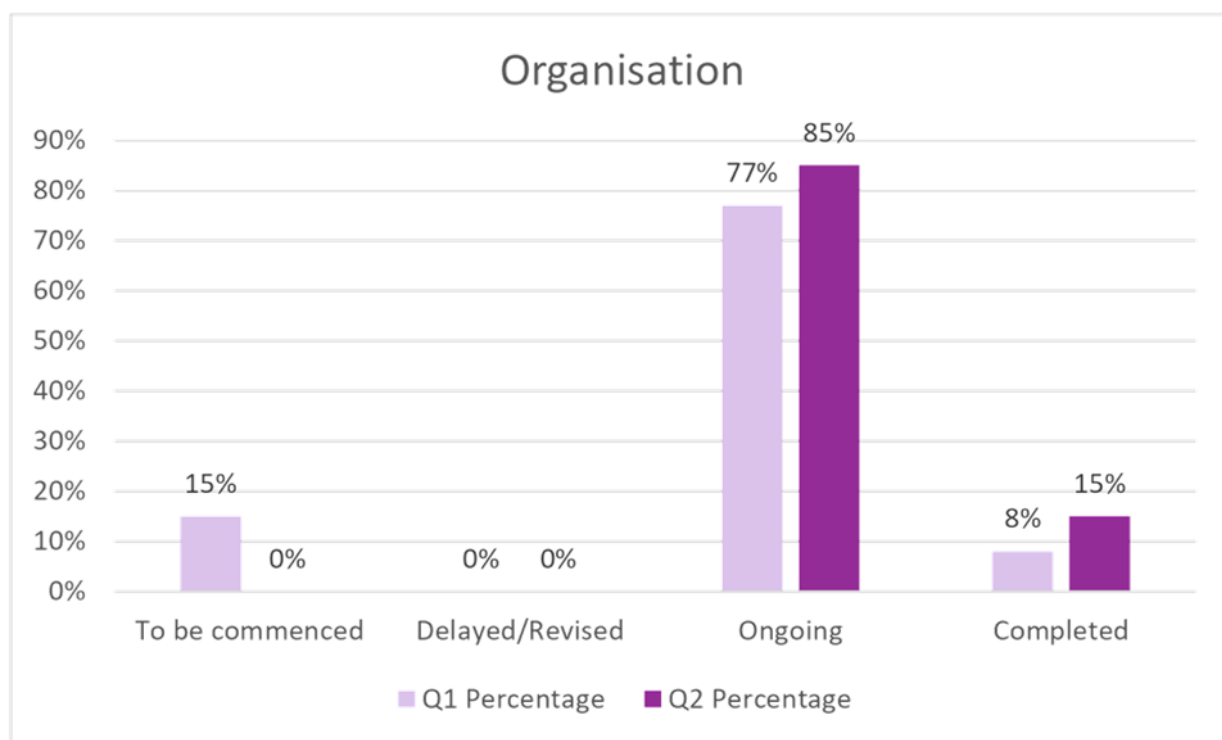
Deliverable Status	Quarter 1 No.	Quarter 1 Percentage	Quarter 2 No.	Quarter 2 Percentage
To be commenced	4	13%	0	0%
Ongoing	24	75%	25	78%
Delayed/Revised	3	9%	5	16%
Completed	1	3%	2	6%
Total	32		32	



Action Update	Quarter 1 Total	Quarter 1 Percentage	Quarter 2 Total	Quarter 2 Percentage
To be commenced	2	18%	0	0%
Delayed/Revised	1	9%	3	27%
Ongoing	8	72%	8	72%
Completed	0	0%	0	0%
Total	11		11	



Action Update	Quarter 1 Total	Quarter 1 Percentage	Quarter 2 Total	Quarter 2 Percentage
To be commenced	0	0%	0	0%
Delayed/Revised	2	25%	2	25%
Ongoing	3	75%	6	75%
Completed	0	0%	0	0%
Total	8		8	



Action Update	Quarter 1 Total	Quarter 1 Percentage	Quarter 2 Total	Quarter 2 Percentage
To be commenced	2	15%	0	0%
Delayed/Revised	0	0%	0	0%
Ongoing	10	77%	11	85%
Completed	1	8%	2	15%
Total	13		13	

Gympie Regional Council
1300 307 800
2 Caledonian Hill (PO Box 155), Gympie Qld 4570
gympie.qld.gov.au



	YTD Actuals \$,000	YTD Budget \$,000	YTD Variance \$,000	Annual Current Budget \$,000	Forecast to 30 June 2024
Gympie Regional Council - Operating Statement					
As at 31 January 2024					
(This report refers to the budget adopted by Council on 25 October 2023)					
Recurrent					
Revenue					
Rates Levies & Charges	93,294	91,613	1,681	91,613	93,292
Discounts and Remissions	- 791 -	860	69 -	860 -	800
	92,503	90,753	1,750	90,753	92,492
Fees & Charges	5,705	5,135	570	8,615	8,706
Rental Income	264	243	21	417	467
Interest & Investment Revenue	2,629	1,941	688	3,328	3,328
Sales Revenue	3,797	3,146	651	5,963	5,644
Other Income	3,689	3,533	156	10,047	8,551
Grants, Subs, Contributions & Donations	7,590	6,887	703	10,231	9,291
Cap Grants, Subs, Contributions & Donat	-	-	-	-	-
Total Recurrent Revenue	116,177	111,638	4,539	129,354	128,479
Expenditure					
Employee Costs	27,383	25,897 -	1,486	44,225	45,739
Materials & Services	27,717	27,308 -	409	49,663	47,960
Finance Costs	3,940	4,233	293	8,447	8,447
Depreciation Amortisation & Impairment	15,290	15,318	28	26,260	26,260
Total Recurrent Expenditure	74,330	72,756 -	1,574	128,595	128,406
OPERATING RESULT - EXCLUDING EXTRAORDINARY ITEMS	41,847	38,882	2,965	759	73
Extraordinary Items					
GRiT Project	1,964	1,999	35	4,707	4,706
Planning Scheme	279	583	304	1,000	1,000
Southside Sewerage Operational Costs	-	-	-	660	660
Total Extraordinary Expenditure	2,243	2,582	339	6,367	6,366
NET OPERATING RESULT - INCLUDING EXTRAORDINARY ITEMS	39,605	36,300	3,304 -	5,608	6,293
Capital Revenue					
Cap Grants, Subs, Contributions & Donat	42,443	15,967	26,476	83,075	107,916
Grants, Subs, Contributions & Donations	-	-	-	-	-
Profit/Loss on Disposal of PPE & Intangibles	206	-	206	-	-
Sales Revenue	-	-	-	-	-
Total Capital Revenue	42,649	15,967	26,682	83,075	107,916
NET RESULT	82,254	52,267 -	29,987	77,467	101,623

Resource Group	Council				General				Water and Waste Water				Resource Recovery				RMPC				Disaster - Emergency Costs					
	YTD Actuals \$'000	YTD Budget \$'000	Annual Current Budget \$'000	% of full Year Budget	YTD Actuals \$'000	YTD Budget \$'000	Annual Current Budget \$'000	% of full Year Budget	YTD Actuals \$'000	YTD Budget \$'000	Annual Current Budget \$'000	% of full Year Budget	YTD Actuals \$'000	YTD Budget \$'000	Annual Current Budget \$'000	% of full Year Budget	YTD Actuals \$'000	YTD Budget \$'000	Annual Current Budget \$'000	% of full Year Budget	YTD Actuals \$'000	YTD Budget \$'000	Annual Current Budget \$'000	% of full Year Budget		
As at 31 January 2024																										
(This report refers to the budget adopted by Council on 25 October 2023)																										
Recurrent	74430																									
Revenue																										
Rates Levies & Charges	93,294	91,613	91,613	101.83%	57,320	56,753	56,753	101.00%	27,009	26,002	26,002	103.87%	8,964	8,858	8,858	101.20%	-	-	-	0.00%	-	-	-	0.00%		
Discounts and Remissions	-	791	-	860	91.98%	517	-	595	86.89%	-	179	-	175	102.29%	96	90	90	106.67%	-	-	-	0.00%	-	-	-	0.00%
Fees & Charges	92,503	90,753	90,753	101.93%	56,803	56,158	56,158	101.15%	26,830	25,827	25,827	103.88%	8,868	8,768	8,768	101.14%	-	-	-	0.00%	-	-	-	0.00%		
Rental Income	5,705	5,135	8,615	66.22%	3,309	3,160	5,199	63.65%	581	423	755	76.95%	1,815	1,552	2,661	68.21%	-	-	-	0.00%	-	-	-	0.00%		
Interest & Investment Revenue	264	243	417	63.31%	264	243	417	63.31%	-	-	-	0.00%	-	-	-	0.00%	-	-	-	0.00%	-	-	-	0.00%		
Sales Revenue	2,629	1,941	3,328	79.00%	2,562	1,903	3,262	78.54%	67	39	66	101.52%	-	-	-	0.00%	-	-	-	0.00%	-	-	-	0.00%		
Other Income	3,797	3,146	5,963	63.68%	10	7	13	76.92%	1,318	671	1,150	114.61%	-	-	-	0.00%	2,469	2,469	4,800	51.44%	-	-	-	0.00%		
Grants, Subs, Contributions & Donations	3,689	3,533	10,047	36.72%	3,679	3,533	10,047	36.62%	8	-	-	0.00%	2	-	-	0.00%	-	-	-	0.00%	-	-	-	0.00%		
Cap Grants, Subs, Contributions & Donat	7,590	6,887	10,232	74.18%	775	604	2,998	25.85%	-	-	-	0.00%	1,267	775	1,725	73.45%	-	-	-	0.00%	5,548	5,508	5,508	100.73%		
Total Recurrent Revenue	116,177	111,638	129,354	89.81%	67,402	65,608	78,094	86.31%	28,804	26,960	27,798	103.62%	11,952	11,095	13,154	90.86%	2,469	2,469	4,800	51.44%	5,548	5,508	5,508	100.73%		
Expenditure																										
Employee Costs	28,951	26,539	45,338	63.86%	24,731	21,978	37,439	66.06%	2,712	2,819	4,879	55.59%	647	627	1,086	59.58%	805	967	1,676	48.03%	57	149	258	22.09%		
Materials & Services	28,391	29,248	54,917	51.70%	17,976	18,958	36,398	49.39%	3,526	3,812	7,150	49.31%	5,328	5,205	9,185	58.01%	1,504	1,274	2,183	66.90%	64	-	-	0.00%		
Finance Costs	3,940	4,233	8,447	46.64%	104	113	209	49.76%	3,708	3,995	7,989	46.41%	129	125	250	51.60%	-	-	-	0.00%	-	-	-	0.00%		
Depreciation Amortisation & Impairment	15,290	15,318	26,260	58.23%	10,877	10,905	18,695	58.18%	4,280	4,280	7,337	58.33%	133	133	228	58.33%	-	-	-	0.00%	-	-	-	0.00%		
Total Recurrent Expenditure	76,572	75,338	134,962	56.74%	53,688	51,954	92,741	57.89%	14,226	14,906	27,355	52.01%	6,237	6,090	10,749	102.41%	2,309	2,241	3,859	103.03%	121	149	258	81.21%		
OPERATING RESULT	39,605	36,300	-	5,608	-706.22%	13,714	13,654	-	14,647	-93.63%	14,578	12,054	443	3290.74%	5,715	5,005	2,405	237.63%	160	228	941	0.00%	5,427	5,359	5,250	0.00%
Capital Revenue																										
Cap Grants, Subs, Contributions & Donat	42,443	15,967	83,075	37.62%	18,443	4,403	68,802	26.81%	3,612	2,196	4,905	73.64%	-	-	-	0.00%	-	-	-	0.00%	20,389	9,368	9,368	217.65%		
Grants, Subs, Contributions & Donations	-	-	-	0.00%	-	-	-	0.00%	-	-	-	0.00%	-	-	-	0.00%	-	-	-	0.00%	-	-	-	0.00%		
Profit/Loss on Disposal of PPE & Intangib	206	-	-	0.00%	195	-	-	0.00%	-	-	-	0.00%	-	-	-	0.00%	-	-	-	0.00%	-	-	-	0.00%		
Sales Revenue	-	-	-	0.00%	-	-	-	0.00%	-	-	-	0.00%	-	-	-	0.00%	-	-	-	0.00%	-	-	-	0.00%		
Total Capital Revenue	42,649	15,967	83,075	51.34%	18,638	4,403	68,802	27.09%	3,612	2,196	4,905	164.48%	-	-	-	0.00%	-	-	-	0.00%	20,389	9,368	9,368	217.65%		
NET RESULT	82,254	52,267	77,467	106.18%	32,352	18,057	54,155	59.74%	18,190	14,250	5,348	340.13%	5,715	5,005	2,405	237.63%	160	228	941	17.00%	25,816	14,727	14,618	176.60%		

	YTD Actuals \$,000	YTD Budget \$,000	YTD Variance \$,000	Annual Current Budget \$,000
Operating Statement - Office of the CEO (Direct Reports)				
As at 31 January 2024				
(This report refers to the budget adopted by Council on 25 October 2023)				
Recurrent				
Revenue				
Rates Levies & Charges	-	-	-	-
Discounts and Remissions	-	-	-	-
Fees & Charges	-	-	-	-
Rental Income	-	-	-	-
Interest & Investment Revenue	-	-	-	-
Sales Revenue	-	-	-	-
Grants, Subs, Contributions & Donations	-	-	-	-
Other Income	-	-	-	-
Total Recurrent Revenue	-	-	-	-
Expenditure				
Employee Costs	999	1,010	11	1,739
Materials & Services	250	458	208	1,172
Finance Costs	-	-	-	-
Depreciation Amortisation & Impairment	-	-	-	-
Total Recurrent Expenditure	1,249	1,468	219	2,911
OPERATING RESULT	-	1,249	-	1,468
Capital Revenue				
Cap Grants, Subs, Contributions & Donat	-	-	-	-
Profit/Loss on Disposal of PPE & Intangibles	-	-	-	-
Total Capital Revenue	-	-	-	-
Capital Expenditure				
Employee Costs	-	-	-	-
Materials & Services	-	-	-	-
NET RESULT	-	1,249	-	1,468

	YTD Actuals \$,'000	YTD Budget \$,'000	YTD Variance \$,'000	Annual Current Budget \$,'000
Operating Statement - Community Sustainability				
As at 31 January 2024				
(This report refers to the budget adopted by Council on 25 October 2023)				
Recurrent				
Revenue				
Rates Levies & Charges	8,964	8,858	106	8,858
Discounts and Remissions	- 96 -	90 -	6 -	90
	8,868	8,768	100	8,768
Fees & Charges	4,742	4,383	359	7,308
Rental Income	151	128	23	219
Interest & Investment Revenue	-	-	-	-
Sales Revenue	5	4	1	8
Other Income	98	49	49	97
Grants, Subs, Contributions & Donations	1,572	974	598	2,563
Total Recurrent Revenue	15,436	14,306	1,129	18,963
Expenditure				
Employee Costs	8,283	8,807 -	524	15,263
Finance Costs	129	125	4	250
Materials & Services	8,408	8,787 -	379	15,775
Depreciation Amortisation & Impairment	151	151	-	259
Total Recurrent Expenditure	16,971	17,870 -	899	31,547
OPERATING RESULT	- 1,535 -	3,564	2,028 -	12,584
Capital Revenue				
Cap Grants, Subs, Contributions & Donat	60	60	-	75
Other Income	-	-	-	-
Total Capital Revenue	60	60	-	75
NET RESULT	- 1,475 -	3,504	2,028 -	12,509


	YTD Actuals \$,000	YTD Budget \$,000	YTD Variance \$,000	Annual Current Budget \$,000
Operating Statement - Corporate Services				
As at 31 January 2024				
(This report refers to the budget adopted by Council on 25 October 2023)				
Recurrent				
Revenue				
Rates Levies & Charges	57,320	56,753	567	56,753
Discounts and Remissions	- 517 -	595	78 -	595
	56,803	56,158	645	56,158
Fees & Charges	362	311	51	533
Rental Income	-	-	-	-
Interest & Investment Revenue	2,562	1,903	659	3,262
Sales Revenue	-	-	-	-
Other Income	3,529	3,479	50	6,942
Grants, Subs, Contributions & Donations	5,944	5,802	142	7,521
Total Recurrent Revenue	69,200	67,653	1,547	74,416
Expenditure				
Employee Costs	9,140	4,573	4,568	7,209
Materials & Services	5,647	7,460 -	1,813	15,392
Finance Costs	77	87 -	10	158
Depreciation Amortisation & Impairment	1,537	1,566 -	29	2,684
Total Recurrent Expenditure	16,401	13,686	2,716	25,443
OPERATING RESULT	52,799	53,967 -	1,169	48,973
Capital Revenue				
Cap Grants, Subs, Contributions & Donat	21,292	9,368	11,924	9,768
Profit/Loss on Disposal of PPE & Intangibles	206	-	206	-
Total Capital Revenue	21,498	9,368	12,130	9,768
Capital Expenditure				
Profit/Loss on Disposal of PPE & Intangibles	11	-	11	-
Total Capital Expenditure	11	-	11	-
NET RESULT	74,286	63,335	10,950	58,741

	YTD Actuals \$,000	YTD Budget \$,000	YTD Variance \$,000	Annual Current Budget \$,000
Operating Statement - Infrastructure Services				
As at 31 January 2024				
(This report refers to the budget adopted by Council on 25 October 2023)				
Recurrent				
Revenue				
Rates Levies & Charges	27,009	26,002	1,007	26,002
Discounts and Remissions	- 179	- 175	4	175
	26,830	25,827	1,003	25,827
Fees & Charges	601	441	160	773
Rental Income	113	115	2	198
Interest & Investment Revenue	67	39	28	66
Sales Revenue	3,792	3,142	650	5,955
Other Income	62	5	57	3,008
Grants, Subs, Contributions & Donations	74	111	37	148
Total Recurrent Revenue	31,539	29,680	1,860	35,975
Expenditure				
Employee Costs	10,530	12,149	1,619	21,126
Materials & Services	14,147	12,562	1,585	22,977
Finance Costs	3,735	4,021	286	8,040
Depreciation Amortisation & Impairment	13,601	13,601	-	23,317
Total Recurrent Expenditure	42,013	42,333	321	75,460
OPERATING RESULT	- 10,474	- 12,653	2,181	39,485
Capital Revenue				
Cap Grants, Subs, Contributions & Donat	21,092	6,539	14,553	73,232
Grants, Subs, Contributions & Donations	-	-	-	-
Profit/Loss on Disposal of PPE & Intangibles	-	-	-	-
Grants, Subs, Contributions & Donations	-	-	-	-
Total Capital Revenue	21,092	6,539	14,553	73,232
Capital Expenditure				
Profit/Loss on Disposal of PPE & Intangibles	-	-	-	-
Materials & Services	-	-	-	-
Total Capital Expenditure	-	-	-	-
NET RESULT	10,618	6,114	16,734	33,747



Draft Statement of Financial Position
As at 31 January 2024

	2023/2024	2022/2023
	\$000	\$000
Current Assets		
Cash And Cash Equivalents	77,794	69,995
Receivables	51,075	52,254
Inventories	1,632	1,572
Other Assets	16,831	933
Total Current Assets	147,332	124,754
Non Current Assets		
Trade and Other Receivables	-	900
Infrastructure Property Plant Equipment	1,658,487	1,567,796
Intangible Assets	441	254
Work in Progress (WIP)	94,220	42,698
Total Non Current Assets	1,753,148	1,611,648
Total Assets	1,900,480	1,736,402
Current Liabilities		
Payables	9,076	11,130
Borrowings	1,650	1,548
Provisions	10,837	8,626
Other Liabilities	14,123	6,139
Total current liabilities	35,686	27,443
Non Current Liabilities		
Payables	-	-
Borrowings	10,377	12,045
Provisions	15,600	15,319
Other Liabilities	5,206	
Total non current liabilities	31,183	27,364
NET OPERATING RESULT - INCLUDING EXTRAORDINARY ITE	66,869	54,807
Net community assets	1,833,611	1,681,595
Community Equity		
Asset Revaluation Reserve	927,763	824,286
Retained surplus/(deficiency)	823,281	772,787
Net Result	82,567	84,522
Total Community Equity	1,833,611	1,681,595



GYMPIE
REGIONAL
COUNCIL

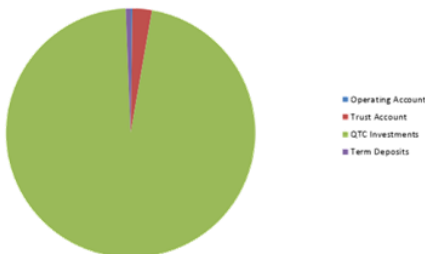
Cash & Cash Equivalents as at 31 January 2024

(In accordance with Council's Investment Policy)

Cash and Cash Equivalents	Invested Balance 2023/24	Invested Balance 2022/23
Operating Account	\$165,292	\$266,360
QTC Investments	\$77,128,936	\$69,728,936
Term Deposits	\$500,000	\$0
Total Cash and Cash Equivalents	\$77,794,228	\$69,995,296
Indicative Interest Rate	5.05%	3.86%

Comment:

Investments placed in accordance with Council's Investment Policy Doc ID 2304478. Council's Investment Policy is reviewed annually.



■ Operating Account
 ■ Trust Account
 ■ QTC Investments
 ■ Term Deposits

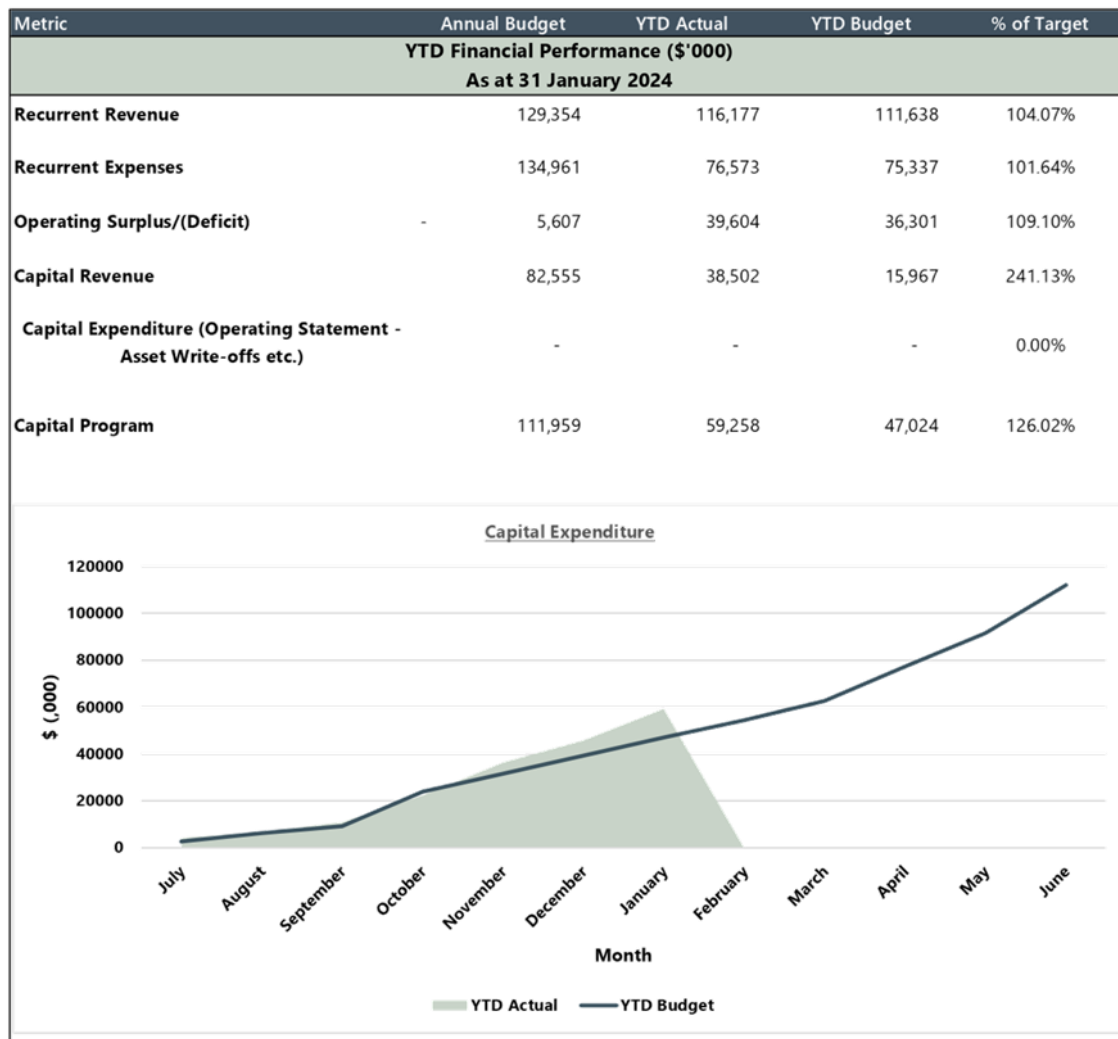
Trust Register as at 31 January 2024

Trust Account	\$876,908
Investment (Trust Portion) - QTC	\$1,161,634
	\$2,038,542

Constrained/Unconstrained Cash as at 31 January 2024

Unspent Contributions \$	Unspent Waste Levy \$	Unspent Govt Grants \$	Net Future Capital Works (Internal Restrictions) \$	Total Restricted \$	Unrestricted \$	Total \$
19,574,386	5,627,813	29,337,766	14,567,000	69,106,965	8,687,262	77,794,228

Rates Collection					
as at 31 January 2024					
			% Year Completed		59%
Rate Collection		31/01/2024	Rate Collection		31/01/2023
Arrears as at 1 July 2023		-\$634,873	Arrears as at 1 July 2022		-\$134,360
Levy Raised to date 23/24		\$93,442,876	Levy Raised to date 22/23		\$85,750,049
State EML Raised to date 23/24		\$5,221,301	State EML Raised to date 22/23		\$4,975,902
Legal Fees Charged		\$85,769	Legal Fees Charged		\$111,599
Interest Raised		\$257,193	Interest Raised		\$163,819
Receipts		\$49,041,463	Receipts		\$46,464,724
Discount Applied		-\$16	Discount Applied		\$4,279
Pensioner Rebate (Govt)		\$1,468,982	Pensioner Rebate (Govt)		\$1,441,110
Pensioner Rebate (Council)		\$791,092	Pensioner Rebate (Council)		\$774,494
Balance Outstanding on 23/24 Half Yearly Levy		\$47,070,744	Balance Outstanding on 22/23 Half Yearly Levy		\$42,182,402
Credit Balance		\$877,025	Credit Balance		\$889,141
Balance Outstanding		\$47,947,769	Balance Outstanding		\$43,071,543
% of 23/24 levy Outstanding		48.74%	% of 22/23 levy Outstanding		47.40%



Capital Summary 31 January 2024 (This report refers to the budget adopted by Council on 25 October 2023)								
Asset Type	Revenue (External Grant Funding only)				Expenditure			
	YTD Actuals	YTD Current Budget	YTD Variance	Annual Current Budget	YTD Actuals	YTD Current Budget	YTD Variance	Annual Current Budget
Land and Site Improvement	\$ 871,125	\$ 787,125	-\$ 84,000	\$ 848,625	\$ 5,158,058	\$ 4,692,587	-\$ 465,471	\$ 7,084,566
Buildings	\$ 10,153,241	\$ 489,500	-\$ 9,663,741	\$ 596,600	\$ 15,025,520	\$ 6,837,805	-\$ 8,187,715	\$ 12,795,365
Plant and Equipment	\$ 118,000	\$ 118,000	\$ -	\$ 148,000	\$ 596,324	\$ 354,715	-\$ 241,609	\$ 2,449,609
Heavy Plant	\$ -	\$ -	\$ -	\$ -	\$ 1,241,592	\$ 1,619,728	\$ 378,136	\$ 3,419,309
Road, Bridge and Drainage	\$ 24,347,411	\$ 12,376,655	-\$ 11,970,756	\$ 75,657,026	\$ 32,978,446	\$ 27,033,329	-\$ 5,945,117	\$ 69,083,593
Water	\$ 427,843	\$ -	-\$ 427,843	\$ 926,095	\$ 1,401,716	\$ 2,355,792	\$ 954,076	\$ 6,000,112
Waste Water	\$ 1,680,786	\$ 2,195,878	\$ 515,092	\$ 3,978,654	\$ 2,129,878	\$ 3,117,586	\$ 987,708	\$ 8,104,888
Community Sustainability	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Infrastructure	\$ 903,230	\$ -	-\$ 903,230	\$ 400,000	\$ 257,311	\$ 770,895	\$ 513,584	\$ 2,077,161
Rail	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Intangible Assets	\$ -	\$ -	\$ -	\$ -	\$ 469,330	\$ 241,875	-\$ 227,455	\$ 945,000
Total	\$ 38,501,636	\$ 15,967,158	-\$ 22,534,478	\$ 82,555,000	\$ 59,258,175	\$ 47,024,312	-\$ 12,233,863	\$ 111,959,603

7.2 Development Application for Material Change of Use - Transport Depot (Removalist's Depot) and Warehouse (Storage of Shipping Containers) at 427 Carlson Road Coles Creek

PORTFOLIO: Planning and Regulatory Compliance

DIRECTORATE: Community Sustainability

DOC ID: 2022-0041

LINKS TO CORPORATE/OPERATIONAL PLAN

KEY RESPONSE AREAS:

1. Community and Environment

1. BACKGROUND AND PREVIOUS COUNCIL CONSIDERATION

This development application was discussed at Councillor's Workshop on 30 November 2023.

2. REPORT

2.1 Site History

The application material suggests the site is subject to an existing, lawful home occupation (being for a home office) which established 'as-of-right' in 1996.

The Widgee Shire Council Planning Scheme 1993 did make 'Home Occupation' permitted development (i.e. no consent required from Council) where in the Rural Zone (A & B).

The Home Occupation definition (**figure 1**) provided criteria to limit any home occupations to ensure an appropriate scale was maintained and did not adversely impact the amenity of the area.

Home occupation

Any occupation carried on, in or under a dwelling house by a person resident therein and in the conduct of which:-

- 1 no source of power other than one (1) or more single phase electric motors having a total connected load of not more than 0.375kW is used; and
- 2 the floor area used (whether temporarily or permanently), does not exceed more than one-third (1/3) of the total floor area of the dwelling house or 30 square metres whichever is the lesser area; and
- 3 no persons are employed on the site; and
- 4 there is no interference, in Council's opinion, with the amenity of the neighbourhood by reason of the emission of noise, vibration, smell, fumes, smoke, vapour, steam, soot, ash, dust, waste water, waste products, grit, oil or otherwise; and
- 5 there is no display of goods on the premises; and
- 6 no load is imposed on any public utility greater than that which is normally required by other uses permitted in the zone in which the dwelling house is situated; and
- 7 no sign other than a sign not exceeding three tenths (0.3) of a square metre in area, and providing only the name of the occupier and nature of occupation are displayed; and
- 8 no part of the curtilage is used in the course of or for the purpose of the home occupation, other than for parking or access; and
- 9 there is no operation of the home occupation between the hours of 7 p.m. and 7.00 a.m.

Figure 1: Extract from Widgee Shire Council Planning Scheme 1993

Council's rates records indicate no change of ownership has occurred and the current landowners were the owners at time the dwelling was built in around 1994.

It is accepted that a home occupation may have been established lawfully which would have provided rights to use part of the dwelling as a home office for the owner's removalist business.

The use of outdoor storage areas for containers would not have been permitted, as the 'Home occupation' definition states that no part of the curtilage is to be used, other than for parking and access.

The applicant's consultant notes that the owner established the hardstand area adjacent to the dwelling for the parking of one (1) truck.

Comparing recent and historic aerial photography it appears the storage of containers has only occurred more recently.

Areas of the site have previously been cleared for hardstand and storage of vehicles and containers and to construct an additional access point off Carlson Road, as evidenced by the latest air photography.

2.2 Proposal

A development application for material change of use has been made for a Transport Depot and Warehouse at 427 Carlson Road, Coles Creek. The proposal is described as:

- Transport Depot (Removalist Depot) for the storage of up to three (3) trucks and associated machinery (specialist forklift to cater for 20-foot containers) and Warehouse (storage of shipping containers).

Other details for the proposal are provided as follows:

- The shipping containers are to store customer's goods until required and it is not anticipated that customers will need to visit the site.
- Proposed operating hours are Monday to Friday: 8am to 5pm, Saturday and Sunday: 8am to 2pm.
- Facilities within the existing dwelling (office and toilet) will be utilised for the use.
- The Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP) is a concurrency agency to the application due to the proximity of the site to a State-controlled Road (Old Bruce Highway) and they have no requirements as the proposed access is via Carlson Road.
- The proposed storage area is approximately 4,000m².

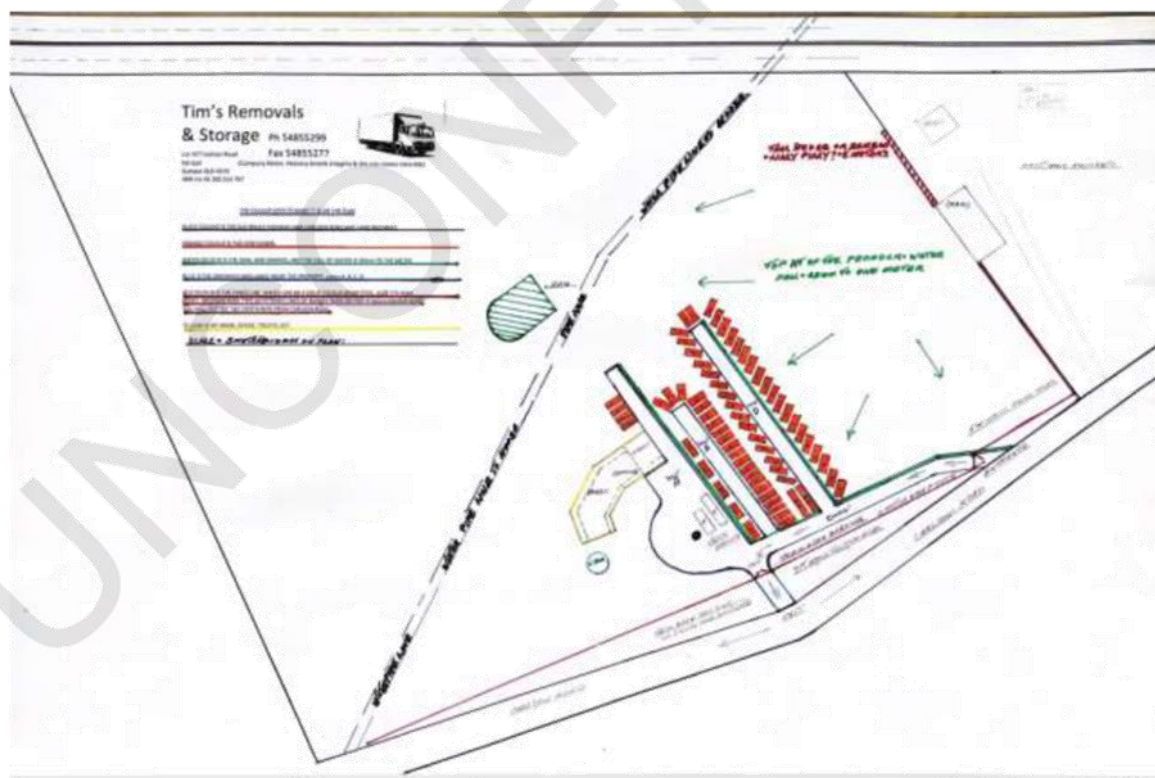


Figure 2: Proposal Plan (Drawn by applicant and submitted after public consultation ended)

The proposal plan submitted originally and that was available during the public consultation period differs to that provided in response to the RFI. The applicant did not respond to

council's request for information during the timeframe and a response was received after the public consultation stage had already commenced. The applicant chose not to provide a full response to the items requested however did submit a revised proposal plan which appears to show a reduced scale.

The latest proposal plan shows storage of 68 containers.



Figure 3: SUPERSEDED Proposal Plan (Source: Martoo Consulting)

2.3 Site Description

The 4.4ha lot has frontage to Carlson Road and the Old Bruce Highway and is approximately 20 kilometres by road south-south-east of the Gympie CBD area.

An easement traverses the site and contains Seqwater infrastructure - pipeline/channel.

The lot is heavily vegetated and is entirely mapped as Priority Species Habitat under Council's TLPI and essential habitat under State mapping.

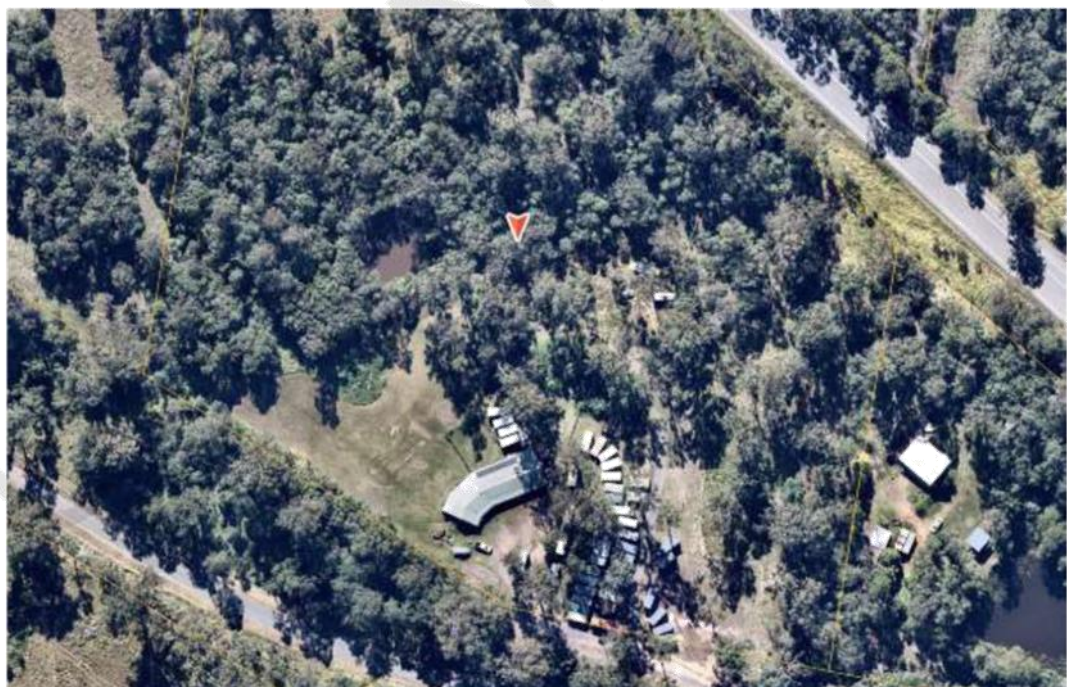
The topography of the site is 70-73m AHD along the Carlson Road frontage. The site's highest point is adjacent to the Old Bruce Highway at approx. 75m AHD. The proposed area for the storage of containers is approximately 3-4% slope.

Areas of the site have previously been cleared for hardstand and storage of vehicles and containers and to construct an additional access point off Carlson Road, as evidenced by the

The earlier air photos show that the site did not contain large amounts of storage areas and that this activity storage has occurred in recent years.



Locality Plan



Page 47 of 255



Figure 5: Subject Site (Airphoto Rural 2020).



Figure 6: Subject Site (Airphoto Rural 2014).



Figure 7: Subject Site (Air Photo Rural 2010).



Figure 8: Subject Site (Council aerial mapping - Mary Valley Townships 2006).

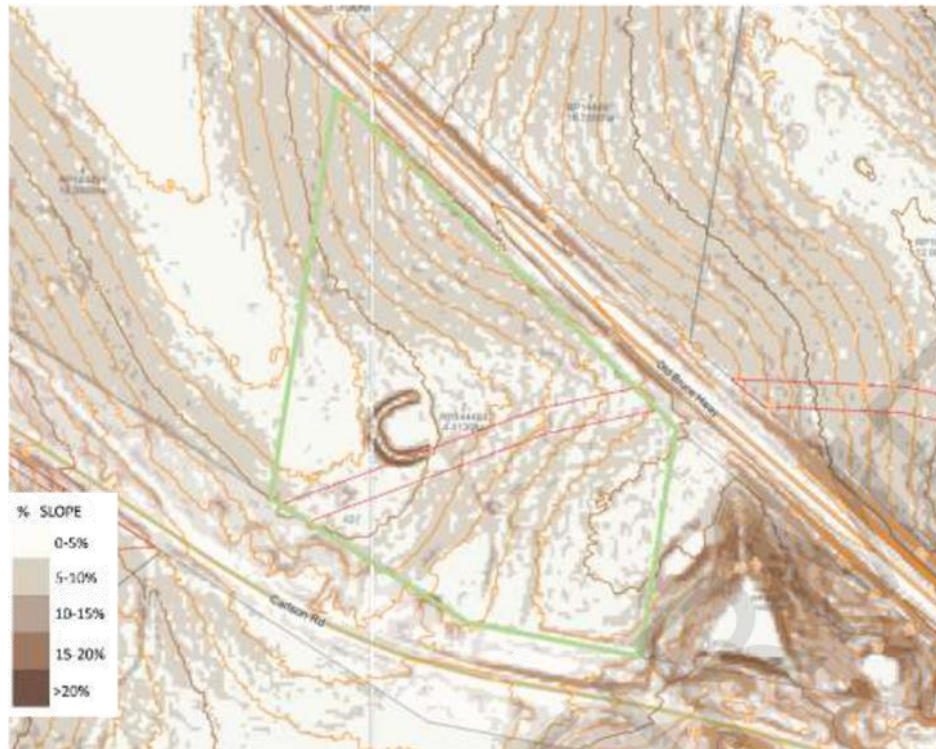


Figure 9: Contour and Slope Mapping.

2.4 Assessment Provisions

For the *Planning Act 2016*, the following categorising instruments may contain assessment benchmarks applicable to development applications:

- the *Planning Regulation 2017*
- the Planning Scheme for the local government area

Of these, the planning instruments relevant to this application are discussed in this report.

2.4.1 State Planning Policy

Agriculture

Important Agricultural Area

The site is mapped as an 'important agricultural area' and agricultural land classification – class A and B.



Figure 10: SPP Mapping (Agriculture) Source: DSDMIP.

The state interest seeks to ensure the resources that agriculture depends on are protected to support the long-term viability and growth of the agricultural sector.

The state interest policies are to be integrated in planning and development outcomes:

- (1) *Agriculture and agricultural development opportunities are promoted and enhanced.*
- (2) *Agricultural Land Classification (ALC) Class A and Class B land is protected for sustainable agricultural use by:*
 - (a) *avoiding fragmentation of ALC Class A or Class B land into lot sizes inconsistent with the current or potential use of the land for agriculture*
 - (b) *avoiding development that will have an irreversible impact on, or adjacent to, ALC Class A or Class B land*
 - (c) *maintaining or enhancing land conditions and the biophysical resources underpinning ALC Class A or Class B land.*

The subject site is included within the Rural Zone and is also mapped as GQAL (Class A) on Council's Overlay mapping. The proposed development is not a use associated with a rural activity and does not promote or enhance agricultural opportunities.

However, the proposed development area, based on the latest plans provided by the applicant, will utilise an area of approx. 4,000m². The storage of shipping containers will not require permanent infrastructure, apart from hardstand, and the area used for storage of containers would not have an irreversible impact on the agricultural land.

Biodiversity

The site is mapped as containing several categories of Matters of State Environmental Significance (MSES):

- MSES - Wildlife habitat (endangered or vulnerable)
- MSES - Wildlife habitat (special least concern animal)
- MSES - Regulated vegetation (category B)
- MSES - Regulated vegetation (category C)
- MSES - Regulated vegetation (essential habitat)

The state interest seeks to ensure that matters of state environmental significance are identified and development is located in areas that avoid adverse impacts or where cannot be avoided, are minimised.

The proposed development involves the storage of shipping containers in the eastern portion of the site that is mapped as wildlife habitat and regulated vegetation.

The applicant has not provided sufficient justification to support the use and states that no further clearing is required and they are willing to accept a condition limiting any further clearing. From recent aerial imagery and site inspection it is evident that some clearing has already been undertaken in this location.

The site is also mapped within a Bushfire prone area and a bushfire management plan has not been provided. To achieve satisfactory asset protection zones further vegetation clearing could be necessary which would create further conflicts with the state interest.

The proposal conflicts with the State Interest as the impacts are not avoided or minimised.



Figure 11: SPP Mapping (Biodiversity) Source: DSDMIP

Natural Hazards, Risk and Resilience

Natural Hazards, Risk and Resilience - Flood Hazard Area (Local Government Flood Mapping)

The SPP mapping shows the site as being within a Flood Hazard Area (Level 1 - Queensland floodplain assessment overlay) and the remainder of the site within a local government flood mapping area.

Council's Flood Hazard Overlay does not provide any further flood mapping for the remainder of the site and matches the Level 1 Queensland floodplain assessment overlay.

The area impacted by flood hazard (Level 1), according to the mapping, includes part of the existing dwelling and the existing access point. The area proposed for storage of containers is outside of this mapped flood hazard area.

The state interest for natural hazards requires development for material change of use to avoid natural hazard areas or mitigate the risks to people and property to an acceptable or tolerable level.

The proposed development can avoid the hazard area and is capable of mitigating the risk to an acceptable or tolerable level via conditions which would likely relate to access to the site and having an emergency plan in place for the development during flood events.



Figure 12: SPP Mapping (Flood Hazard Area) Source: DSDMIP

Natural hazards, risk and resilience - Bushfire Prone Area

The site is mapped almost entirely as Medium Potential Bushfire Intensity with a small area of Potential Impact Buffer on the western boundary. The proposed development is located on the eastern side of the existing dwelling and involves the storage of shipping containers. The nature of the business is to store items for customers for a certain period until that container requires delivery and unloading.

The state interest seeks to ensure development in natural hazard areas avoids the natural hazard area or, where it is not possible to avoid the natural hazard area, mitigates the risks to people and property to an acceptable or tolerable level.

The proposed development will not avoid the hazard area and will be sited within the medium bushfire intensity area. The applicant has provided the following justification to support the use:

- the proposed involves the storage of sealed metal shipping containers for both proposed uses. There are 40m. wide road opening existing to the north and south of the site.

The risk to people may be considered low as the development does not propose customers to visit the site and employees are generally based off-site (ie driving trucks). The applicant's justification may demonstrate that the risk to property is mitigated as the shipping containers are 'sealed metal'. This may provide some level of protection for the stored goods however it is considered that a bushfire plan should be required as part of any approval detailing the

[illegible]

Energy and Water Supply (Pipelines and channels - Seqwater)

The state interest is that 'bulk water supply infrastructure locations and corridors (including easements) are protected from development that would compromise the corridor integrity, and the efficient delivery and functioning of the infrastructure.'

Gympie Regional Council

Transport Infrastructure (State-controlled road)

The site adjoins a state-controlled road on its northern boundary (Old Bruce Highway).

The development does not propose any access to this state-controlled road.

Consequently, the State Assessment and Referral Agency were a concurrence agency to the application under the *Planning Regulation 2017* and have no requirements.

2.4.2 Planning Scheme Assessment Benchmarks

Under the *Gympie Regional Council Planning Scheme 2013*, the site is designated within the Rural Zone and is subject to impact assessment. I



Figure 15: Rural Zone (GRCPs, 2013).



Figure 16: Bushfire Hazard Overlay (GRCPs, 2013).



Figure 17: Flood Hazard Overlay (GRCPs, 2013).



Figure 18: Conservation Significant Areas Overlay (GRCPs, 2013).

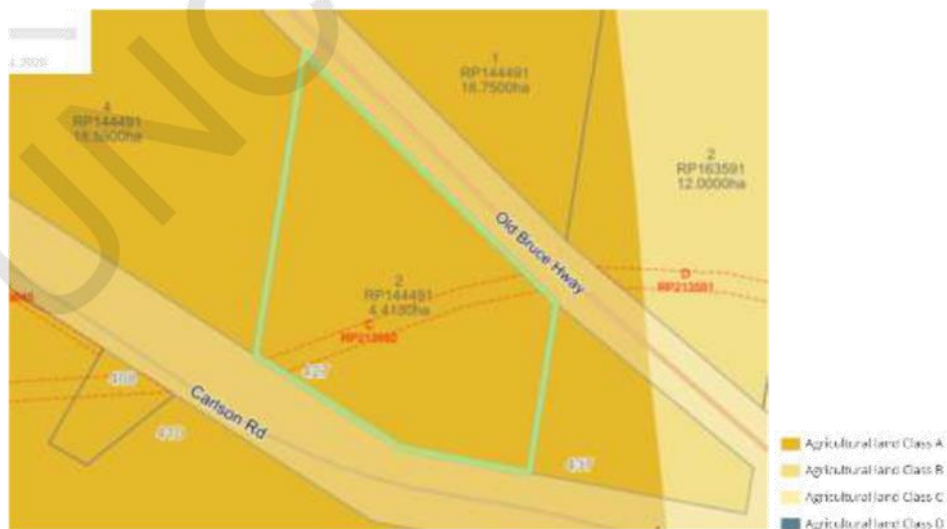


Figure 19: Good Quality Agricultural Land Overlay (GRCPs, 2013).

Rural Zone Code

The proposed use seeks approval for the storage of a large number of shipping containers on the site, in addition to increased truck movements and storage.

Although the applicant has operated some form of removalist business from this site for a number of years the site has visually maintained its rural nature, until around 2017 when the applicant undertook vegetation clearing, construction of an additional access point and hardstand areas and introduced the storage of a number of shipping containers.

The proposal, noting that the expansion of use has commenced without approval, has already necessitated clearing of significant vegetation from the site and the proposed plans indicate that further clearing is likely.

The site is included in the rural zone where the Planning Scheme focuses heavily on the preservation of rural activities and amenity.

The Rural Zone Code does anticipate some non-rural activities that may have specific locational needs and that do not compromise long term use of the land for rural purposes.

In this regard, it is accepted that the use of the existing dwelling as a Home Occupation is an existing lawful activity at its original small scale. The exponential growth of the business, however, must be considered against the provisions of the Planning Scheme, and in this regard there is no doubt that there is conflict.

The use is not one that needs to be or has specific locational reasons necessitating a location in the rural zone and it has created ongoing impacts upon nearby residents because of its more recently expanded operations.

The development application relies heavily on the historic home occupation use to justify the expansion, but this is not sufficient given home occupations are generally permitted uses in any residential/rural zones and the use has expanded well beyond the scope of any home occupation use rights.

The operation of a home based business, which is intended to be low scale and not distinguishable from other dwellings in terms of visual appearance, does not provide sufficient justification to expand the use or include new uses such as the Warehouse component.

Strategic framework

Having regard to the Strategic Framework, the proposed development conflicts with a number of the provisions including:

Settlement Pattern

(k) Low to medium impact industry is located in existing industrial areas that represent expansion of existing areas or on identified new sites;

Comment: The proposed development is industrial in nature and is not located within an existing industrial area. The framework intends for these types of uses to be consolidated within defined industrial areas and identified areas suitable for expansion.

Rural Futures

- (1) *The capacity of productive rural lands to contribute to the Region's economy and community health is protected from incompatible land uses, enhancing the interdependence of urban and rural communities.*
- (2) *The rural production base of the Region is broadened to accommodate the widest diversity of productive land uses as is practicable.*
- (3) *Rural areas recognise that different localities within the Region have the capacity to support varying intensities of the same rural activities.*
- (4) *Non-rural activities that are ancillary or subsidiary to principal rural land uses are encouraged to widen the economic base for rural production provided that rural production in surrounding areas is not alienated.*

Comment: The proposed development is not a rural activity. It is acknowledged that some non-rural activities may be appropriate in the rural zone, although the proposal is not considered to be so as it does not create 'significant' benefits to a local or wider community and does not contain characteristics preventing it from being located in a suitable urban area. Examples of non-rural activities that may be supported are activities that are ancillary to and associated with the rural use of land such as workers accommodation, tourism, value adding to products grown or manufactured on site etc.

Further, approval of the proposal is likely to generate ongoing compliance issues for council given the site of the lot and the proximity of neighbouring residences.

Strong Economy

Rural areas, particularly good quality agricultural land, are protected to maintain a productive role that reflects their existing characteristics and future potential;

Comment: The site is mapped as Class A Good Quality Agricultural Land. The proposed use is industrial in nature and conflicts with the intent to protect rural areas and future potential.

Natural Systems and Sustainability

- (1) *Environmental protection and conservation – the intrinsic values that contribute to the Region's environment and biodiversity, attraction and liveability are protected.*

Comment: The site is mapped as containing local and state significant vegetation. The application has not demonstrated how the proposed development will avoid and/or mitigate impacts.

2.4.4 Other relevant matters

Temporary Local Planning Instrument – Protection of Biodiversity Values

The site is mapped as containing significant local and state environmental values.

Under the Temporary Local Planning Instrument (TLPI) for Protection of Biodiversity Values the site is mapped entirely as 'Priority Species Habitat'.

It is noted that vegetation clearing has been undertaken on site to provide an additional access point, internal driveway and to store containers.

The applicant declined to provide an environmental assessment and has not demonstrated how the development (shipping containers, roads, parking and services) will interact with any remaining vegetation onsite, noting that all of the vegetation listed on-site has both MLES (Matters of Local Environmental Significance) and MSES (Matters of State Environmental Significance) biodiversity value.

The placement of new/additional infrastructure could open up further "acceptable clearing". Bushfire Asset Protection Zone requirements would need to be assessed, ensuring that the proposal is compliant with the Protection of Biodiversity Values Code in the TLPI.

The proposal does not demonstrate compliance with the TLPI or State Planning Policy in relation to the remaining vegetation or show that the proposed use can be appropriately located on the site to manage impacts and avoid additional clearing.



Figure 20: Biodiversity Overlay Mapping

Noise

There is the potential for noise emissions to be generated as part of the proposed use.

The primary noise emissions from the development, would be from truck movements and loading of shipping containers.

The application material indicates it is proposed to limit the times during which vehicles connected with the proposed use can enter and leave the site to the following:

Monday to Friday: 8am to 5pm

Saturday and Sunday: 8am to 2pm.

However, the application also states that:

It should be noted that staff are not employed to work at the site but are commonly on the roads anywhere is (sic) Australia. It is also often the practice that staff drive road transport

vehicles to their own homes so that they can depart/ return directly from/ to their home as required. Like all road transport operations it is not a clock on at 8am and clock off at 5pm operation.

Should the operation and traffic movements be limited to the daytime period it is anticipated that the relevant noise levels should not be exceeded.

Traffic

The proposed use will generate an increase in traffic. The applicant declined to provide a Traffic Report to ascertain the estimated traffic generated from the proposal and the impacts on the external road network.

In lieu of providing traffic information the applicant advised: that the visitation due to say hairdressers, bed and breakfast accommodation, homebased child care uses would be greater than for the use as proposed in the above development application. In fact the proposed use will not result in increased visitation over and above that of the existing removalist's depot.

The removalist's vehicles can be away from the site, even interstate, for extended periods of time and therefore the average visitation by vehicles associated with that use would not be as regular or intense as say many of the commercial dairy farms on surrounding rural properties.

This is not accepted as any existing use rights would not have extended to outdoor areas, nor the parking of several trucks/vehicles. It is only the parking of one (1) truck at residences that is permissible (ie if the work vehicle of a resident), with any increase in this constituting a 'Transport Depot' for the storage of additional vehicles.

The existing accesses are to a sub-standard and would require upgrading to accommodate the largest vehicle using the site.

The proposal plans show an access gate where it will impact on the vehicles waiting in the roadway potentially before the gate can be opened unless it is operated remotely. The gate would need to be relocated so that the largest vehicle may be able to wait within the site and not within the roadway. This matter would be determined based on a Traffic Impact Study (TIS).

Unfortunately, council does not have any recent traffic counts on Carlson Road (south side) with the last one done in 2001 (ID140) near 84 Carlson Road. This showed a peak count of 49 VPD (vehicles per day) and an average of 34. The roadway near the subject site is an existing 5.3m wide chip seal and the nearest intersection is the Old Bruce Highway – approximately 400m away. Carlson Road does not appear to be sign posted with a speed limit and has a default speed of 100km/hr according to council's mapping data.

The ultimate width and standard for a Rural Local Road is a 7.0m formation with 2x3.0m sealed traffic lanes and 2x0.5 shoulders. Should an approval of the proposal ensue Carlson Road should be widened from the subject lot to the old Bruce Highway to accommodate for the large vehicles. This would generally be determined based on a Traffic Impact Statement.

The applicant has not provided sufficient details of traffic generation to determine the impacts on the local road and wider network.

Visual Amenity

The site contains an existing dwelling which is partially used for the home based business component of the removalist depot. The external areas currently used for the development namely for the parking of trucks and storage of shipping containers, is sited in the south-east part of the lot.

The Carlson Road reserve contains vegetation which may partially screen the development however the adjoining property to the east will be impacted as the containers appear to be sited approximately 80m from the existing dwelling on Lot 1 RP163591.

Removal of vegetation in the eastern portion of the site has occurred recently resulting in the development becoming visible to the adjoining property the east.

The application material indicates landscaping and fencing can be installed to the Carlson Road frontage to assist with screening and the proposal plans indicate proposed screen planting to parts of the eastern boundary.



Figure 21: Existing access (original access from Carlson Road) (Google streetview, 2022)



Figure 22: Second access point from Carlson Road, looking north-west (Google streetview, 2022)

2.5 Infrastructure Charges

The application is for 'Transport Depot' and 'Warehouse' which under Council's Infrastructure Charges Reolution 2023 (ICR) are charged per m² of gross floor area.

The Transport Depot component involves the storage of up to three (3) trucks and associated plant and equipment on site however, this will not be within an enclosed area and therefore will not constitute GFA.

The Warehouse component involves the storage of goods within shipping containers which may necessitate building approval (depending on how long they are kept) and are considered to be GFA by the definition in the ICR. Further, the use is akin to a self-storage operation in terms of traffic generation.

Warehouse is currently levied at \$57.52/m², with a 45% reduction applying given the site is not serviced by reticulated water or sewerage.

The shipping container dimensions are 6m x 2.4m, meaning 68 containers total 979m² gross floor area. This equates to infrastructure charges of \$30,971.

An Infrastructure Charges Notice would be required to be issued should Council approve the proposal.

3. BUDGET IMPLICATIONS

There are no budget implications.

4. POLICY IMPLICATIONS

The proposal conflicts with Council's Planning Scheme and any decision to approve it would need to document the 'relevant matters' relied upon.

5. CONSULTATION

Internal

The application was forwarded to the following internal council specialists and their assessment forms part of this report:

- Development Engineering
- Environmental Health
- Environmental Planning

External

The application required referral to the Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP) as a concurrence agency due to the site having frontage to Old Bruce Highway (state-controlled road).

DSDMIP provided a referral agency response on 10 June 2022 advising they have no requirements.

Public Notification

This application was advertised for public comment from 8 September 2023 to 3 October 2023. There was one (1) submission received. The submission can be viewed on DAs Online [Gympie Regional Council - Application Tracker](#)

The submitter is an adjoining property owner and stated they have a partial objection to the proposed development should specific conditions relating to their property not be imposed.

The submitter objected to the proposal on the following grounds:

- Visual amenity.
- Shipping containers are visible from adjoining property.
- Noise impacts from trucks on site/loading.
- Clearing of existing vegetation that has occurred since 2017.
- Installation of a second driveway without approval and within proximity to the common boundary.

A full summary of issues raised with appropriate commentary is attached to this report for Council's information.

6. CONCLUSION

The proposed use conflicts with the Strategic Outcome and Rural Zone Code of the Gympie Regional Council Planning Scheme 2013. The use is not intrinsically linked to rural activities and the development is not consistent with the rural character and amenity and the natural values of the area.

The proposed use is not considered excessively large to preclude its location on a site more suitably zoned and closer to the urban area. Additionally, the grounds submitted with the application are not considered to have addressed a demonstrated need for the proposed use to be located on this site.

The proposal is also inadequate in terms of providing sufficient information to confirm impacts (noise, visual, traffic) from the development are mitigated to an acceptable level and should Council be of a mind to support it, further information should be requested of the applicant.

ATTACHMENTS

- [1. Submitter concerns summary](#)

PROPOSED RECOMMENDATION

That Council as Assessment Manager REFUSE Development Application for Material Change of Use - Transport Depot (Removalist's Depot) and Warehouse (Storage of Shipping Containers) at 427 Carlson Road Coles Creek for the following reasons:

- a) The proposal conflicts with the Rural Zone Code and Strategic Framework of the Planning Scheme.
- b) The application has not demonstrated that the proposal will contribute to the preservation of the amenity and rural character of the area in terms of impacts.
- c) The proposal has not satisfactorily demonstrated mapped local and state significant vegetation will be avoided or managed to avoid adverse impacts.
- d) The proposal has not satisfactorily assessed traffic impacts generated by the proposal on the local and wider road network.
- e) The existing home occupation use does not extend to the storage of containers and does not provide sufficient justification to warrant approval.

The above proposed recommendation lapses due to lack of mover. With no alternative recommendation presented, the meeting moves to the next item.

UNCONFIRMED

Item - 7.2 Development Application for Material Change of Use - Transport Depot
(Removalist's Depot) and Warehouse (Storage of Shipping Containers) at 427 Carlson Road,
Coles Creek - has been moved to another part of the document.