



GLADSTONE
REGIONAL COUNCIL

GENERAL MEETING NOTICE AND AGENDA

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

On Tuesday 19 January 2021

Commencing at 9.00am

Notice Section 277E *Local Government Regulation 2012*: This meeting will be closed to the public, due to health and safety reasons associated with the public health emergency involving COVID-19. Live streaming will be available on Council's website.

**Leisa Dowling
CHIEF EXECUTIVE OFFICER**

Table of Contents

ITEM	PAGE
G/1. MAYORAL STATEMENT OF CURRENT ISSUES.....	3
G/2. CONFIRMATION OF MINUTES	4
G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 15 DECEMBER 2020.....	4
G/3. DEPUTATIONS	5
G/3.1. FITZROY BASIN ASSOCIATION INC.....	5
G/4. OFFICERS' REPORTS.....	6
G/4.1. AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING 2 DECEMBER 2020.....	6
G/4.2. PROCUREMENT POLICY REVIEW	9
G/4.3. REVISED P-2018-07 COUNCILLOR CODE OF CONDUCT POLICY.....	12
G/4.4. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 DECEMBER 2020	14
G/4.5. TENDER 109-21 DAWSON HIGHWAY BATTER STABILISATION	27
G/4.6. TENDER RPQS 87-21 TRADE SERVICES (WELDING)	30
G/4.7. TENDER RPQS 83-21 TRADE SERVICES (BUILDING)	33
G/4.8. TENDER RPQS 84-21 TRADE SERVICES (CONCRETING)	37
G/4.9. TENDER RPQS 85-21 TRADE SERVICES (ELECTRICAL)	40
G/4.10. TENDER RPQS 86-21 TRADE SERVICES (PLUMBING)	44
G/5. COUNCILLORS REPORT	47
G/6. URGENT BUSINESS.....	48
G/7. NOTICE OF MOTION	49
G/8. CONFIDENTIAL ITEMS	50

G/1. MAYORAL STATEMENT OF CURRENT ISSUES

Nil.

G/2. CONFIRMATION OF MINUTES

G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 15 DECEMBER 2020

Responsible Officer: Chief Executive Officer

Council Meeting Date: 19 January 2021

File Ref: CM7.2

Purpose:

Confirmation of the minutes of the General Meeting held on 15 December 2020.

Officer's Recommendation:

That the minutes of the General Meeting of Council held on 15 December 2020 be confirmed.

Attachments:

1. Minutes of the General Meeting of Council held on 15 December 2020.

Tabled Items:

Nil.

Report Prepared by: Executive Secretary

G/3. DEPUTATIONS

G/3.1. FITZROY BASIN ASSOCIATION INC.

Responsible Officer: Chief Executive Officer

Council Meeting Date: 19 January 2021

File Ref: CM7.6

Purpose:

To present to Council an overview of Fitzroy Basin Association Inc.'s (FBA) services and programs in the Gladstone region.

Officer's Recommendation:

That the deputation from Fitzroy Basin Association Inc be received.

Background:

Deputation details are as follows:

Time of Presentation	9.00am
Duration of Presentation plus question time	15 mins
Speakers to present	Elyse Reithmuller, Chief Executive Officer Rebecca French, Engagement Manager Lisa Del Riccio, Community Participation Officer
Is the matter currently or has previously been subject to legal proceedings?	No
Matter for information only	No

FBA is the lead agency responsible for coordinating Natural Resource Management in the Fitzroy region and for facilitating land stewardship practices that improve land condition and water quality reaching the Reef.

Attachments:

1. FBA Presentation GRC Jan 2021

Tabled Items:

Nil.

Reported Prepared by: Executive Secretary

G/4. OFFICERS' REPORTS

G/4.1. AUDIT RISK AND IMPROVEMENT COMMITTEE MEETING 2 DECEMBER 2020

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 19 January 2021

File Ref: CM26.2

Purpose:

To present a written report about the matters reviewed at the Audit Risk and Improvement Committee Meeting held on 2 December 2020 in accordance with s211 of the *Local Government Regulation*.

Officer's Recommendation:

That Council receive the minutes of the Audit Risk and Improvement Committee Meeting held on 2 December 2020.

Background:

Council's audit committee, the Audit Risk and Improvement Committee (ARIC) met on 2 December 2020.

An audit committee is required to provide Council with a written report about the matters reviewed at the meeting and the committee's recommendations about the matters as soon as practical after a meeting of the committee (s211(1)(c) *Local Government Regulation 2012*).

The minutes of the meeting of 2 December 2020 are attached for Council's consideration.

Options, Risk and Opportunity Analysis:

The following is a summary of business from the meeting:

Recommendations from ARIC for consideration by Council:

Item 12.6 Audit Risk and Improvement Committee Meeting Dates 2021

The Committee resolved that the Audit Risk and Improvement Committee "*Put forward a recommendation for consideration by Council that the Committee attend a planning meeting and site visit in February 2021 subject to committee and Council availability.*"

It is noted that this recommendation was conveyed to Council at Council's General Meeting of 15 December 2020 in Agenda Item *G/4.6. Audit Risk and Improvement Committee Meeting Schedule 2021*. Council subsequently resolved to endorse the Committee's recommendation (vide resolution GM/20/4410).

Issues of significance for information

Item 7.1 Contracts and Procurement Report

The Committee reiterated the focus on continuous improvement and made a number of enquiries and comments regarding:

1. The dollar value of open purchase orders;
2. The cash flow implications associated with more timely order receivals;
3. The opportunities associated with performing accounting soft closes which will lead to better quality budget processes;
4. The positive initiative of the Executive Team investigating improvements in procurement software; and
5. Concerns were discussed regarding the low level of compliance (26%) of purchasing against the procurement plan.

Item 7.3 QAO Final Report

The Committee considered the Queensland Audit Office's (QAO) 2020 Closing Report and noted a theme from the papers with regards to computer applications and concerns that software may be limiting Council's ability for further improvement.

The Committee highlighted that the QAO has recommended that Council look at all of their asset impairments and not limit the focus to only the Gladstone Airport Corporation GAC.

Confirmation was provided to the Committee that all outstanding actions with the exception of the "Finalisation of Gladstone Airport Corporation Audit" had been completed. It should be noted that the GAC Audit was completed following the GAC board meeting on Monday 7 December 2020.

The Committee extended its appreciation to the technical team at QAO for the thoroughness of the final review of the asset impairment and the value add in the outcome for the Council by QAO's involvement.

Item 8.1 Compliance and Assurance Activities ARIC 2 Dec 2020

The Committee noted that there has been very good progress with the compliance and assurance activities and that a revised and achievable audit plan has been developed and provided to the Committee.

Item 10.1 Monthly Financial Reports for Period Ending 31 October 2020

The variance in the current employment vacancy rate of 4.5% was highlighted noting that the budgeted vacancy rate was 7.5% and that there will be an impact on the budget if it continues on trend. It was noted that Council is working to obtain savings in other areas.

Communication and Consultation:

Audit Risk and Improvement Committee

Legal Strategy and Policy Implications:

The *Local Government Act 2009* requires Council to have an audit committee that oversees audit, annual financial reporting and other relevant governance functions as outlined in Council policy to provide Council with an additional level of assurance that systems and controls are in place to assist Council in minimising risk.

The Audit Risk and Improvement Committee operates in accordance with Council's Audit Risk and Improvement Committee Policy.

Financial and Resource Implications:

The Audit Risk and Improvement Committee's external member fees are incorporated within the 2019/20 Operational Budget.

Summary:

Nil.

Anticipated Resolution Completion Date:

Nil.

Attachments:

1. Audit Risk and Improvement Committee Minutes 2 December 2020

Tabled Items:

Nil.

Report Prepared by: Manager Governance

G/4.2. PROCUREMENT POLICY REVIEW

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 19 January 2021

File Ref: CM28.2

Purpose:

To present a proposed revision of the Procurement Policy for consideration and approval.

Officer's Recommendation:

That Council:

1. Repeal P-2019-16 Procurement Policy; and
2. Adopt P-2021-01 Procurement Policy as attachment 1.

Background:

The review of the Procurement Policy occurs annually in accordance with requirements of the *Local Government Regulation 2012*. This policy was due for review in August 2020 with the proposed policy attached for consideration.

Options, Risk and Opportunity Analysis:

The proposed changes to the policy are summarised below with a tracked version of the proposed policy attached:

- Removed definitions not required.
- Included definition for 'contract' in reference to new reporting clause.
- Updated definition of Local Supplier to Local Business to align terminology used by the Queensland Local Content Leaders Network (QLCLN). Supplier denotes the provision of goods whereas the definition is relevant to a business which may not just be a supplier.
- Inclusion of Environment as a 'gate' as equally important as safety. Removal of word 'automatically' as this is not a conformance criterion but is used for assessment of highest ranked submissions.
- Adjustment to Local Preference section to be Local Content in accordance with QLCLN terminology.
- Proposed change of weighting from 10% to **at least** 10% to allow ability to apply greater local content weighting dependent on the importance of local content for an individual tender.
- Proposed change to geographic location to allow weighting to apply to either head office, branch office or depot.
- Changes to allow flexibility in weighting split between geographic location and procurement plan to allow adjustments based on tender requirements (eg, a procurement may only be available from a business outside the region therefore using the full percentage on procurement plan may be more applicable).
- Addition of section 8.0 to include requirement for reporting to Council each quarter on contracts over \$15,000 (ex GST) to enable review of application of policy.

Consideration was given to increasing the minimum percentage for local content weighting however this is not proposed for the following reasons:

1. Officers believe the current 10% weighting is working. Local businesses are tendering/quoting on 50% of invitations over \$15k issued to the market and winning 91% of those contracts. Of the sample taken from July to November 2020, local businesses were unsuccessful in only 2 instances and the local content weighting would have needed to be over 40% and over 50% for the local businesses to win the award. In these 2 instances, the local businesses presented poor technical and pricing, therefore not presenting value for money.
2. Retaining the 10% minimum with the proposed wording will allow the setting of weightings above 10% to be driven by market assessments and enable the trialing of higher percentages to inform future local content weighting discussions.
3. The local content weighting is applied to ALL procurements over \$15k through formal evaluations – this includes procurements for software where there is no local content i.e. cloud subscriptions and specialised consultancy that is completed off-site and without any available service providers locally.
4. A permanent blanket increase will mean a permanent blanket reduction to either technical or pricing components with potential wasted weighting to local when the goods/service are not available from local businesses.

The application of any variances to the local content weighting will be applied by the Manager Contracts and Procurement in line with Council's Procurement Policy and Procurement Corporate Standard.

Regular reporting will be provided to Council regarding Council's procurement activities which will include application of the local content weighting. Regular reporting will provide Council with a tool to evaluate the effectiveness of the Policy.

Communication and Consultation:

The Contracts and Procurement team have been engaged in the review process and made recommendations for improvements as outlined. Consultation with leaders within the business occurred with a summary of the feedback attached.

Further informal consultation occurred with Council in December with the proposed policy attached taking into consideration all feedback given.

Legal Strategy and Policy Implications:

Section 198 of the *Local Government Regulation 2012* requires a local government to prepare and adopt a policy about procurement. In addition, the procurement policy must be reviewed annually.

The impact of the proposed changes to the policy are primarily to allow greater flexibility in the application of local content principles so that weighting can be utilised more appropriately based on the nature of the tender.

Financial and Resource Implications:

There are no additional financial or resource implications of the proposed policy. Procurement is required to be carried out within relevant budget constraints and financial delegations.

Summary:

Nil.

Anticipated Resolution Completion Date:

Within one month of resolution.

Attachments:

1. Proposed P-2021-01 Procurement Policy
2. Existing P-2019-16 Procurement Policy
3. Proposed P-2021-01 Procurement Policy – tracked changes
4. Summary Procurement Policy Leaders Feedback – September 2020

Tabled Items:

Nil.

Report Prepared by: Specialist Advisor - Governance & Risk

G/4.3. REVISED P-2018-07 COUNCILLOR CODE OF CONDUCT POLICY

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 19 January 2021

File Ref: CM28.2

Purpose:

To provide councillors with a revision of the Councillor Code of Conduct Policy for adoption.

Officer's Recommendation:

That Council:

1. Repeal P-2018-07 Councillor Code of Conduct Policy; and
2. Adopt P-2021-02 Councillor Code of Conduct Policy as Attachment 1.

Background:

Section 150D of the *Local Government Act 2009* (the LGA), the Minister for Local Government must make a code of conduct that sets out the standards of behaviour for councillors in the performance of their responsibilities as councillors.

Prior to commencing office, councillors take a Declaration of Office in which they commit to faithfully and impartially fulfilling the duties of the office, in accordance with the local government principles and code of conduct for councillors.

Council has previously resolved to adopt P-2018-07 Councillor Code of Conduct Policy which annexed the '*Code of Conduct for Councillors in Queensland*' approved by the Minister for Local Government in September 2018. A copy of P-2018-07 is attached as Attachment 3.

Following amendments to the LGA and the *Local Government Regulations 2012* during 2020, the Minister for Local Government approved an amended '*Code of Conduct for Councillors in Queensland*' on 4 August 2020. A copy of the amended code of conduct is attached as Attachment 4.

Options, Risk and Opportunity Analysis:

Councillors are obliged to comply with the current '*Code of Conduct for Councillors in Queensland*' regardless of the contents of Council's Code of Conduct Policy.

Council's Code of Conduct Policy does however confirm Council's commitment to the '*Code of Conduct for Councillors in Queensland*'.

The '*Code of Conduct for Councillors in Queensland*' (approved 4 August 2020) retains the set of values as well as the three standards of behaviour (Responsibilities, Respect and Reputation) from the September 2018 version. The amended version includes changes to the consequences of failing to comply with the code of conduct which now reflect the recent changes to the LGA.

To avoid the administrative burden of amending Council's Councillor Code of Conduct Policy each time that the Minister for Local Government approves a new version of the '*Code of Conduct for Councillors in Queensland*' it is proposed that the attachment be removed from Council's policy.

The '*Code of Conduct for Councillors in Queensland*' is readily accessible from the Department of Local Government's website.

Alternatively, Council may wish to either:

1. Resolve that the '*Code of Conduct for Councillors in Queensland*' (approved 4 August 2020) be attached to P-2021-02 Councillor Code of Conduct Policy; or
2. Resolve that that P-2018-07 be repealed and not adopt a replacement policy.

Communication and Consultation:

Nil.

Legal Strategy and Policy Implications:

There is no legislative basis that requires Council to maintain a councillor conduct policy. The obligation to comply with the '*Code of Conduct for Councillors In Queensland*' stems from the *Local Government Act 2009*.

A policy is necessary where Council would like to set behavioural or ethical standards over and above those contained within the Councillor Code of Conduct Policy.

Where a councillor engages in conduct that is contrary to the '*Code of Conduct for Councillors in Queensland*' the councillor may be found to have engaged in unsuitable meeting conduct, inappropriate conduct or misconduct and subject to the relative penalties.

Financial and Resource Implications:

Nil.

Summary:

Nil.

Anticipated Resolution Completion Date:

22 January 2020

Attachments:

1. Proposed P-2021-02 Councillor Code of Conduct Policy (for adoption)
2. Proposed P-2021-02 Councillor Code of Conduct Policy (marked up)
3. P-2018-07 - Councillor Code of Conduct Policy (to be repealed)
4. Code of Conduct for Councillors in Queensland (approved 4 August 2020)

Tabled Items:

Nil.

Report Prepared by: Manager Governance

G/4.4. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 DECEMBER 2020

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 19 January 2021

File Ref: FM15.1

Purpose:

This report seeks Council adoption of the Monthly Financial Statements for the 2020-21 year to date, for the period ended 31 December 2020.

Officer's Recommendation:

That Council adopt the Monthly Financial Statements attached to the officer's report for the 2020-21 year to date, for the period ended 31 December 2020 as required under Section 204 *Local Government Regulation 2012*.

Background:

The percentage of year passed (pro-rata rate) as at 31 December 2020 is 50.68%.

Forecast

The 2020-21 budget was adopted on 7 July 2020. Following quarter one results, the business undertook a forecasting process to establish an expected position at 30 June 2021. This forecast resulted in an operating deficit of \$7.3m. A new forecasting process is underway, taking into account the results of the first two quarters.

The actual results for the year to date will be compared to adopted budget, as well as the previous forecast position.

Statement of Income and Expenditure

Income

Recurrent Revenue

Total recurrent revenue	2020-21	Actual as %
Actual	\$150.4m	
Budget	\$189.3m	79.43%
Forecast	\$187.8m	80.06%

Items of interest:

Net rates and utility charges	2020-21	Actual as %
Actual	\$135.1m	
Budget	\$152.1m	88.85%
Forecast	\$153.7m	87.89%

General rates and annual waste, water and sewerage charges for 2020-21 have been levied. Discounts are applied when payments are received from customers, resulting in a decrease to net rates and utility charges. Discounts and concessions processed year to date are \$14.0m.

The Gladstone Area Water Board's (GAWB) bulk water price under the 2020 price review has resulted in an increase to the water consumption charge. This has been included in the current forecast and will be recognised when water meter reading cycles are processed in January and June.

Interest received from investments	2020-21	Actual as %
Actual	\$0.5m	
Budget	\$1.9m	24.54%
Forecast	\$1.4m	33.25%

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

Recent amendments to the investment policy will allow for better investing opportunities once interest rates recover.

Sales revenue	2020-21	Actual as %
Actual	\$2.7m	
Budget	\$5.6m	47.50%
Forecast	\$4.3m	61.90%

Road Maintenance Performance Contract (RMPC) is the largest portion of sales revenue with \$1.9m received year to date.

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

Other recurrent income	2020-21	Actual as %
Actual	\$0.8m	
Budget	\$2.0m	37.18%
Forecast	\$2.2m	33.74%

The largest portion of the forecast is \$0.7m in revenue for the Gladstone Entertainment & Convention Centre. Receipts year to date remain minimal at \$0.1m. This category includes receipts for rental income \$0.2m, commissions \$0.2m and waste royalties \$0.1m.

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

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

Capital Revenue

Total capital revenue	2020-21	Actual as %
Actual	\$8.6m	
Budget	\$27.3m	31.47%
Forecast	\$25.1m	34.13%

The forecast consists primarily of State and Federal funding. Projects with forecast funding greater than \$0.5m are listed in the table below:

State Funding

Description	Budget	Forecast	Actual
Gladstone Aquatic Centre - Rejuvenation & upgrade	\$1.3m	\$1.2m	\$0.6m
Toondoon Botanical Gardens Electrical upgrade of external lighting	\$1.6m	\$0.8m	\$0.8m
Tannum Sands State School Bus Bay	-	\$0.6m	\$0.3m
Toolooa Street, Gladstone - Pavement renewal (Derby - Agnes)	\$0.8m	\$0.8m	-
Agnes Street, Agnes Water - New carpark	\$0.7m	\$0.7m	\$0.4m
Gravel Road Resheeting	-	\$0.5m	-
Goondoon Street Footpath	\$0.7m	\$0.7m	\$0.1m
Gladstone Region Pedestrian and Cycle Strategy	\$0.5m	\$0.5m	\$0.2m
Upgrade to pump station SPS A06	\$1.8m	\$1.8m	\$0.9m
Gladstone WWTP Biosolids	-	\$0.6m	-
Other (Multiple Projects with Forecast <\$0.5m)	\$6.9m	\$4.8m	\$2.7m
	\$14.4m	\$13.1m	\$6.0m

Federal Funding

Description	Budget	Forecast	Actual
Philip Street Communities Precinct - Stage 1a	\$4.6m	\$5.0m	\$0.9m
Benaraby Landfill - Stage 3 Landfill Cell Development	\$3.2m	\$2.1m	-
Blackmans Gap Road, Miriam Vale - Safety improvements	\$0.9m	\$0.9m	\$0.4m
Gravel Road Resheeting - Various locations	\$1.6m	\$1.2m	\$0.0m
Dawson Highway, Gladstone	\$0.9m	\$0.7m	\$0.4m
Other (Multiple Projects with Forecast <\$0.5m)	\$1.4m	\$1.6m	\$0.6m
	\$12.4m	\$11.5m	\$2.3m

Expenditure

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

Recurrent expenditure

Total recurrent expenditure	2020-21	Actual as %
Actual	\$99.0m	
Budget	\$193.7m	51.15%
Forecast	\$195.2m	50.74%

Of note:

Employee benefits	2020-21	Actual as %
Actual	\$33.6m	
Budget	\$61.7m	54.50%
Forecast	\$63.5m	52.93%

Employee benefits are the largest component of Councils recurrent expenditure.

The increase in forecast expenditure is primarily due to a vacancy rate of 4.5% within Council compared to the budgeted vacancy rate of 7.5% based on historical trend.

Contractors and consultants	2020-21	Actual as %
Actual	\$11.6m	
Budget	\$25.0m	46.18%
Forecast	\$26.8m	43.08%

The forecast includes \$7.2m for consultants, expenditure remains low with \$2.1m incurred year to date. The largest variances are in area of Asset Management.

Donations	2020-21	Actual as %
Actual	\$1.3m	
Budget	\$3.3m	39.41%
Forecast	\$3.1m	43.00%

Significant expenditure for donations is forecast to occur in the second half of the financial year including rise up funding and community celebration events.

Fuel	2020-21	Actual as %
Actual	\$0.7m	
Budget	\$1.9m	36.54%
Forecast	\$1.6m	43.09%

Curtis Island has seen a reduction in fuel usage this year due to the commissioning of a new generator. This has been reflected in the reduced forecast however the forecast is expected to be further reduced in line with year to date trends.

Motor vehicle expenses	2020-21	Actual as %
Actual	\$1.2m	
Budget	\$1.5m	78.18%
Forecast	\$1.5m	78.93%

Annual vehicle registration renewals were processed during November.

Other materials and services	2020-21	Actual as %
Actual	\$5.0m	
Budget	\$10.2m	48.36%
Forecast	\$8.1m	61.39%

This category includes expenditure for materials, general repairs, fees & charges as well as all other expenses not specifically identified in the Statement of Income and Expenditure.

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

Staff and Councillor associated expenses	2020-21	Actual as %
Actual	\$0.9m	
Budget	\$2.5m	34.94%
Forecast	\$2.3m	38.05%

This category includes a forecast of \$0.7m for training and seminars / conferences. Year to date expenditure remains low at \$0.2m.

Water purchases	2020-21	Actual as %
Actual	\$11.1m	
Budget	\$18.7m	59.60%
Forecast	\$21.0m	52.94%

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

Statement of Financial Position

	Current Value	Adopted Budget	Forecast	Percentage of Adopted Budget	Percentage of Forecast
Year to date Assets	\$2.5b	\$2.3b	\$2.5b	111.17%	99.76%
Year to date Liabilities	\$131.7m	\$123.3m	\$135.0m	106.78%	97.54%

The forecast represents the expected position at 30 June 2021.

Capital Expenditure

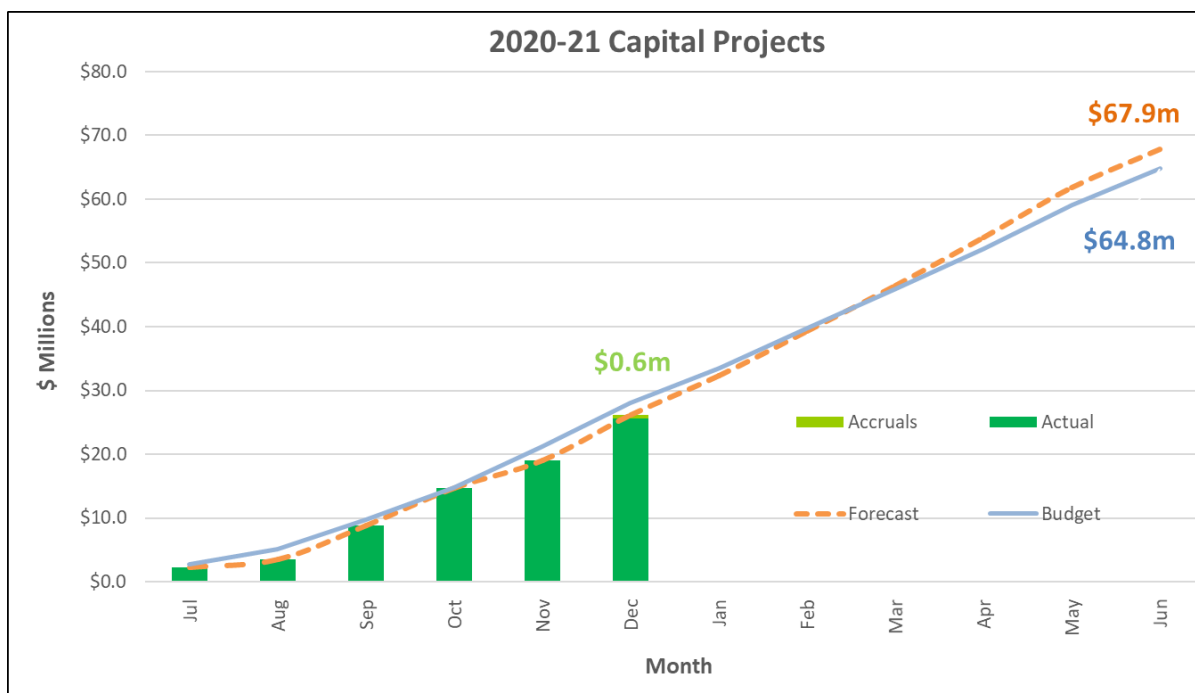
	Actual	Budget	Forecast	Actual as % of budget	Actual as % of forecast
Year to date capital expenditure	\$26.2m			40.37%	38.55%
Including commitments (open purchase orders)	\$40.6m	\$64.8m	\$67.9m	62.72%	59.89%

Of the \$14.5m committed, \$6.0m relates to the Philip Street Communities Precinct.

Accrual estimates of \$0.6m have been included in the actuals, to account for major claims relating to December work as at 23 December 2020.

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

Group	YTD Actual	Budget	Actual as % of Budget	Forecast	Actual as % of Forecast
Road Assets	\$3.833m	\$16.922m	23%	\$18.328m	21%
Sewerage Assets	\$6.378m	\$11.689m	55%	\$11.852m	54%
Strategy & Transformation	\$6.973m	\$12.808m	54%	\$12.713m	55%
Water Assets	\$3.365m	\$6.200m	54%	\$6.214m	54%
Delivery Support and Performance	\$0.640m	\$5.070m	13%	\$6.508m	10%
Waste Assets	\$2.915m	\$4.382m	67%	\$4.749m	61%
Property Assets	\$1.020m	\$4.589m	22%	\$4.550m	22%
Parks & Environment Assets	\$0.336m	\$1.886m	18%	\$1.665m	20%
Community Development & Events	\$0.074m	\$0.455m	16%	\$0.437m	17%
Other	\$0.627m	\$0.800m	78%	\$0.846m	74%
Total	\$26.161m	\$64.801m	40%	\$67.862m	39%



Although the capital expenditure is currently in line with forecast, significant emphasis is still required on projects to achieve expenditure. Regular detailed updates are provided to the Elected Members by the project delivery team. The latest estimate of capital expenditure for the 2020-21 year is \$68.9m.

Outstanding Rates

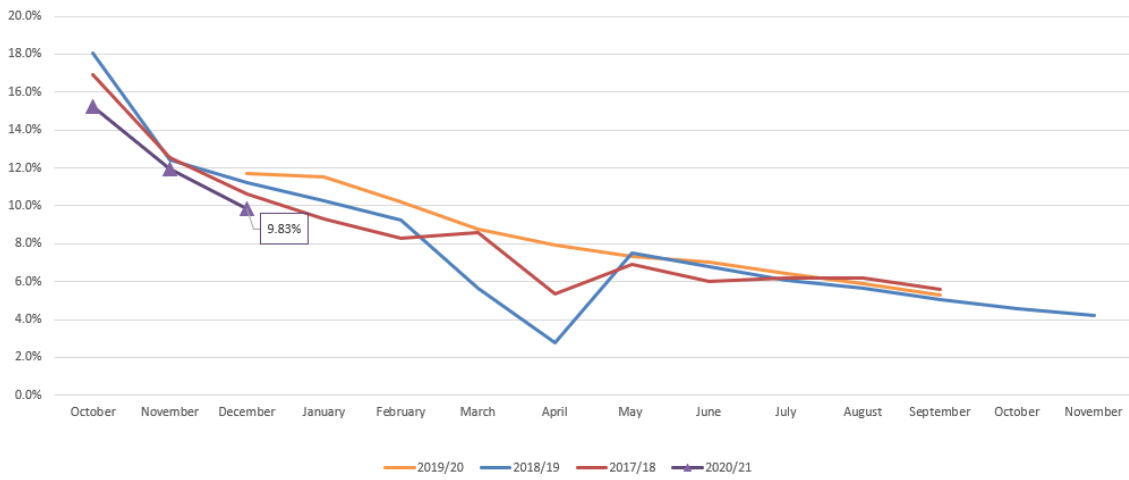
Outstanding rates, as a percentage of gross rates levied (2020-21), and collectible, is 9.83% at the end of December 2020, compared to 11.71% for the same period last year (2019/20).

Of the \$17.4m of outstanding rates 14.2% relates to commercial / industrial assessments and 85.8% represents residential assessments.

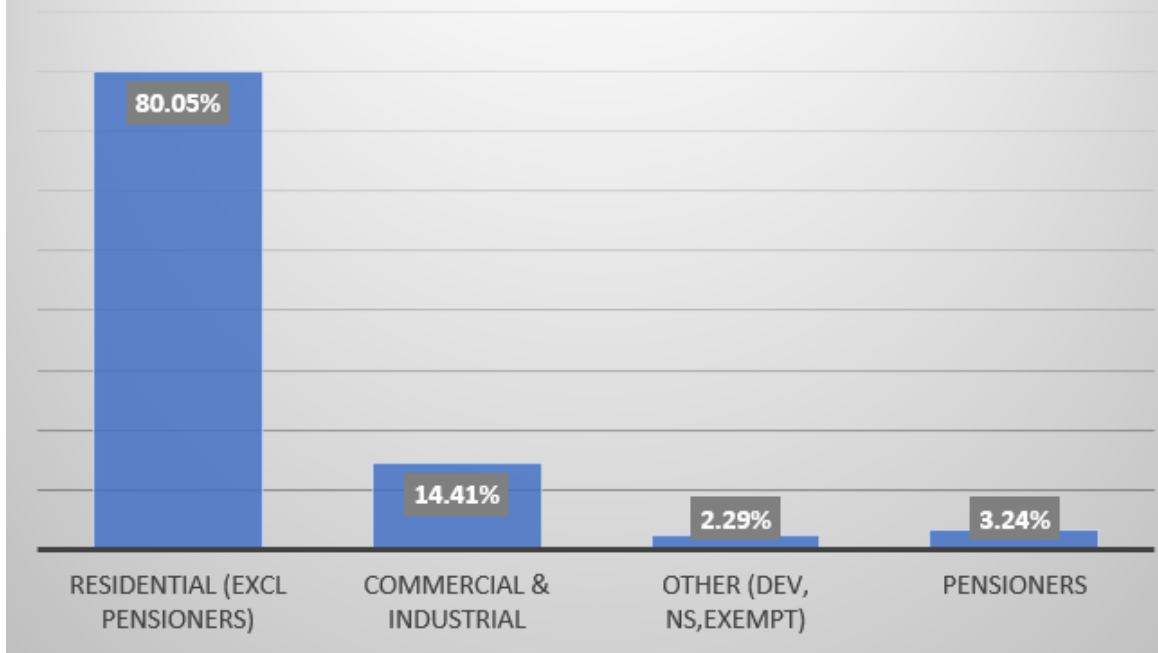
These figures include \$5.29m of rates that are currently being repaid under an authorised payment plan, for which there were 59 commercial/industrial assessments and 1,840 residential assessments. A total of 1,899 assessments, which is an increase from 1,467 assessments in November 2020.

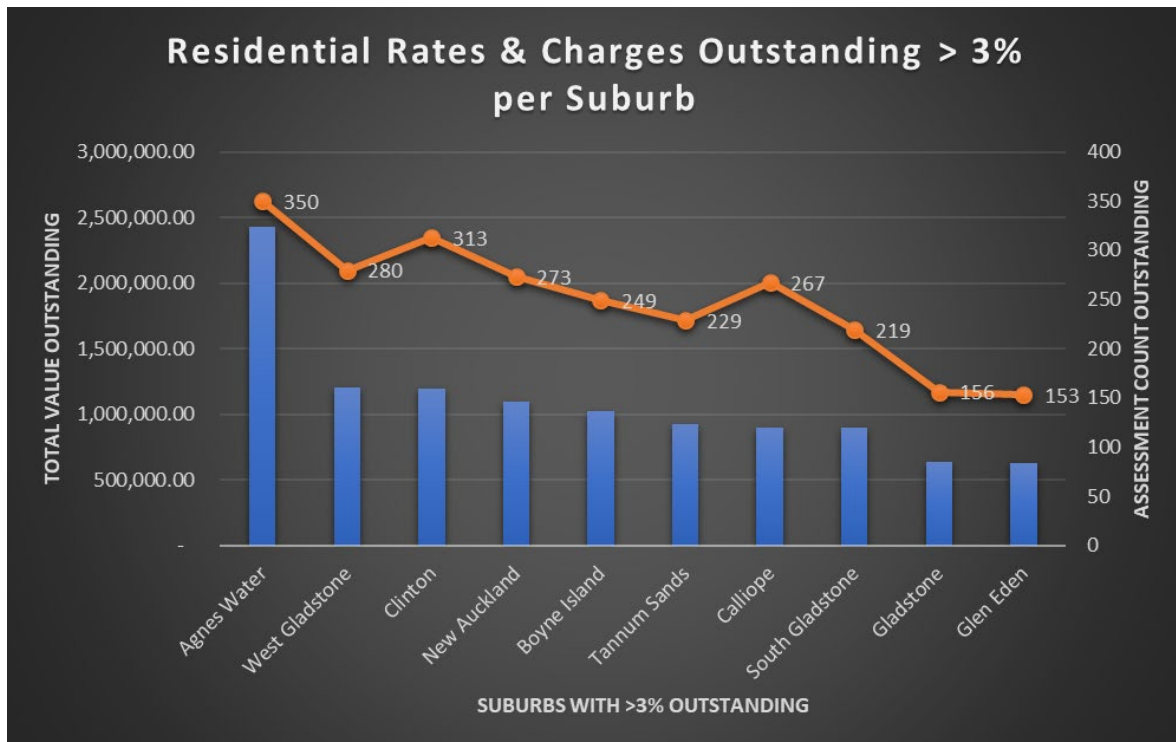
There were 4,610 ratepayers who had paid their rates in advance, in the amount of \$5.0m.

Outstanding Rates



Outstanding Rates & Charges at 31/12/2020





Sustainability Ratios

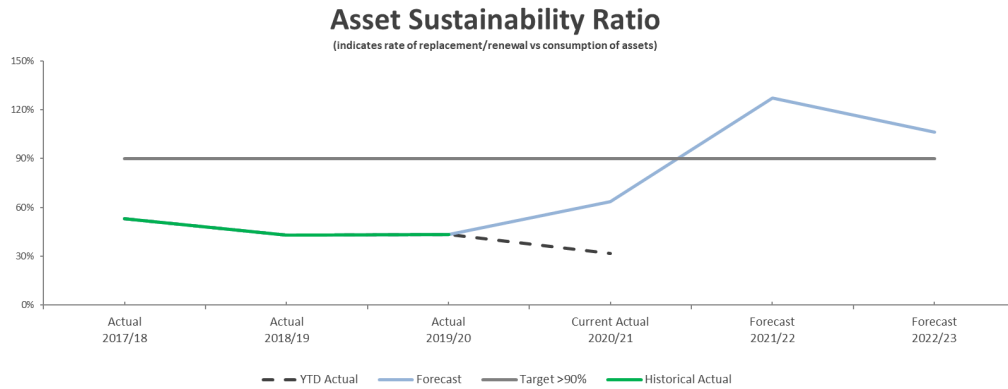
Council's Sustainability Ratios for the period are generally in line with expectations at this stage of the reporting year. Early in the financial year, ratios are typically distorted given that Council raises most of its yearly revenue in a lump sum but incurs expenses and delivers its capital program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

Financial ratios provide a useful snapshot of Council's financial status and emerging trends. Individual ratios do not provide enough information to form a comprehensive opinion of Council's financial position and performance, but when the right mix of ratios are considered together, they become an important tool in analysing Council's overall financial performance.

Asset Sustainability Ratio

This ratio compares Council's expenditure on capital renewal assets with the rate at which our assets are depreciating. As Council invests in the renewal of its asset base on a rolling cycle, the expected results can vary from year to year. The results for a single year are dependent on the delivery of renewal projects in the capital program. The information provided in the capital expenditure section above indicates the expectations of completion of the capital program as a whole in 2020-21. Focus for the year to date has been on new and upgrade capital projects, with only 26.02% of capital expenditure on renewals. Additional renewal projects are forecast to be undertaken later in the year.

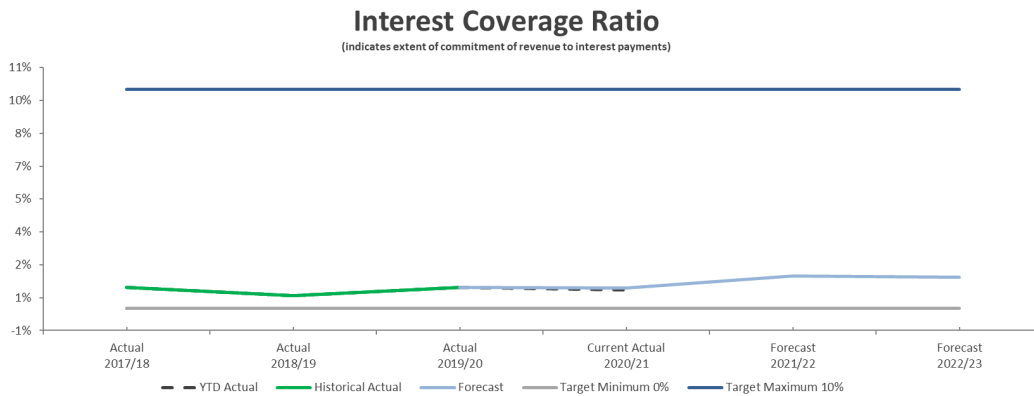
Asset Sustainability Ratio				
CURRENT YTD	PRIOR YTD	BUDGET	FORECAST	TARGET
31.65%	44.38%	57.90%	63.43%	>90%



Interest Coverage Ratio

This ratio indicates the percentage of operating revenue required to cover net interest costs. The ratio is currently reflecting a positive result and is in line with budget for 2020/21. The ratio is lower in comparison to this time last year due to a reduction in interest costs.

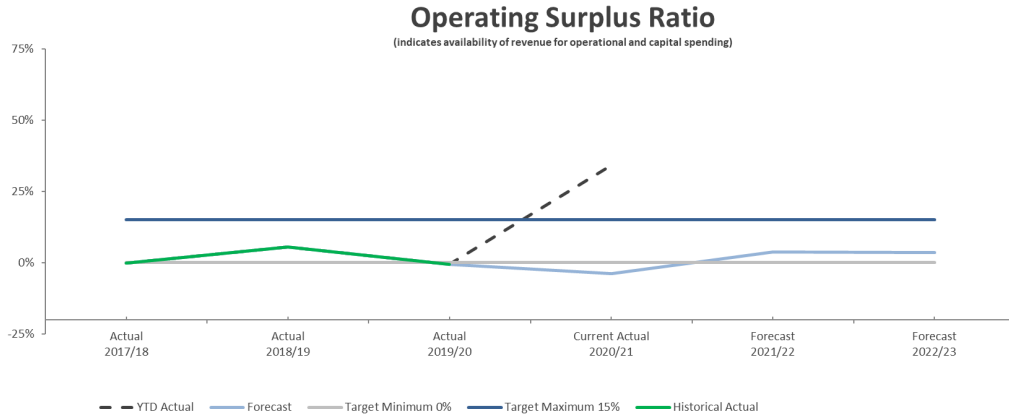
Interest Coverage Ratio				
CURRENT YTD	PRIOR YTD	BUDGET	FORECAST	TARGET
0.84%	0.91%	0.69%	0.95%	0 - 10%



Operating Surplus Ratio

A positive result for this ratio indicates that operating revenue can be used to fund capital expenditure, on top of the operational costs of Council. The results of this ratio are more favorable in the beginning of the financial year due to the rates generation occurring in July.

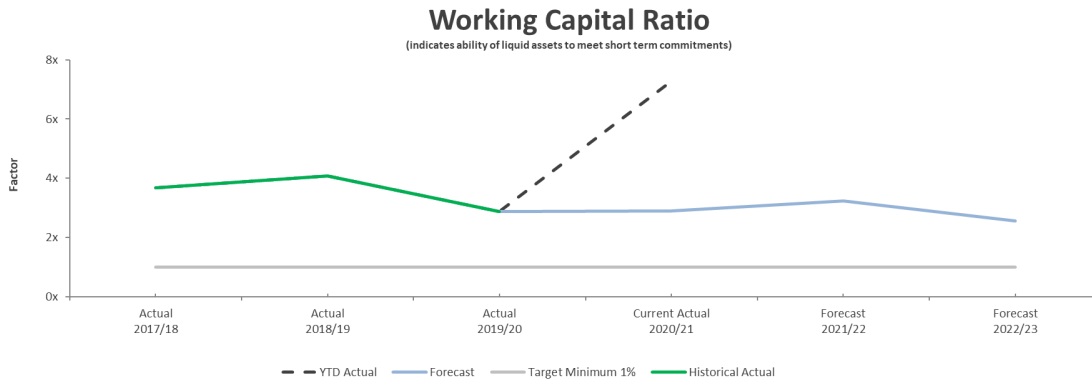
Operating Surplus Ratio				
CURRENT YTD	PRIOR YTD	BUDGET	FORECAST	TARGET
34.13%	42.34%	(2.29%)	(3.92%)	0 - 15%



Working Capital Ratio

The working capital ratio shows the ability of Councils current assets, to cover the commitments of its current liabilities. Due to delays in capital expenditure from 2019-20, Council has a large cash balance, which increases the results of this ratio. The ratio is in excess of the target minimum, reflecting a healthy position for Council.

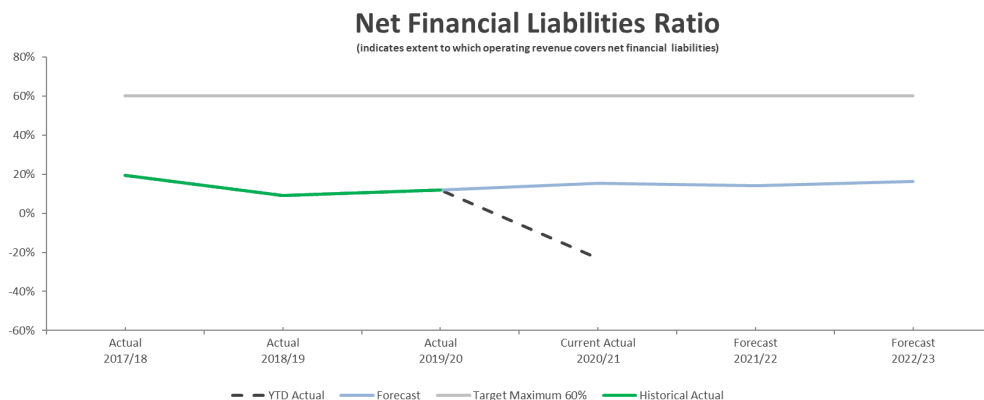
Working Capital Ratio				
CURRENT YTD	PRIOR YTD	BUDGET	FORECAST	TARGET
7.29x	8.22x	4.41x	2.90x	Greater than 1:1



Net Financial Liabilities Ratio

The ratio shows the extent to which operating revenue covers net financial liabilities. The results of this ratio are negative due to the high value of cash and the operating surplus following the rates generation. The results are expecting to align closer to budget as the year progresses.

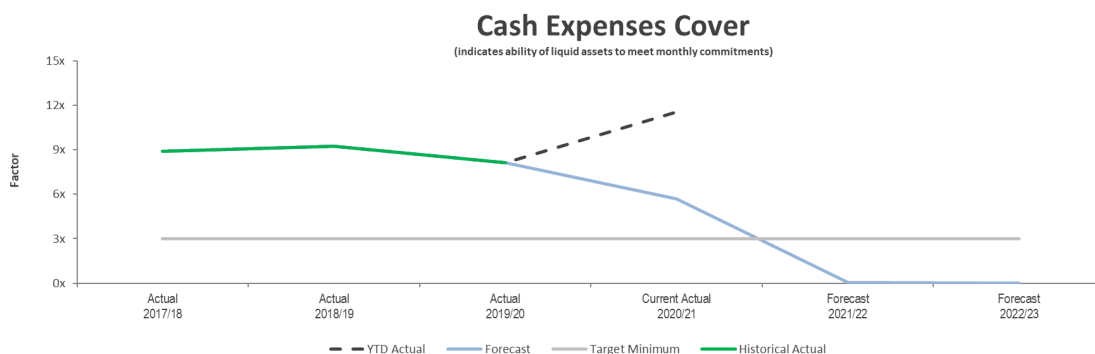
Net Financial Liabilities Ratio				
CURRENT YTD	PRIOR YTD	BUDGET	FORECAST	TARGET
(23.01%)	(35.33%)	3.45%	15.35%	< 60%



Cash Expenses Cover Ratio

This ratio indicates the number of months that Councils cash balance could cover its monthly cash expenses. The current result reflects a continuing strong cash position proportional to operating costs. This result is well above the target ratio.

Cash Expenses Cover Ratio				
CURRENT YTD	PRIOR YTD	BUDGET	FORECAST	TARGET
11.55x	15.01x	7.69x	5.68x	> 3x



Options, Risk and Opportunity Analysis:

Nil.

Communication and Consultation:

The report seeks specialist input regarding budget and forecast from Systems Modelling and Metrics Specialist and Cost Analyst. Capital expenditure commentary is provided through Manager Works Planning and Scheduling and information relative to outstanding rates and prepaid rates is sought from Manager Revenue Services.

Legal Strategy and Policy Implications:

Council is required to receive an update at least monthly relative to its financial position, *Section 204 Local Government Regulation 2012*

Financial and Resource Implications:

Nil.

Summary:

Nil.

Anticipated Resolution Completion Date:

19 January 2021

Attachments:

1. Monthly Financial Statements for period ending 31 December 2020
2. Operating Statements for month end December 2020

Tabled Items:

Nil.

Report Prepared by: Accountant

G/4.5. TENDER 109-21 DAWSON HIGHWAY BATTER STABILISATION

Responsible Officer: General Manager Operations

Council Meeting Date: 19 January 2021

File Ref: PE1.1

Purpose:

This report seeks resolution from Council to enter into a contract with Australian Marine & Civil Pty Ltd for Dawson Highway Batter Stabilisation works.

Officer's Recommendation:

That Council:

1. Endorse the Tender Evaluation Panel's recommendation and accept the offer from Australian Marine & Civil Pty Ltd for Tender 109-21 A01 Dawson Highway Batter Stabilisation; and
2. Authorise the Chief Executive Officer to enter into a contract and associated contract variations within the approved budget, with Australian Marine & Civil Pty Ltd for Tender 109-21 A01 Dawson Highway Batter Stabilisation.

Background:

Council requires a suitably qualified contractor to undertake batter slope remediation works adjacent to the Dawson Highway between Far Street and Breslin Street, Gladstone.

The proposed remediation works include:

- Implementation of a traffic control plan for working adjacent to the Dawson Highway, including pedestrian relocation and detours;
- Locating and relocation of affected existing services if impacted;
- Clearing/removal of the existing vegetation and loose debris on and around the existing cut batter;
- Earthworks and the construction of remedial shotcrete facing to protect the cut batter and diamond block retaining wall (increased to 0.9m vertical retained height from existing 0.3m); and
- Landscaping works required as per the drawings;
- Removal and reinstatement of fencing at the top of the affected batter; and
- All associated documentation including as-built drawings of the completed works.

The target site possession is 1 February 2021, with Practical Completion targeted for completion no later than 30 April 2021.

Options, Risk and Opportunity Analysis:

On 7 November 2020, Council released an Invitation to Tender ('ITT') to the open market via LG Tenderbox, in accordance with the tender process requirements set out in section 228 of the *Local Government Regulation 2012*.

The tender closed on 1 December 2020, with two (2) conforming submissions received.

The offers were evaluated by a panel of subject matter experts, based on the criteria disclosed in the ITT which included:

Objective Evaluation Criteria	Weighting
Proposed Program/Schedule meets GRC timing requirements	10%
Proposed Program/Schedule addresses GRC's defined requirements	10%
Offer demonstrates understanding of the scope and GRC's requirements	15%
Proposed resourcing addresses all aspects of the scope and GRC's requirements	10%
Nominated past projects performed meet GRC's experience requirements	10%
Proposed Key Personnel have the qualifications and experience required by GRC	10%
Price	25%
Local Content	10%

The offers were scored against the evaluation criteria as follows:

	Score (before Local Preference)	Score (after Local Preference)
Australian Marine & Civil Pty Ltd	79	84
Loftus Contracting Pty Ltd	62	72

The submission from Australian Marine & Civil Pty Ltd scored the highest overall, with a detailed conforming tender. Australian Marine & Civil Pty Ltd demonstrated an excellent level of detail and planning throughout the program and methodology provided and presented quality projects of similar scale and nature.

The tender evaluation panel recommends the submission from Australian Marine & Civil Pty Ltd as it presents the best overall offer to Council.

Communication and Consultation:

Regular meetings between the project team, stakeholders and the contractor will take place throughout the delivery of the project.

Legal Strategy and Policy Implications:

Council sought offers via LG Tenderbox in accordance with the *Local Government Regulation 2012*, *Local Government Act 2009* and Council's Procurement Policy P-2018-12.

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

The Officer's recommendation is based on the evaluation methodology and criteria in the ITT. There are risks associated with Council awarding a contract contrary to the officer's recommendation.

If Council is not satisfied with the evaluation methodology and criteria or the application thereof, Council may refer the matter back to officers for re-evaluation.

In the interests of probity, an amendment to the evaluation methodology and/or criteria may require referral back to tenderers so that they can each have the opportunity to make any changes to their offers having regard to the amended criteria prior to re-evaluation.

Financial and Resource Implications:

The offer made by Australian Marine & Civil Pty Ltd for \$540,145.00 ex GST is within existing allocated funds for this project of \$850,000 ex GST.

Summary:

Australian Marine & Civil Pty Ltd's submission was evaluated as presenting the best value to Council.

Anticipated Resolution Completion Date:

The contract will be awarded in January 2021.

Attachments:

1. CONFIDENTIAL 109-21 Offer Evaluation Report.

Tabled Items:

Nil.

Report Prepared by: Manager Contracts and Procurement

G/4.6. TENDER RPQS 87-21 TRADE SERVICES (WELDING)

Responsible Officer: General Manager Operations

Council Meeting Date: 19 January 2021

File Ref: PE1.1

Purpose:

This report seeks resolution from Council to enter into service provider agreements for the provision of Trade Services (Welding) under a Register of Pre-Qualified Suppliers.

Officer's Recommendation:

That Council:

1. Endorse the Tender Evaluation Panel's recommendation and appoint the following service providers on RPQS 87-21 Trade Services (Welding):
 - Purcell's Engineering Pty Ltd;
 - T&C Services Pty Ltd trading as Programmed Industrial Maintenance;
 - Pantib Pty Ltd trading as Mick Mannion Fabrications; and
 - Ausino Projects Pty Ltd.and
2. Authorise the Chief Executive Officer to enter into the above service provider agreements for an initial term of two (2) years, with the option to extend the arrangements for three (3) further periods of one-year each at Council's discretion.

Background:

From time to time Council may need to engage Service Providers to complete metal fabrication/welding services on and off site, including but not limited to:

- New and/or modification to plant and equipment;
- New, repair and/or modification to fences;
- New, repair and/or modification to gates;
- New, repair and/or modification to handrails;
- New, repair and/or modification to landfill lids;
- Repairs and/or modifications to boat ramps;
- New, repair and/or modification to bins; and
- Other works as directed by Council.

Services provided by external service providers are supplementary to activities performed by Council's internal teams, and due to the fluctuating demand and specialised nature of these requirements, are not suitable to be fully insourced.

Appointment to a Register of Pre-Qualified Suppliers ("RPQS") gives no guarantee or representation as to the volume or value of orders to be issued by Council, nor is Council limited to utilise only these Service Providers.

Options, Risk and Opportunity Analysis:

On 19 September 2020, Council released an Invitation to Tender ('ITT') to the open market via LG Tenderbox, in accordance with the tender process requirements set out in section 228 of the *Local Government Regulation 2012*.

A non-mandatory combined Trades Tender briefing information session was held on 09 October 2020 with 42 Contractors attending. The tender closed on 3 November 2020 with seven (7) conforming offers received.

The offers were evaluated by a panel of subject matter experts, based on the criteria disclosed in the ITT which included:

Objective Evaluation Criteria	Weighting
Offer demonstrates understanding of the scope and GRC's requirements	10%
Proposed resourcing addresses all aspects of the scope and GRC's requirements	10%
Nominated trade references meet GRC's experience requirements	20%
Proposed Key Personnel have the qualifications and experience required by GRC	20%
Price	30%
Local Content	10%

The conforming offers were scored against the evaluation criteria as follows:

	Score (before Local Preference)	Score (after Local Preference)
Purcell's Engineering Pty Ltd	78	88
T&C Services Pty Ltd trading as Programmed Industrial Maintenance	78	86
Pantib Pty Ltd trading as Mick Mannion Fabrications	76	86
Ausino Projects Pty Ltd	74	84
Upton Engineering and Manufacturing	67	77
Humphrey Business Trust as trustee for D & S Supplies Pty Ltd trading as D & S Supplies	59	69
Xtreme Engineering Pty Ltd	51	61

The submissions by Purcell's Engineering Pty Ltd, T&C Services Pty Ltd trading as Programmed Industrial Maintenance, Pantib Pty Ltd trading as Mick Mannion Fabrications and Ausino Projects Pty Ltd ranked the highest due to demonstrating a clear understanding of the requirements and providing resourcing capability with appropriate experience and qualifications.

The tender evaluation panel recommends appointment of the top four (4) service providers to the RPQS on the basis of anticipated service requirements and presentation of the best overall value offers to Council.

Communication and Consultation:

Nil.

Legal Strategy and Policy Implications:

Council sought offers via LG Tenderbox in accordance with the *Local Government Regulation 2012*, *Local Government Act 2009* and Council's Procurement Policy P-2018-12.

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

The Officer's recommendation is based on the evaluation methodology and criteria in the ITT. There are risks associated with Council awarding a contract contrary to the officer's recommendation.

If Council is not satisfied with the evaluation methodology and criteria or the application thereof, Council may refer the matter back to officers for re-evaluation.

In the interests of probity, an amendment to the evaluation methodology and/or criteria may require referral back to tenderers so that they can each have the opportunity to make any changes to their offers having regard to the amended criteria prior to re-evaluation.

Financial and Resource Implications:

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

Summary:

The offers from Purcell's Engineering Pty Ltd, T&C Services Pty Ltd trading as Programmed Industrial Maintenance, Pantib Pty Ltd trading as Mick Mannion Fabrications and Ausino Projects Pty Ltd present the best value to Council and will meet Council's anticipated demand for this service.

Anticipated Resolution Completion Date:

The contracts will be awarded in January 2021.

Attachments:

1. CONFIDENTIAL RPQS 87-21 Offer Evaluation Report.

Tabled Items:

Nil.

Report Prepared by: Manager Contracts and Procurement.

G/4.7. TENDER RPQS 83-21 TRADE SERVICES (BUILDING)

Responsible Officer: General Manager Operations

Council Meeting Date: 19 January 2021

File Ref: PE1.1

Purpose:

This report seeks resolution from Council to enter into service provider agreements for the provision of Trade Services (Building) under a Register of Pre-Qualified Suppliers.

Officer's Recommendation:

That Council:

1. Endorse the Tender Evaluation Panel's recommendation and appoint the following service providers on RPQS 83-21 Trade Services (Building):
 - Built Right Pty Ltd as Trustee for the Jasbell Trust trading as Wellsted Constructions;
 - Youngs Building Contractors (Gladstone Pty Ltd);
 - Brett Kurtz T/as Kurtz Plant Hire and Excavations;
 - T&C Services Pty Ltd trading as Programmed Industrial Maintenance;
 - Paul Marsmen trading as Priority Painters;
 - FiXiT Computers Pty Ltd ATF Danchris Family Trust T/A Andersens Carpets – Gladstone; and
 - Linked Constructions Pty Ltd.and
2. Authorise the Chief Executive Officer to enter into the above service provider agreements for an initial term of two (2) years, with the option to extend the arrangements for three (3) further periods of one-year each at Council's discretion.

Background:

From time to time the Service Provider may be required to complete repairs, maintenance and minor works as directed by GRC, examples of which include (but are not limited to):

- Building Works;
- Carpentry;
- General labour;
- Plastering; and
- Painting.

Services provided by external service providers are supplementary to activities performed by Council's internal teams, and due to the fluctuating demand and specialised nature of these requirements, are not suitable to be fully insourced.

Appointment to a Register of Pre-Qualified Suppliers ("RPQS") gives no guarantee or representation as to the volume or value of orders to be issued by Council, nor is Council limited to utilise only these Service Providers.

Options, Risk and Opportunity Analysis:

On 19 September 2020, Council released an Invitation to Tender ('ITT') to the open market via LG Tenderbox, in accordance with the tender process requirements set out in section 228 of the *Local Government Regulation 2012*.

A non-mandatory combined Trades Tender briefing information session was held on 09 October 2020 with 42 Contractors attending. The tender closed on 3 November 2020 with eleven (11) conforming offers received.

The offers were evaluated by a panel of subject matter experts, based on the criteria disclosed in the ITT which included:

Objective Evaluation Criteria	Weighting
Offer demonstrates understanding of the scope and GRC's requirements	10%
Proposed resourcing addresses all aspects of the scope and GRC's requirements	10%
Nominated trade references meet GRC's experience requirements	20%
Proposed Key Personnel have the qualifications and experience required by GRC	20%
Price	30%
Local Content	10%

The conforming offers were scored against the evaluation criteria as follows:

	Score (before Local Preference)	Score (after Local Preference)
Built Right Pty Ltd as Trustee for the Jasbell Trust trading as Wellsteed Constructions	82	92
Youngs Building Contractors (Gladstone Pty Ltd)	78	88
Brett Kurtz T/AS Kurtz Plant Hire and Excavations	70	80
T&C Services Pty Ltd trading as Programmed Industrial Maintenance	74	79
Paul Marsmen Trading as Priority Painters	66	76
FIXIT Computers Pty Ltd ATF Danchris Family Trust T/A Andersens Carpets - Gladstone	64	74
Linked Constructions Pty Ltd	64	73
Miriam Vale Plant Hire	62	72
Repmis Pty Ltd	54	64
Bakers & Co Painting and Decorating	60	63
Ross McClure Trading as Coast 2 Country Construction	52	62

The submissions from Built Right Pty Ltd as Trustee for the Jasbell Trust trading as Wellsteed Constructions, Youngs Building Contractors (Gladstone Pty Ltd), T&C Services Pty Ltd trading as Programmed Industrial Maintenance and Linked Constructions Pty Ltd scored well across all technical aspects for the provision of general building works, with value for money proposals.

The submission from Brett Kurtz T/as Kurtz Plant Hire and Excavations scored well across all technical aspects for structural landscaping and pool works, with a value for money proposal.

The submission from Paul Marsmen trading as Priority Painters scored well across all technical aspects for painting services, with a value for money proposal.

The submission from FiXiT Computers Pty Ltd ATF Danchris Family Trust T/A Andersens Carpets – Gladstone scored well across all technical aspects for carpet and flooring supply and laying services, with a value for money proposal.

The tender evaluation panel recommends the appointment of the service providers to the RPQS on the basis of anticipated service requirements and presentation of the best overall value offers to Council as follows:

General building works:

- Built Right Pty Ltd as Trustee for the Jasbell Trust trading as Wellsted Constructions;
- Youngs Building Contractors (Gladstone Pty Ltd);
- T&C Services Pty Ltd trading as Programmed Industrial Maintenance; and
- Linked Constructions Pty Ltd.

Structural landscaping and pools:

- Brett Kurtz T/as Kurtz Plant Hire and Excavations.

Painting services:

- Paul Marsmen trading as Priority Painters.

Carpet and flooring supply and laying services

- FiXiT Computers Pty Ltd ATF Danchris Family Trust T/A Andersens Carpets – Gladstone.

Communication and Consultation:

Nil.

Legal Strategy and Policy Implications:

Council sought offers via LG Tenderbox in accordance with the *Local Government Regulation 2012*, *Local Government Act 2009* and Council's Procurement Policy P-2018-12.

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

The Officer's recommendation is based on the evaluation methodology and criteria in the ITT. There are risks associated with Council awarding a contract contrary to the officer's recommendation.

If Council is not satisfied with the evaluation methodology and criteria or the application thereof, Council may refer the matter back to officers for re-evaluation.

In the interests of probity, an amendment to the evaluation methodology and/or criteria may require referral back to tenderers so that they can each have the opportunity to make any changes to their offers having regard to the amended criteria prior to re-evaluation.

Financial and Resource Implications:

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

Summary:

The offers from Built Right Pty Ltd as Trustee for the Jasbell Trust trading as Wellsted Constructions, Youngs Building Contractors (Gladstone Pty Ltd), Brett Kurtz T/as Kurtz Plant Hire and Excavations, T&C Services Pty Ltd trading as Programmed Industrial Maintenance, Paul Marsmen trading as Priority Painters, FiXiT Computers Pty Ltd ATF Danchris Family Trust T/A Andersens Carpets – Gladstone and Linked Constructions Pty Ltd present the best value to Council and will meet Council's anticipated demand for this service.

Anticipated Resolution Completion Date:

The contracts will be awarded in January 2021.

Attachments:

1. CONFIDENTIAL RPQS 83-21 Offer Evaluation Report.

Tabled Items:

Nil.

Report Prepared by: Manager Contracts and Procurement.

G/4.8. TENDER RPQS 84-21 TRADE SERVICES (CONCRETING)

Responsible Officer: General Manager Operations

Council Meeting Date: 19 January 2021

File Ref: PE1.1

Purpose:

This report seeks resolution from Council to enter into service provider agreements for the provision of Trade Services (Concreting) under a Register of Pre-Qualified Suppliers.

Officer's Recommendation:

That Council:

1. Endorse the Tender Evaluation Panel's recommendation and appoint the following service providers on RPQS 84-21 Trade Services (Concreting):
 - PK & KM Robertson Family Trust t/a Miriam Vale Plant Hire;
 - Youngs Building Contractors (Gladstone) Pty Ltd;
 - Harst Group Pty Ltd; and
 - Simmons Family Trust as Trustee for Simmons Civil Pty Ltd.and
2. Authorise the Chief Executive Officer to enter into the above service provider agreements for an initial term of two (2) years, with the option to extend the arrangements for three (3) further periods of one-year each at Council's discretion.

Background:

From time to time Council may need to engage Service Providers to various concreting trade services. Works may include, but are not limited to:

- Minor Concreting Works including:
 - Installation or replacement of concrete driveways;
 - Installation or replacement of footpaths;
 - Concrete grinding;
 - Installation or replacement of barrier or layback kerbing;
 - Minor backfilling and/or installation of turf;
- Investigation of structural issues; and
- Other concreting work as requested by Council.

Services provided by external service providers are supplementary to activities performed by Council's internal teams, and due to the fluctuating demand and specialised nature of these requirements, are not suitable to be fully insourced.

Appointment to a Register of Pre-Qualified Suppliers ("RPQS") gives no guarantee or representation as to the volume or value of orders to be issued by Council, nor is Council limited to utilise only these Service Providers.

Options, Risk and Opportunity Analysis:

On 19 September 2020, Council released an Invitation to Tender ('ITT') to the open market via LG Tenderbox, in accordance with the tender process requirements set out in section 228 of the *Local Government Regulation 2012*.

A non-mandatory combined Trades Tender briefing information session was held on 09 October 2020 with 42 Contractors attending. The tender closed on 3 November 2020 with six (6) conforming offers received.

The offers were evaluated by a panel of subject matter experts, based on the criteria disclosed in the ITT which included:

Objective Evaluation Criteria	Weighting
Offer demonstrates understanding of the scope and GRC's requirements	10%
Proposed resourcing addresses all aspects of the scope and GRC's requirements	10%
Nominated trade references meet GRC's experience requirements	20%
Proposed Key Personnel have the qualifications and experience required by GRC	20%
Price	30%
Local Content	10%

The conforming offers were scored against the evaluation criteria as follows:

	Score (before Local Preference)	Score (after Local Preference)
PK & KM Robertson Family Trust T_A Miriam Vale Plant Hire	68	78
Youngs Building Contractors (Gladstone Pty Ltd)	67	77
Harst Group Pty Ltd	50	60
Simmons Family Trust as Trustee for Simmons Civil Pty Ltd	47	57
Loftus Contracting Pty Ltd	43	52
Dreampour Pty Ltd t/a Kerb Placers	47	50

The submissions by PK & KM Robertson Family Trust t/a Miriam Vale Plant Hire, Youngs Building Contractors (Gladstone) Pty Ltd, Harst Group Pty Ltd and Simmons Family Trust as Trustee for Simmons Civil Pty Ltd ranked the highest due to demonstrating a clear understanding of the requirements and providing resourcing capability with appropriate experience and qualifications.

The tender evaluation panel recommends appointment of the top four (4) service providers to the RPQS on the basis of anticipated service requirements and presentation of the best overall value offers to Council.

Communication and Consultation:

Nil.

Legal Strategy and Policy Implications:

Council sought offers via LG Tenderbox in accordance with the *Local Government Regulation 2012*, *Local Government Act 2009* and Council's Procurement Policy P-2018-12.

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

The Officer's recommendation is based on the evaluation methodology and criteria in the ITT. There are risks associated with Council awarding a contract contrary to the officer's recommendation.

If Council is not satisfied with the evaluation methodology and criteria or the application thereof, Council may refer the matter back to officers for re-evaluation.

In the interests of probity, an amendment to the evaluation methodology and/or criteria may require referral back to tenderers so that they can each have the opportunity to make any changes to their offers having regard to the amended criteria prior to re-evaluation.

Financial and Resource Implications:

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

Summary:

The offers from PK & KM Robertson Family Trust t/a Miriam Vale Plant Hire, Youngs Building Contractors (Gladstone) Pty Ltd, Harst Group Pty Ltd and Simmons Family Trust as Trustee for Simmons Civil Pty Ltd present the best value to Council and will meet Council's anticipated demand for this service.

Anticipated Resolution Completion Date:

The contracts will be awarded in January 2021.

Attachments:

1. CONFIDENTIAL RPQS 84-21 Offer Evaluation Report.

Tabled Items:

Nil.

Report Prepared by: Manager Contracts and Procurement.

G/4.9. TENDER RPQS 85-21 TRADE SERVICES (ELECTRICAL)

Responsible Officer: General Manager Operations

Council Meeting Date: 19 January 2021

File Ref: PE1.1

Purpose:

This report seeks resolution from Council to enter into service provider agreements for the provision of Trade Services (Electrical) under a Register of Pre-Qualified Suppliers.

Officer's Recommendation:

That Council:

1. Endorse the Tender Evaluation Panel's recommendation and appoint the following service providers on RPQS 85-21 Trade Services (Electrical):
 - CPJ Electrical Pty Ltd T/as Platinum Electricians;
 - Electroco Pty Ltd;
 - G.S Electrical and Thermal Imaging Pty Ltd Trading as Gray Electrical and Air-Conditioning;
 - John Daniel Burgess Trading as Unicorn E&I Specialists; and
 - JATIM Pty Ltd t/as Barnes Electrical Services.and
2. Authorise the Chief Executive Officer to enter into the above service provider agreements for an initial term of two (2) years, with the option to extend the arrangements for three (3) further periods of one-year each at Council's discretion.

Background:

From time to time Council may need to engage Service Providers to complete electrical services, including but not limited to:

- Minor electrical work, including:
- Flickering lights;
- Light, outlets and/or switch replacement;
- Cable tray replacement;
- Installation of new power points / lights; and
- Power failures;
- Coverage for in-house electricians;
- Data cabling – install / replace (sockets) ICT (computers);
- Litigation Risk – (exposed cable);
- Investigation of electrical issues; and
- Other electrical work as requested by Council.

Services provided by external service providers are supplementary to activities performed by Council's internal teams, and due to the fluctuating demand and specialised nature of these requirements, are not suitable to be fully insured.

Appointment to a Register of Pre-Qualified Suppliers (“RPQS”) gives no guarantee or representation as to the volume or value of orders to be issued by Council, nor is Council limited to utilise only these Service Providers.

Options, Risk and Opportunity Analysis:

On 19 September 2020, Council released an Invitation to Tender (‘ITT’) to the open market via LG Tenderbox, in accordance with the tender process requirements set out in section 228 of the *Local Government Regulation 2012*.

A non-mandatory combined Trades Tender briefing information session was held on 09 October 2020 with 42 Contractors attending. The tender closed on 3 November 2020 with eleven (11) conforming offers received.

The offers were evaluated by a panel of subject matter experts, based on the criteria disclosed in the ITT which included:

Objective Evaluation Criteria	Weighting
Offer demonstrates understanding of the scope and GRC’s requirements	10%
Proposed resourcing addresses all aspects of the scope and GRC’s requirements	10%
Nominated trade references meet GRC’s experience requirements	20%
Proposed Key Personnel have the qualifications and experience required by GRC	20%
Price	30%
Local Content	10%

The conforming offers were scored against the evaluation criteria as follows:

	Score (before Local Preference)	Score (after Local Preference)
Platinum Electricians Gladstone (CPJ Electrical PTY LTD T/as)	78	88
Electroco Pty Ltd	77	87
G.S Electrical and Thermal Imaging Pty Ltd Trading as Gray Electrical and Air-Conditioning	70	80
John Daniel Burgess trading as Unicorn E&I Specialists	66	76
JATIM Pty Ltd T/as Barnes Electrical Services	58	68
ENGIE Mechanical Services QLD Pty Ltd	53	61
Whatalec Pty Ltd	54	57
Helicore Services	45	55
Repmis Pty Ltd	45	55
Daley Project Group Pty Ltd T_A FCF Fire & Electrical	48	52
Nilsen (QLD) Pty Ltd	32	37

The submissions by CPJ Electrical Pty Ltd T/as Platinum Electricians, Electroco Pty Ltd, G.S Electrical and Thermal Imaging Pty Ltd Trading as Gray Electrical and Air-Conditioning, John Daniel Burgess Trading as Unicorn E&I Specialists and JATIM Pty Ltd t/as Barnes Electrical Services ranked the highest due to demonstrating a clear understanding of the requirements and providing resourcing capability with appropriate experience and qualifications.

The tender evaluation panel recommends appointment of the top five (5) service providers to the RPQS on the basis of anticipated service requirements and presentation of the best overall value offers to Council.

Communication and Consultation:

Nil.

Legal Strategy and Policy Implications:

Council sought offers via LG Tenderbox in accordance with the *Local Government Regulation 2012*, *Local Government Act 2009* and Council's Procurement Policy P-2018-12.

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

The Officer's recommendation is based on the evaluation methodology and criteria in the ITT. There are risks associated with Council awarding a contract contrary to the officer's recommendation.

If Council is not satisfied with the evaluation methodology and criteria or the application thereof, Council may refer the matter back to officers for re-evaluation.

In the interests of probity, an amendment to the evaluation methodology and/or criteria may require referral back to tenderers so that they can each have the opportunity to make any changes to their offers having regard to the amended criteria prior to re-evaluation.

Financial and Resource Implications:

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

Summary:

The offers from CPJ Electrical Pty Ltd T/as Platinum Electricians, Electroco Pty Ltd, G.S Electrical and Thermal Imaging Pty Ltd Trading as Gray Electrical and Air-Conditioning, John Daniel Burgess Trading as Unicorn E&I Specialists and JATIM Pty Ltd t/as Barnes Electrical Services present the best value to Council and will meet Council's anticipated demand for this service.

Anticipated Resolution Completion Date:

The contracts will be awarded in January 2021.

Attachments:

1. CONFIDENTIAL RPQS 85-21 Offer Evaluation Report.

Tabled Items:

Nil.

Report Prepared by: Manager Contracts and Procurement.

G/4.10. TENDER RPQS 86-21 TRADE SERVICES (PLUMBING)

Responsible Officer: General Manager Operations

Council Meeting Date: 19 January 2021

File Ref: PE1.1

Purpose:

This report seeks resolution from Council to enter into service provider agreements for the provision of Trade Services (Plumbing) under a Register of Pre-Qualified Suppliers.

Officer's Recommendation:

That Council:

1. Endorse the Tender Evaluation Panel's recommendation and appoint the following service providers on RPQS 86-21 Trade Services (Plumbing):
 - SCAE Pty Ltd Trading as SE Plumbing
 - Rosandal Pty Ltd T/A Bailey Plumbing Gladstone;
 - J&K Plumbing Works Pty Ltd; and
 - Dakar (Qld) Pty Ltd ATF Dakar Trust T/A Dakar Plumbing.and
2. Authorise the Chief Executive Officer to enter into the above service provider agreements for an initial term of two (2) years, with the option to extend the arrangements for three (3) further periods of one-year each at Council's discretion.

Background:

From time to time Council may need to engage Service Providers to complete plumbing trade services, including but not limited to:

- Repairs to taps, pipes and leaking meters;
- Replacing fixtures (like for like) or specified otherwise;
- Coverage for in-house plumbers;
- Leak Detection;
- Gas Fitting – Installation and repairs;
- Unblocking of pipes;
- Eye wash stations;
- Irrigation;
- Backflow Prevention/Reduced Pressure Zone (RPZ) Testing;
- Roofing;
- Pipe Welding (Pressure and Poly); and
- Any other plumbing as directed.

Services provided by external service providers are supplementary to activities performed by Council's internal teams, and due to the fluctuating demand and specialised nature of these requirements, are not suitable to be fully insured.

Appointment to a Register of Pre-Qualified Suppliers ("RPQS") gives no guarantee or representation as to the volume or value of orders to be issued by Council, nor is Council limited to utilise only these Service Providers.

Options, Risk and Opportunity Analysis:

On 19 September 2020, Council released an Invitation to Tender ('ITT') to the open market via LG Tenderbox, in accordance with the tender process requirements set out in section 228 of the *Local Government Regulation 2012*.

A non-mandatory combined Trades Tender briefing information session was held on 09 October 2020 with 42 Contractors attending. The tender closed on 3 November 2020 with four (4) conforming offers received.

The offers were evaluated by a panel of subject matter experts, based on the criteria disclosed in the ITT which included:

Objective Evaluation Criteria	Weighting
Offer demonstrates understanding of the scope and GRC's requirements	10%
Proposed resourcing addresses all aspects of the scope and GRC's requirements	10%
Nominated trade references meet GRC's experience requirements	20%
Proposed Key Personnel have the qualifications and experience required by GRC	20%
Price	30%
Local Content	10%

The conforming offers were scored against the evaluation criteria as follows:

	Score (before Local Preference)	Score (after Local Preference)
SCAE Pty Ltd Trading as SE Plumbing	90.0	100.0
Rosandal Pty Ltd T/A Bailey Plumbing Gladstone	74.0	84.0
J & K Plumbing Works Pty Ltd	72.0	82.0
Dakar (Qld) Pty Ltd ATF Dakar Trust T/A Dakar Plumbing	63.0	73.0

The conforming submissions by SCAE Pty Ltd Trading as SE Plumbing, Rosandal Pty Ltd T/A Bailey Plumbing Gladstone, J&K Plumbing Works Pty Ltd and Dakar (Qld) Pty Ltd ATF Dakar Trust T/A Dakar Plumbing demonstrated a clear understanding of the requirements and provided resourcing capability with appropriate experience and qualifications.

The tender evaluation panel recommends appointment of the four (4) service providers to the RPQS on the basis of anticipated service requirements and presentation of the best overall value offers to Council.

Communication and Consultation:

Nil.

Legal Strategy and Policy Implications:

Council sought offers via LG Tenderbox in accordance with the *Local Government Regulation 2012*, *Local Government Act 2009* and Council's Procurement Policy P-2018-12.

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

The Officer's recommendation is based on the evaluation methodology and criteria in the ITT. There are risks associated with Council awarding a contract contrary to the officer's recommendation.

If Council is not satisfied with the evaluation methodology and criteria or the application thereof, Council may refer the matter back to officers for re-evaluation.

In the interests of probity, an amendment to the evaluation methodology and/or criteria may require referral back to tenderers so that they can each have the opportunity to make any changes to their offers having regard to the amended criteria prior to re-evaluation.

Financial and Resource Implications:

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

Summary:

The offers from SCAE Pty Ltd Trading as SE Plumbing, Rosandal Pty Ltd T/A Bailey Plumbing Gladstone, J&K Plumbing Works Pty Ltd and Dakar (Qld) Pty Ltd ATF Dakar Trust T/A Dakar Plumbing present the best value to Council and will meet Council's anticipated demand for this service.

Anticipated Resolution Completion Date:

The contracts will be awarded in January 2021.

Attachments:

1. CONFIDENTIAL RPQS 86-21 Offer Evaluation Report.

Tabled Items:

Nil.

Report Prepared by: Manager Contracts and Procurement.

G/5. COUNCILLORS REPORT

Nil.

G/6. URGENT BUSINESS

Nil.

G/7. NOTICE OF MOTION

Nil.

G/8. CONFIDENTIAL ITEMS

Nil.

ATTACHMENTS