



GLADSTONE
REGIONAL COUNCIL

GENERAL MEETING NOTICE AND AGENDA

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

On Tuesday 2 February 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 19 JANUARY 2021 .	4
G/3. DEPUTATIONS	5
G/3.1. GLADSTONE SEAFARER CENTRE	5
G/4. OFFICERS' REPORTS.....	6
G/4.1. TENDER 117-21 BLACKMAN GAP ROAD MIRIAM VALE SAFETY IMPROVEMENTS	6
G/4.2. MEMORIAL PLAQUES ON COUNCIL REPLACEABLE ASSETS.....	10
G/4.3. COMMUNITY INVESTMENT PROGRAM - REGIONAL ENHANCEMENT FUND - JUMPSTART CITY HEART	13
G/4.4. GLADSTONE REGIONAL COUNCIL RECONCILIATION ACTION PLAN REFERENCE GROUP APPOINTMENTS.....	17
G/5. COUNCILLORS REPORT	19
G/6. URGENT BUSINESS.....	20
G/7. NOTICE OF MOTION	21
G/8. CONFIDENTIAL ITEMS	22

G/1. MAYORAL STATEMENT OF CURRENT ISSUES

Nil.

G/2. CONFIRMATION OF MINUTES

G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 19 JANUARY 2021

Responsible Officer: Chief Executive Officer

Council Meeting Date: 2 February 2021

File Ref: CM7.2

Purpose:

Confirmation of the minutes of the General Meeting held on 19 January 2021.

Officer's Recommendation:

That the minutes of the General Meeting of Council held on 19 January 2021 be confirmed.

Attachments:

1. Minutes of the General Meeting of Council held on 19 January 2021.

Tabled Items:

Nil.

Report Prepared by: Executive Secretary

G/3. DEPUTATIONS

G/3.1. GLADSTONE SEAFARER CENTRE

Responsible Officer: Chief Executive Officer

Council Meeting Date: 2 February 2021

File Ref: CM7.6

Purpose:

To present to Council a briefing relating to stigma surrounding international transport workers visiting the Port of Gladstone in the wake of COVID-19.

Officer's Recommendation:

That the deputation from Gladstone Seafarers Centre be received.

Background:

Deputation details are as follows:

Time of Presentation	9.00am
Duration of Presentation plus question time	15 mins
Speakers to present	Jessica Mulhall, General Manager John Fallon, Regional Harbour Master Glen Fletcher, Quarantine Manager, Gladstone District Disasters
Is the matter currently or has previously been subject to legal proceedings?	No
Matter for information only	Yes

Gladstone Seafarers Centre is a locally run Human Rights and Welfare charity servicing the Port of Gladstone.

Attachments:

1. Gladstone Seafarers Centre Presentation

Tabled Items:

Nil.

Reported Prepared by: Executive Secretary

G/4. OFFICERS' REPORTS

G/4.1. TENDER 117-21 BLACKMAN GAP ROAD MIRIAM VALE SAFETY IMPROVEMENTS

Responsible Officer: General Manager Operations

Council Meeting Date: 2 February 2021

File Ref: PE1.1

Purpose:

This report seeks resolution from Council to enter into a contract with P.K. and K.M. Robertson Family Trust Trading as Miriam Vale Plant Hire for Safety Improvements to Blackman Gap Road, Miriam Vale.

Officer's Recommendation:

That Council:

1. Endorse the Tender Evaluation Panel's recommendation and accept the offer from P.K. and K.M. Robertson Family Trust Trading as Miriam Vale Plant Hire for Tender 117-21 Blackman Gap Road, Miriam Vale, Safety Improvements; and
2. Authorise the Chief Executive Officer to enter into a contract and associated contract variations within the approved budget, with P.K. and K.M. Robertson Family Trust Trading as Miriam Vale Plant Hire for Tender 117-21 Blackman Gap Road, Miriam Vale, Safety Improvements.

Background:

Council requires a suitably qualified contractor to undertake the construction of safety upgrades and improvements to Blackman Gap Road, approximately 14km south-southwest of Miriam Vale.



LOCALITY PLAN
NOT TO SCALE

This project is in response to a 2019 Road Safety Audit and seeks to increase sight distance in the vicinity of existing hazards on the road. This additional driver sight distance shall provide drivers more time to identify and respond to any water over the road.

The Works are comprised of the following principal scope elements:

- clearing, grubbing, demolition and disposal of vegetation and debris;
- earthworks (cut/fill);
- disposal of spoil material;
- pavement construction;
- concrete causeway works;
- drainage works including culvert installation and rocks protection; and
- supply and install of signage, including floodway markers, crest signs and road edge guideposts; and
- landscaping works.

The target site possession is in February 2021, with Practical Completion targeted for June 2021.



The approach to this ephemeral creek from the southwest presents a hazard to drivers. The orientation of the image is approximately northeast, in the direction of travel towards the nearby junction of Blackman Gap Road and Oaky Creek (note: the Blackman Gap Road – Oaky Creek junction is not within the project site or scope).

Options, Risk and Opportunity Analysis:

On 14 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 8 December 2020, with six (6) 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	15%
Offer demonstrates understanding of the scope and GRC's requirements	20%
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	15%
Local Content	10%

The offers were scored against the evaluation criteria as follows:

	Score (before Local Preference)	Score (after Local Preference)
P.K. and K.M. Robertson Family Trust Trading as Miriam Vale Plant Hire	66.5	76.5
Durack Civil Pty Ltd	68.5	73.5
G&R Brown & Sons Pty Ltd Trading As Brown Contractors	64.5	69.5
Grycan Pty Limited as trustee for the Blomfield Family Trust trading as Blomfield Excavations	56.0	66.0
Loftus Contracting Pty Ltd	49.5	59.5
RMS Engineering & Construction Pty Ltd	46.0	53.0

The submission from P.K. and K.M. Robertson Family Trust Trading as Miriam Vale Plant Hire scored the highest overall, with a detailed conforming tender. P.K. and K.M. Robertson Family Trust Trading as Miriam Vale Plant Hire demonstrated an excellent level of detail and planning throughout the program and methodology provided and presented quality past projects of similar scale and nature.

The tender evaluation panel recommends the submission from P.K. and K.M. Robertson Family Trust Trading as Miriam Vale Plant Hire 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 P.K. and K.M. Robertson Family Trust Trading as Miriam Vale Plant Hire for \$582,811.05 ex GST is within existing allocated funds of \$582,811.05 ex GST for this project.

Summary:

P.K. and K.M. Robertson Family Trust Trading as Miriam Vale Plant Hire's submission was evaluated as presenting the best value to Council.

Anticipated Resolution Completion Date:

The contract will be awarded in February 2021.

Attachments:

1. CONFIDENTIAL 117-21 Offer Evaluation Report.

Tabled Items:

Nil.

Report Prepared by: Manager Contracts and Procurement

G/4.2. MEMORIAL PLAQUES ON COUNCIL REPLACEABLE ASSETS

Responsible Officer: General Manager Customer Experience

Council Meeting Date: 2 February 2021

File Ref: FM3.2

Purpose:

The purpose of this report is for Council to consider approving the use of names in memoriam on Council's replaceable assets including park furniture.

Officer's Recommendation:

That Council resolve to allow for the naming of removable assets and park furniture for the purpose of memorialisation, by an appropriate Administrative Process.

Background:

Council have P-2020-17 Naming of Infrastructure Assets Policy which only applies to assets defined as: a road, bridge, park, sport facility, building, reservoir, water treatment plant or look outlook owned by Council or under the control of Council, or a privately-owned road.

This Policy therefore does not apply to replaceable assets and memoriam naming. In the absence of a Policy, approval is sought from Council for an administrative process to be developed for requests relating to memoriam naming of replaceable assets.

Requests have been increasing for memorial plaque naming on replaceable assets including barbeque shelters and park seating.

Applications to date include:

- Jack Henery – who has been on the Approved Place Names Register since 14 July 1999. His name has not been utilised due to a lapsed Development Approval. The family are now seeking the memorial naming of a barbeque shelter in Lions Park, Gladstone. Jack Henery took an interest in Council and the Fire Brigade. Jack was selected as an Alderman for two terms with the Gladstone City Council and was affiliated with the Gladstone Fire Brigade (dates are unclear).
- Terry Fellows – would like to have a memorial plaque installed on a bench seat in Agnes Water. Terry Fellows was well known as the Gladstone Gladiators Coach and from his involvement in the Special Olympics.
- Jean Jobling – would like a bench seat with memorial plaque installed (additional bench seat, as there is no existing one) along Turtle Way footpath, just south of the Tiller Street boat ramp. Jean Jobling was a long-term resident who walked the Turtle Way path for around 30 years.

Customer Solutions are currently working on an Administrative process for these types of applications that would allow the opportunity for the community to memorialise.

Options, Risk and Opportunity Analysis:

Opportunities

Approving and providing this service to the community will aid in building community sentiment, outstanding customer service and value. We will work in partnership to provide spaces where we can recognise the contribution of those listed on the plaque/s. This will likely activate areas in a different way.

This is an opportunity to provide and contribute to the values of the community, community sentiment and outstanding customer service by providing places of memorial for our community.

Risk Assessment

Utilising the Risk Management Framework, the risk is assessed as Low.

A process including application, eligibility and terms and conditions would ensure applications are decided in a fair, transparent and consistent manner.

The process is imperative to mitigate risk associated with cultural and historical values of areas and ensuring memoriam plaques match and not detract from the amenity and visual appeal of the area.

Options

The following recommendations exist based on the consideration and consultation:

Option 1 - Approve for an Administrative Process to be developed and the applications received assessed against this.

Option 2 - Approve those applications outlined above to be implemented and an Administrative Process be developed for future applications received.

Option 3 - Approve those applications outlined above to be implemented.

Option 4 - Refuse the Memoriam naming of the replaceable assets and associated Administrative Process.

Option 5 - Do nothing.

Communication and Consultation:

Councils Parks and Strategic Asset Performance Teams have been consulted and have provided the feedback below:

- Request that administrative processes are developed in consultation with the relevant teams.
- That applicable fees are adopted for application, installation and maintenance costs.
- When assets are removed or renovated prior consideration needs to be given to those with memorial plaques.

Legal Strategy and Policy Implications:

There is no applicable policy for naming of replaceable assets including park furniture.

An administrative process will need to be established to ensure memoriam naming of replaceable assets achieves all legal and policy requirements.

Financial and Resource Implications:

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

Summary:

Nil

Anticipated Resolution Completion Date:

- Administrative Process 31 March 2021
- Applicable Fees and Charges 31 July 2021

Attachments:

Nil

Tabled Items:

Nil.

Report Prepared by: General Manager Customer Experience (Acting)

G/4.3. COMMUNITY INVESTMENT PROGRAM - REGIONAL ENHANCEMENT FUND - JUMPSTART CITY HEART

Responsible Officer: General Manager Community Development and Events

Council Meeting Date: 02 February 2021

File Ref: GS3.1

Purpose:

Consider the recommendation of the Community Investment Panel for one (1) application received under the Regional Enhancement Fund – Jumpstart City Heart initiative.

Officer's Recommendation:

That Council: -

1. Adopt the Community Investment Panel recommendation of funding for the application received under the category of funding tabled below:

Regional Enhancement Fund – Jumpstart City Heart

Applicant	Project	Recommendation
IMMY – Imogene’s Movement, Massage & Yoga	HIIT in the City	\$750.00

2. Authorise the Chief Executive Officer (or delegate) to finalise and execute a grant and/or funding agreement (detailing entitlements and conditions) with the successful applicant.

Background:

In May 2019, Council adopted a new Community Investment Policy (the Policy) and implemented a new Community Investment Program on 1 July 2019. The Community Investment Program offers six (6) key funding streams including the Regional Enhancement Fund.

The Regional Enhancement Fund – Jumpstart City Heart initiative has been opened for applications to be received year-round.

An application to the Jumpstart City Heart initiative was received in December 2020. The application has been assessed by a Community Investment Panel (the Panel) with the recommendation presented to Council at this General Meeting for decision.

Regional Enhancement Fund – Jumpstart City Heart

Jumpstart City Heart funding supports initiatives of community organisations, CBD businesses, and individuals that contribute to encouraging visitation, overall aesthetics of the CBD, stimulate economy, and engage community and visitors. The Jumpstart City Heart objectives are: -

- *Re-establishing Goondoon Street as Gladstone’s main street by improving economic and development opportunities within the CBD.*
- *Creating a CBD destination that provides entertainment for the entire Gladstone Region.*
- *Creating a unique identity for the CBD and achieving a sense of arrival.*

- *Recognising the city's heritage as an important asset and improving the quality of public spaces and streets.*
- *Investigating alternative transport options for ease of access into and throughout the CBD.*
- *Converting grey space to green space and improving connectivity to active open spaces.*

The guidelines for this initiative do not require a co-contribution from the applicant.

The details of the application are tabled below;

Applicant	Project	Location	Request
IMMY – Imogene's Movement, Massage & Yoga	HIIT in the City	Gladstone CBD	\$750.00

Panel Assessment Process

In accordance with the Community Investment Policy (P-2019-08) and Community Investment Corporate Standard (CS-2019-09), eligible applications are assessed by the Panel.

Panel assessment is undertaken using an assessment matrix to score each application against Key Selection Criteria (KSC) - derived from the funding objectives to determine an order of merit. The overall score (ranking) is used to inform the recommendation. The tables below define the KSC, weighting and definition of scores applied in the assessment matrix.

Funding Category	Key Selection Criteria	Weighting (Out of 100%)
Regional Enhancement Fund – Jumpstart City Heart	KSC 1: Re-establishing Goondoon Street as Gladstone's main street by improving economic and development opportunities within the CBD.	20%
	KSC 2: Creating a CBD destination that provides entertainment for the entire Gladstone Region	15%
	KSC 3: Creating a unique identity for the CBD and achieving a sense of arrival.	20%
	KSC 4: Recognising the city's heritage as an important asset and improving the quality of public spaces and streets.	15%
	KSC 5: Investigating alternative transport options for ease of access into and throughout the CBD.	10%
	KSC 6: Converting grey space to green space and improving connectivity to active open spaces.	20%
Overall Score	Definition	
65% and above	An overall score of 65.5% and above demonstrates that an application has met or exceeded all KPIs. The Assessment Panel may favourably recommend the application.	
Between 50.5% to 65%	An overall score between 51% to 65% demonstrates that an application has met or exceeded a KPI(s) but mostly marginal evidence in others. The Assessment Panel may choose to recommend funding the application based on scores received for KPIs with high weighting and overall alignment to Regional Enhancement Fund objectives.	
50% or Less	An overall score of 50% or less demonstrates that an application has mostly provided marginal evidence across all KPIs. The Assessment Panel may still choose to recommend the application for part funding based on some evidence of meeting the objectives of the Regional Enhancement Fund objectives.	

Options, Risk and Opportunity Analysis:

Panel assessment was undertaken in October 2020. Individual Panel scores are captured in the Assessment Matrix attached.

The Panel Assessment outcome is summarised within this table.

Applicant	Project	Location	Request	Panel Score	Recommendation
IMMY – Imogene’s Movement, Massage & Yoga	HIIT in the City	Gladstone CBD	\$750.00	58%	\$750.00

Individual Panel comments that support the Panel recommendation are included below.

HIIT in the City – IMMY – Imogene’s Movement, Massage & Yoga	
Date:	Each Monday for the month of March 2021
Location:	100 Goondoon Street, Gladstone
Applicant:	IMMY – Imogene’s Movement, Massage & Yoga
Funding Request:	\$750.00 <i>Funding request equates to 100% of the total event/project cost.</i>
Event Summary:	Weekly High Intensity Interval Training (HIIT) classes using the recently revamped space at 100 Goondoon Street (City Centre Plaza). Classes each Monday in March @ 5.15pm to allow workers from the City Heart Precinct to find it easy and convenient to attend. 30 min classes using body weight exercises to help improve people’s overall health and fitness. Written permission from City Centre Plaza Body Corporate has been granted.
Assessment Score	58%
Panel Comment	The Panel scored this application highest against Key Selection Criteria (KSC) relating to Re-establishing Goondoon Street as Gladstone’s main street by improving economic and development opportunities within the CBD and creating a CBD destination. The panel noted that while the project is not necessarily entertainment it would activate the CBD and would work to create a buzz and encourage more people into the space when they see the activity taking place. The panel really liked the approach of engaging the CBD to improve health and suggested the applicant seek to encourage other businesses to leverage off the opportunity following the sessions. Given the small investment and limited risk the panel were happy to support full funding requested.
Panel Recommendation	The panel recommends full funding for this initiative to the requested value of \$750.00. The panel notes that while administration costs are not eligible as per the funding guideline, the support could be used to subsidise participation costs where applicable.

Communication and Consultation:

The Panel membership that undertook the assessment consisted of the following delegated Officers:

- General Manager, Community Development & Events
- General Manager, Customer Experience (Acting)
- Manager, Engagement & Partnerships
- Manager, Events and Entertainment
- Manager, Brand

Legal Strategy and Policy Implications:

All applications are assessed against Council's Community Investment Program (P-2019-08), Community Investment Corporate Standard (CS-2019-09) and published funding guidelines.

On favorable adoption of the Panel's recommendations detailed in this report, authorised officers will proceed to enter into a grant and or funding agreement (detailing entitlements and conditions) with the successful applicant.

Financial and Resource Implications:

In 2020/21, Council budgeted \$268,000 to fund recommended applications received through the Regional Enhancement Fund, with specifically \$15,000 allocated to the Jumpstart City Heart initiative.

Upon endorsement of the officer's recommendations within this report, \$12,250.00 will remain in the budget.

Summary:

Nil.

Anticipated Resolution Completion Date:

30 May 2021

Attachments:

1. Jumpstart City Heart Guideline

Tabled Items:

Nil.

Report Prepared by: Community Investment Officer

G/4.4. GLADSTONE REGIONAL COUNCIL RECONCILIATION ACTION PLAN REFERENCE GROUP APPOINTMENTS

Responsible Officer: General Manager Community Development and Events

Council Meeting Date: 2 February 2021

File Ref: CR3.2

Purpose:

Gladstone Regional Council (GRC) Reconciliation Action Plan (RAP) Group is seeking approval to appoint one new reference group member for a two (2) year term and re-appoint three (3) existing members for one more two (2) year term.

Officer's Recommendation:

That Council resolve to:

1. Appoint Megan Nixon to the Reconciliation Action Plan Reference Group for a (2) two year term.
2. Re-appoint the following existing members to the Reconciliation Action Plan Reference Group for a further (2) two year term:
 - Annette Rutherford
 - Patricia Coleman
 - Tia Rauch

Background:

The RAP Reference Group is made up of 10 members who play a pivotal role in advising Council on its reconciliation Journey.

The RAP Reference Group was central to having Council's latest RAP Innovate endorsed by Council and registered with Reconciliation Australia.

As per the RAP Reference Group Terms of Reference membership consists of:

- Two Councillors (one of which shall be a Co-Chairperson).
- Up to seven (7) community members consisting of Aboriginal and Torres Strait Islander residents or service providers.
- One (1) Council staff member that identifies as Aboriginal and/or Torres Strait Islander.
- Members will only have the option of a further two-year appointment (4 years in total, per community member).
- If a Community member resigns at any other time, the RAP Reference Group will determine an appropriate mechanism for selecting a replacement, with any appointments being made by Council resolution.

One (1) member of the group did not want to extend their membership for another 2-year term. And as a result, Council is required to seek nominations for this vacant position as per Terms of Reference.

Options, Risk and Opportunity Analysis:

As per the RAP Reference Group Terms of Reference:

- If a Community member resigns at any other time, the RAP Reference Group will determine an appropriate mechanism for selecting a replacement, with any appointments being made by Council resolution.

The RAP Reference Group deemed the nominee to be suitable based on the criteria listed below.

The nominee we are seeking an approval for was chosen because of:

- Work experience /qualifications
- Willingness to meaningfully contribute to the RAP Reference Group
- Knowledge of Reconciliation Australia process

Communication and Consultation:

The RAP Reference Group met on 15 December 2020 to discuss new nominations and renewal of existing memberships.

Under guidance from Governance Officers, one (1) committee member was recruited from Expressions of interest from November 2019.

Governance Officers advised three (3) existing members could be offered a 2-year extension of membership. Which was discussed and accepted by the RAP Reference Group at the meeting held on 15 December 2020.

Legal Strategy and Policy Implications:

The selection process was followed, consistent with the RAP Reference Group Terms of Reference.

Financial and Resource Implications:

Nil.

Summary:

Nil.

Anticipated Resolution Completion Date:

2 February 2021

Attachments:

Nil.

Tabled Items:

Nil.

Report Prepared by: Reconciliation Action Plan Officer

G/5. COUNCILLORS REPORT

Nil.

G/6. URGENT BUSINESS

Nil.

G/7. NOTICE OF MOTION

Nil.

G/8. CONFIDENTIAL ITEMS

Nil.

ATTACHMENTS