



GLADSTONE REGIONAL COUNCIL

GENERAL MEETING NOTICE AND AGENDA

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

On Tuesday 16 March 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**

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G/1. MAYORAL STATEMENT OF CURRENT ISSUES

G/2. CONFIRMATION OF MINUTES

G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 2 MARCH 2021

Responsible Officer: Chief Executive Officer

Council Meeting Date: 16 March 2021

File Ref: CM7.2

Purpose:

Confirmation of the minutes of the General Meeting held on 2 March 2021.

Officer's Recommendation:

That the minutes of the General Meeting of Council held on 2 March 2021 be confirmed.

Attachments:

1. Minutes of the General Meeting of Council held on 2 March 2021.

Tabled Items:

Nil.

Report Prepared by: Executive Secretary

G/3. OFFICERS' REPORTS

G/3.1. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 25 FEBRUARY 2021

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 16 March 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 25 February 2021.

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 25 February 2021 as required under Section 204 *Local Government Regulation 2012*.

Background:

The percentage of year passed (pro-rata rate) as at 25 February 2021 is 66.03%.

Forecast

The 2020-21 budget was adopted on 7 July 2020. The business has since undertaken a forecasting process to establish an expected position at 30 June 2021. The initial forecast prepared in Quarter 2 resulted in an operating deficit of \$7.3m. An updated forecast is currently being finalised with a view to ensure that the forecast is closer in line with adopted budget expectations.

The actual results for the year to date will be compared to the forecast position.

Statement of Income and Expenditure

Income

Recurrent Revenue

Total recurrent revenue	2020-21	Actual as %
Actual	\$165.5m	
Budget	\$189.3m	87.41%
Forecast	\$187.8m	88.10%

Items of interest:

Net rates and utility charges	2020-21	Actual as %
Actual	\$143.2m	
Budget	\$152.1m	94.15%
Forecast	\$153.7m	93.12%

General rates and annual waste, water and sewerage charges have been levied as well as water consumption for the period July – December 2020. The remaining water consumption revenue for 2020-21 will be accrued upon completion of the water meter reading cycle for the second half of the financial year. Meter readings are scheduled to be conducted in June 2021.

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.

Interest received from investments	2020-21	Actual as %
Actual	\$0.5m	
Budget	\$1.9m	27.82%
Forecast	\$1.4m	37.70%

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.

Income Tax Equivalents	2020-21	Actual as %
Actual	\$2.1m	
Budget	\$0.5m	420.67%
Forecast	\$0.2m	1086.02%

A payment comprising the 2019-20 dividend and income tax equivalents was received from the Gladstone Area Water Board in February. This revenue was not included in the forecast.

Other recurrent income	2020-21	Actual as %
Actual	\$1.3m	
Budget	\$2.0m	62.58%
Forecast	\$2.3m	56.79%

The largest portion of the forecast is \$0.7m in revenue for the Gladstone Entertainment & Convention Centre. Receipts year to date remain minimal at \$0.2m.

This category includes receipts for rental income \$0.5m and commissions \$0.2m.

General purpose grants	2020-21	Actual as %
Actual	\$2.9m	
Budget	\$8.3m	35.49%
Forecast	\$8.3m	35.46%

The forecast consists of \$8.3m for the Federal assistance grant (FAG). Year to date \$3.0m has been received, with the next instalment of \$1.0m expected in May. The largest instalment is typically received towards the end of the financial year.

Capital Revenue

Total capital revenue	2020-21	Actual as %
Actual	\$11.3m	
Budget	\$27.3m	41.38%
Forecast	\$25.1m	44.88%

The forecast consists primarily of State and Federal funding. Projects with significant forecast funding 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
Toooloa 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	\$0.6m
Other (Multiple Projects)	\$6.9m	\$4.8m	\$2.5m
	\$14.4m	\$13.1m	\$6.4m

Federal Funding			
Description	Budget	Forecast	Actual
Philip Street Communities Precinct - Stage 1a	\$4.6m	\$5.0m	\$1.6m
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	-
Dawson Highway, Gladstone	\$0.9m	\$0.7m	\$0.4m
Other (Multiple Projects)	\$1.4m	\$1.6m	\$0.6m
	\$12.4m	\$11.5m	\$3.1m

Expenditure

Year to date expenditure is tracking in line with expectations for this time of year.

Recurrent expenditure

Total recurrent expenditure	2020-21	Actual as %
Actual	\$130.0m	
Budget	\$193.7m	67.12%
Forecast	\$195.2m	66.59%

Of note:

Employee benefits	2020-21	Actual as %
Actual	\$44.8m	
Budget	\$61.7m	72.55%
Forecast	\$63.5m	70.47%

Employee benefits are the largest component of Councils recurrent expenditure.

The increase in forecast expenditure is primarily due to a vacancy rate of 4.9% within Council compared to the budgeted vacancy rate of 7.5% based on historical trend.

Contractors and consultants	2020-21	Actual as %
Actual	\$15.2m	
Budget	\$25.0m	60.84%
Forecast	\$26.8m	56.75%

The forecast includes \$7.2m for consultants, expenditure remains low with \$3.2m incurred year to date. The largest variances are in area of Asset Management.

Contractor spend is \$12.0m YTD compared to forecast of \$19.6m with the largest variance attributable to waste management.

Donations	2020-21	Actual as %
Actual	\$1.5m	
Budget	\$3.3m	44.57%
Forecast	\$3.1m	48.63%

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	\$0.9m	
Budget	\$1.9m	48.02%
Forecast	\$1.6m	56.63%

The market price for diesel has decreased subsequent to budget and forecast preparation.

Motor vehicle expenses	2020-21	Actual as %
Actual	\$1.4m	
Budget	\$1.5m	87.94%
Forecast	\$1.5m	88.79%

Annual vehicle registration renewals were processed during November.

Staff and Councillor associated expenses	2020-21	Actual as %
Actual	\$0.9m	
Budget	\$2.5m	37.43%
Forecast	\$2.3m	40.77%

This category includes a forecast of \$0.8m for training and seminars/conferences. Year to date expenditure remains low at \$0.3m.

Recruitment costs year to date are minimal at \$0.1m compared to forecast of \$0.3m as a result of the reduced vacancy rate.

Staff medical expenses were forecast at \$0.2m with minimal expenditure to date.

Staff gifts were forecast at \$0.2m with actual spend to date of \$0.1m

Utility Expenses	2020-21	Actual as %
Actual	\$2.1m	
Budget	\$4.5m	47.30%
Forecast	\$3.9m	53.49%

A credit of \$0.4m was received from Telstra following the identification of a series of overcharges.

Waste disposal and tipping fees	2020-21	Actual as %
Actual	\$5.4m	
Budget	\$8.5m	63.64%
Forecast	\$7.2m	74.81%

Increases in tipping costs are offset with the corresponding income within fees and charges.

Water purchases	2020-21	Actual as %
Actual	\$14.9m	
Budget	\$18.7m	79.61%
Forecast	\$21.0m	70.72%

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	110.58%	99.23%
Year to date Liabilities	\$131.3m	\$123.3m	\$135.0m	106.45%	97.24%

The forecast represents the expected position at 30 June 2021.

Capital Expenditure

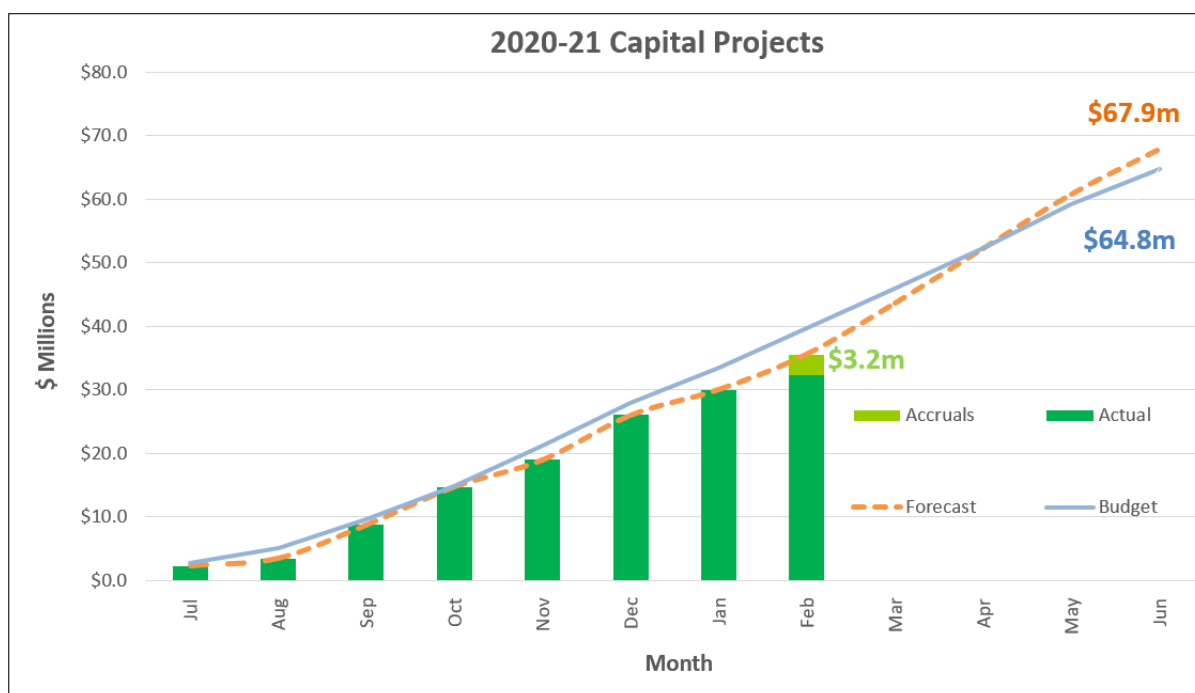
	Actual	Budget	Forecast	Actual as % of budget	Actual as % of forecast
Year to date capital expenditure	\$35.6m			54.87%	52.40%
Including commitments (open purchase orders)	\$48.5m	\$64.8m	\$67.9m	74.88%	71.50%

Of the \$13.0m in commitments, \$4.0m relates to the Philip Street Communities Precinct.

Accrual estimates of \$3.2m have been included in the actuals, to account for major claims relating to February work as at 25 February 2021.

Capital expenditure (excluding commitments) 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	\$5.434m	\$16.922m	32%	\$18.328m	30%
Sewerage Assets	\$8.439m	\$11.689m	72%	\$11.852m	71%
Strategy & Transformation	\$9.412m	\$12.808m	73%	\$12.713m	74%
Water Assets	\$4.326m	\$6.200m	70%	\$6.214m	70%
Delivery Support and Performance	\$0.795m	\$5.070m	16%	\$6.508m	12%
Waste Assets	\$3.758m	\$4.382m	86%	\$4.749m	79%
Property Assets	\$2.305m	\$4.589m	50%	\$4.550m	51%
Parks & Environment Assets	\$0.542m	\$1.886m	29%	\$1.665m	33%
Community Development & Events	\$0.086m	\$0.455m	19%	\$0.437m	20%
Other	\$0.461m	\$0.800m	58%	\$0.846m	55%
Total	\$35.559m	\$64.801m	55%	\$67.862m	52%



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.

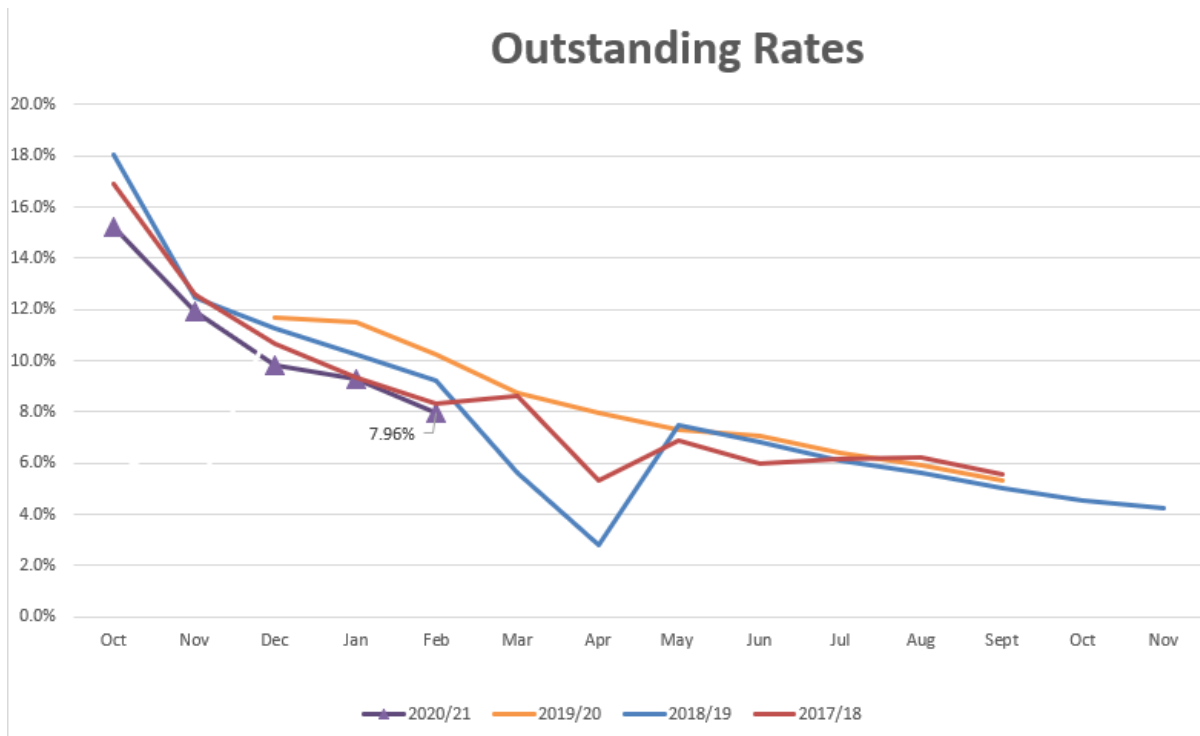
Outstanding Rates

Outstanding rates, as a percentage of gross rates levied for 2020-21, and collectible, is at 7.96% at the end of February 2021, compared to 10.23% for the same period last year.

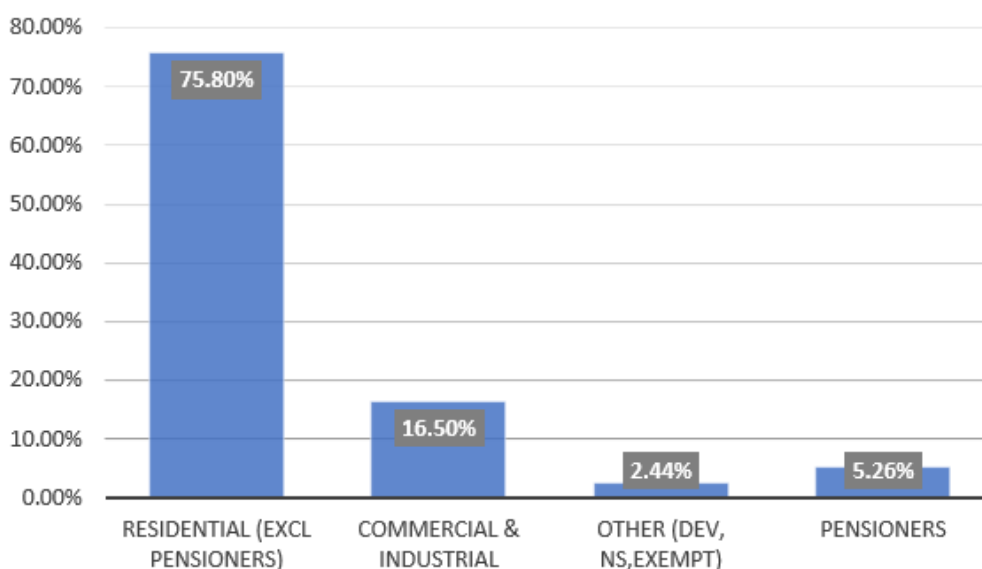
Of the \$14.2m of outstanding rates 16.5% relates to commercial / industrial assessments and 83.5% represents residential assessments.

These figures include \$4.5m of rates that are currently being repaid under an authorised payment plan, for which there were 55 commercial/industrial assessments and 1,787 residential assessments. A total of 1,842 assessments, which is a decrease from 1,854 assessments in January 2021. This movement is a result of removal of arrangements on sold property, default arrangements and paid-up arrangements.

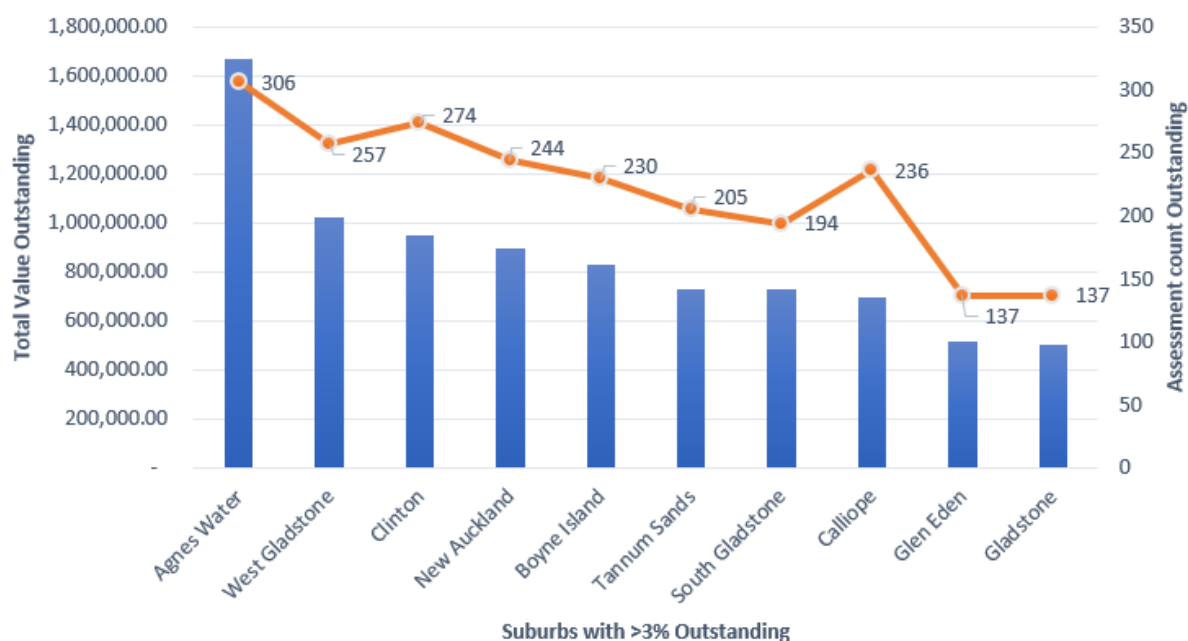
There were 4,373 ratepayers who had paid their rates in advance, in the amount of \$5.9m.



Outstanding Rates & Charges at 25/02/2021



Residential Rates & Charges Outstanding > 3% per Suburb



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.

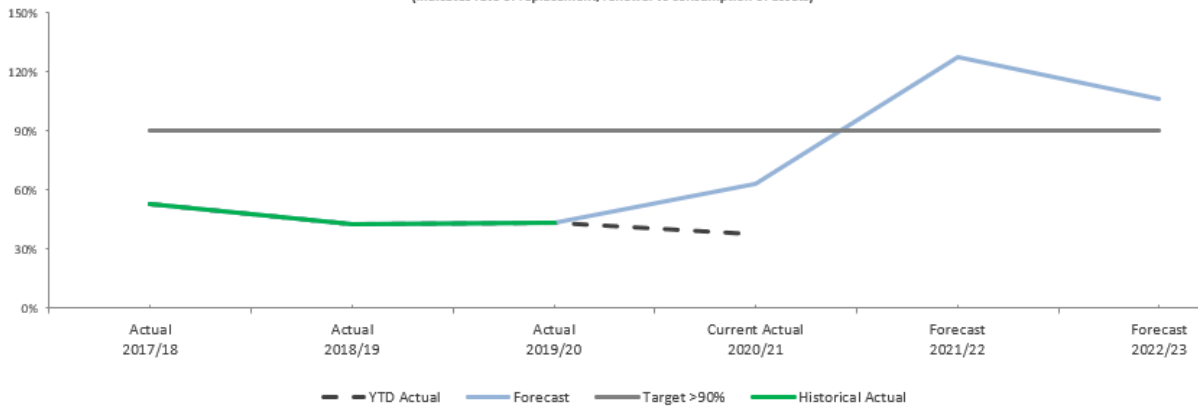
Asset Sustainability Ratio

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 30.47% 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
37.53%	36.61%	57.90%	63.43%	>90%

Asset Sustainability Ratio

(indicates rate of replacement/renewal vs consumption of assets)



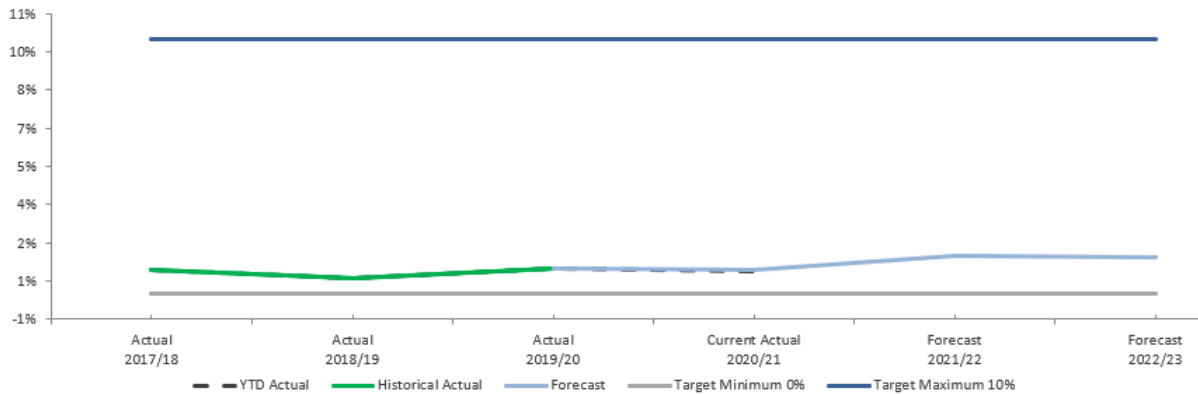
Interest Coverage Ratio

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 higher in comparison to this time last year due to a reduction in interest revenue.

Interest Coverage Ratio				
CURRENT YTD	PRIOR YTD	BUDGET	FORECAST	TARGET
0.89%	0.78%	0.69%	0.95%	0 - 10%

Interest Coverage Ratio

(indicates extent of commitment of revenue to interest payments)



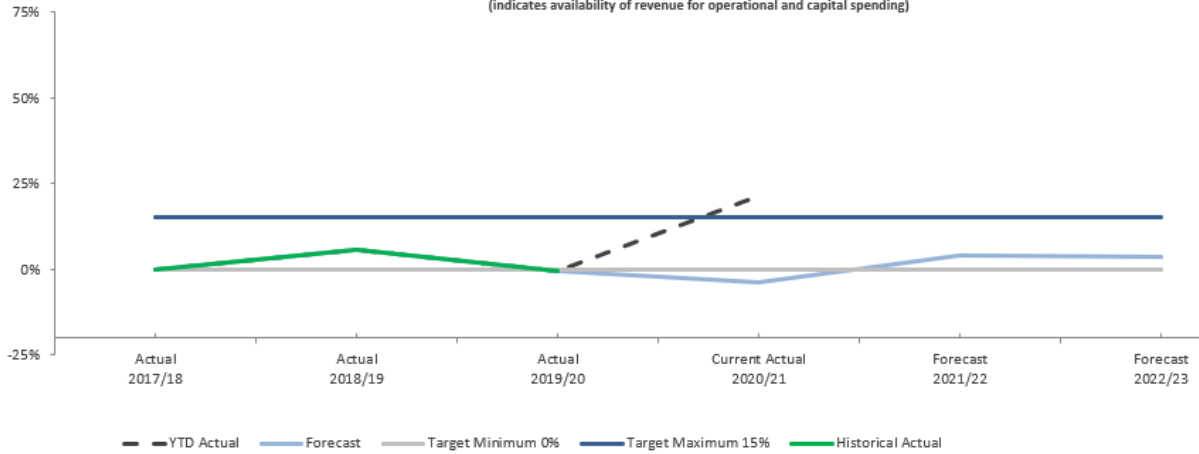
Operating Surplus Ratio

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. They will steadily trend closer to forecast as the year progresses.

Operating Surplus Ratio				
CURRENT YTD	PRIOR YTD	BUDGET	FORECAST	TARGET
21.45%	28.61%	(2.29%)	(3.92%)	0 - 15%

Operating Surplus Ratio

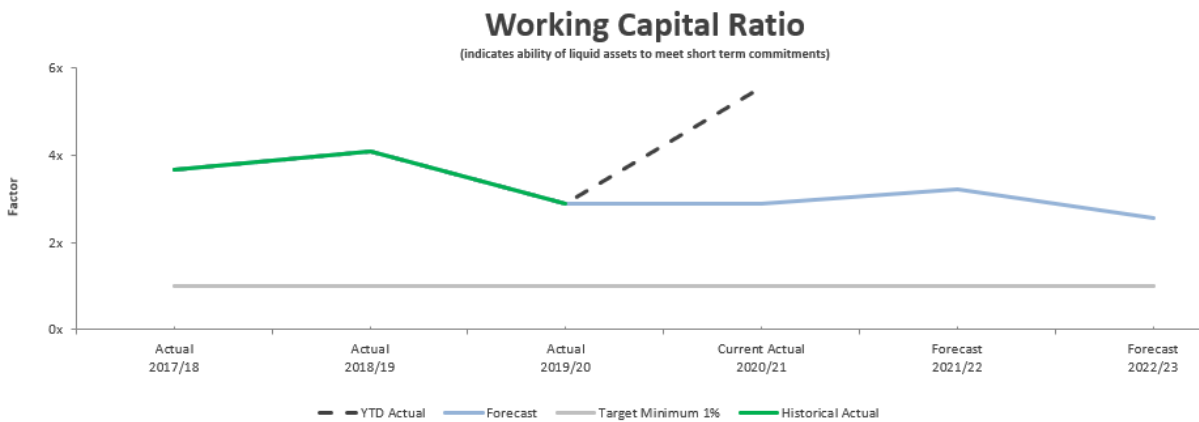
(indicates availability of revenue for operational and capital spending)



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
5.58x	8.40x	4.41x	2.90x	Greater than 1:1



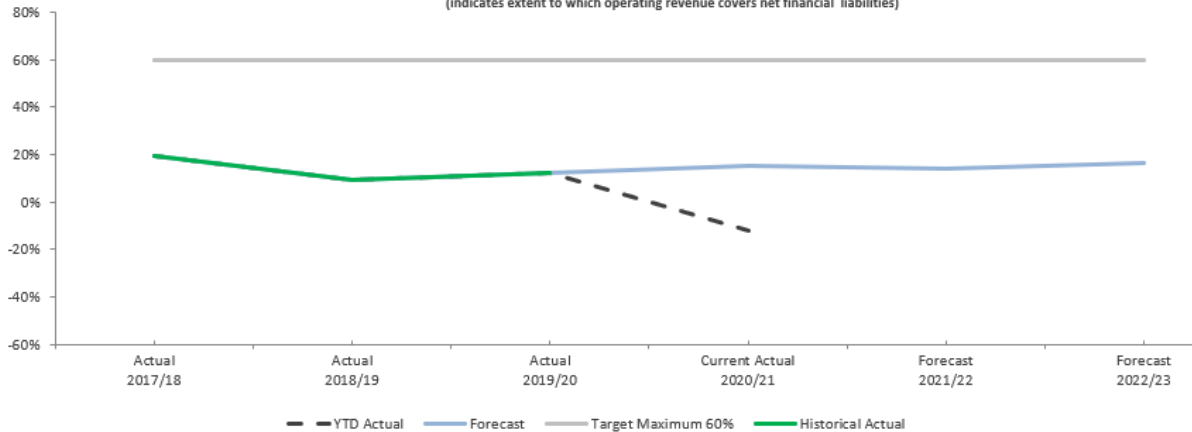
Net Financial Liabilities Ratio

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
(11.75%)	(25.50%)	3.45%	15.35%	< 60%

Net Financial Liabilities Ratio

(indicates extent to which operating revenue covers net financial liabilities)



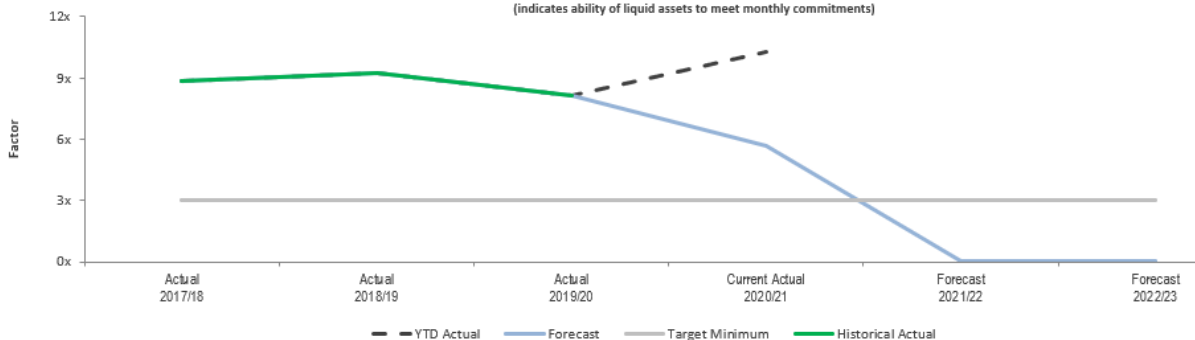
Cash Expenses Cover Ratio

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
10.26x	13.49x	7.69x	5.68x	> 3x

Cash Expenses Cover

(indicates ability of liquid assets to meet monthly commitments)



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:

16 March 2021

Attachments:

1. Monthly Financial Statements for the period ending 25 February 2021
2. Operating Statement for month end February

Tabled Items:

Nil.

Report Prepared by: Accountant

G/3.2. AMENDMENT TO FEES AND CHARGES 2020/2021

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 16 March 2021

File Ref: FM7.1

Purpose:

The purpose of this report is to seek Council's endorsement of three new fees and charges for inclusion in the 2020/2021 Register of Fees and Charges, and that Council delegate power to the Chief Executive officer with respect to the replacement of the old Standpipe Key Bond by the new Standpipe Key Charge.

Officer's Recommendation:

That Council:

1. Delegate to the Chief Executive Officer the power to apply an existing Standpipe Key Bond as full payment for the new Standpipe Key Charge; and
2. Adopt three new fees and charges listed below for inclusion in the 2020/2021 Register of Fees and Charges for new adult art classes provided by Gladstone Regional Art Gallery and Museum:

Basic/Intermediate Adult Art Classes	\$5.00 per person per session
Advanced Adult Art Classes	\$10.00 per person per session
Premium Adult Art Classes	\$20.00 per person per session

Background:

Standpipe Key Charge

The revised Water Standpipe Policy adopted 18 August 2020 resulted in a change in the treatment of fixed standpipe water keys. Previously, these keys were issued under a bond scheme, and on the return of the keys the bond would be refunded.

Under the new Policy, Water Standpipe Keys are now obtained by the payment of a non-refundable key charge, and not by the payment of a bond as applied under the former Policy.

The key charge is currently \$64.50. To date, Council holds 213 key bonds with an individual value between \$40.00-\$55.00. Council holds a further 102 bonds with an individual value between \$60.00-\$67.50.

The value of some of the old bonds is less than the new key charge. Officers seek Council's approval to delegate to the Chief Executive Officer the power to accept these lower-value bond amounts as full payment of the potentially higher-value new Standpipe Key Charge. The introduction of this delegation will prevent existing bond holders who wish to retain their standpipe keys from being charged the difference between their bond's value and the new Standpipe Key Charge. This difference is estimated between \$2,000.00 - \$5,000.00, however the internal costs to administer invoicing existing customers for the difference would negate any profit. The management of bond monies is a complex process prescribed by legislation. Reducing the number of bonds held by Council would result in a freeing up of resources and greater administrative efficiency.

Once a standpipe key is returned or otherwise de-activated, any re-activation would require payment of the Standpipe Key Charge.

Gladstone Regional Art Gallery and Museum Fees

Officers seek Council's approval to include the following three new fees and charges to support the Gladstone Regional Art Gallery and Museum's efforts to foster community participation and engagement through the delivery of art education:

Basic/Intermediate Adult Art Classes	\$5.00 per person per session
Advanced Adult Art Classes	\$10.00 per person per session
Premium Adult Art Classes	\$20.00 per person per session

As these fees are not calculated on a full cost recovery basis, it is anticipated that Council will contribute to the remainder of the costs incurred in the delivery of these art classes. The intention is to stimulate increased visitation to the Art Gallery, in accordance with Council's strategy of promoting participation and the activation of public space.

An entry fee set at minimal cost will act as a deterrent to no-shows and thereby maximise class attendance. Currently, due to the size of the venue and COVID-19 restrictions, attendance is limited to a maximum of 12 participants per class. This maximum will increase to 20 participants following the lifting of all COVID-19 restrictions.

Options, Risk and Opportunity Analysis:

Adoption of the proposed fees and charges will enable the Gladstone Regional Art Gallery and Museum to enhance the art education services it offers to the community at minimal cost to Council.

Delegation of power to the Chief Executive Officer will facilitate greater efficiencies in administrative processes with respect to the provision of Standpipe Keys. In addition, existing key holders will be transitioned from the old key bond to the new key charge at no additional cost or inconvenience to them.

Option 1 (Officer's recommendation)

Adopt the three new fees and charges as listed below for inclusion in the 2020/2021 Register of Fees and Charges and delegate power to the Chief Executive Officer to apply an existing Standpipe Key Bond as full payment for a higher-value new Standpipe Key Charge.

Basic/Intermediate Adult Art Classes	\$5.00 per person per session
Advanced Adult Art Classes	\$10.00 per person per session
Premium Adult Art Classes	\$20.00 per person per session

Option 2

Make no changes to the 2020/2021 Register of Fees and Charges or to the Chief Executive Officer's delegations.

Communication and Consultation:

In the preparation of this report, consultation occurred between the Revenue Services, Finance Operations, Legal, Governance, Insights and Innovations and Water Program Delivery departments.

Legal Strategy and Policy Implications:

The fees and charges were adopted by Council at its Special Budget Meeting. Council resolution is required for any proposed amendment to adopted fees and charges.

Standpipe hire is a commercial activity conducted by Council. Fees and charges are calculated on a commercial basis in order to ensure an appropriate rate of return in accordance with section 262(3)(c) of the *Local Government Act 2009*.

All bond monies held by Council must be administered in accordance with the *Trust Accounts Act 1973*.

Any unclaimed bond monies must be lodged with the Public Trustee in accordance with the *Trust Accounts Act 1973* and the *Public Trustee Act 1978*.

Financial and Resource Implications:

The cost to transfer standpipe key bonds to a key charge will have minimal financial effect. It will have a greater resource effect in terms of administrative efficiency, but this is difficult to quantify at this stage. The inclusion of the Gladstone Regional Art Gallery and Museum proposed new fees and charges will result in a small increase in revenue which will offset some of the related expense.

Summary:

Nil

Anticipated Resolution Completion Date:

The anticipated resolution completion date is 1 April 2021.

Attachments:

Nil

Tabled Items:

Nil.

Report Prepared by: Manager Revenue Services

G/3.3. GLADSTONE AIRPORT CORPORATION BOARD OF DIRECTORS

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 16 March 2021

File Ref: FM19.1

Purpose:

To consider the composition of the Gladstone Airport Corporation's Board of Directors.

Officer's Recommendation:

That Council accept the recommendation of the Board of the Gladstone Airport Corporation and reappoint Tina Zawila and Graeme Kanofski to the Board of the Gladstone Airport Corporation for a further two-year term commencing on 01 July 2021.

Background:

In accordance with the *Local Government (Beneficial Enterprises and Business Activities) Regulation 2010* (repealed but transitioned) (Regulation) and the Gladstone Airport Corporation's Constitution, the Board of the Corporation must consist of no less than five (5) Directors.

The current Directors of Gladstone Airport Corporation are:

Director	Date Appointment Commenced	Current Appointment End Date
Adrienne Ward (Chairman)	20 September 2016	30 June 2022
Dr Bradley Bowes	01 July 2012	30 June 2022
Cr Rick Hansen	05 April 2016	
Leigh Zimmerlie	20 September 2016	30 June 2022
Tina Zawila	01 July 2017	30 June 2021
Graeme Kanofski	01 July 2017	30 June 2021

Options, Risk and Opportunity Analysis:

The Constitution of Gladstone Airport Corporation does not stipulate the minimum/maximum tenure of a director, with Council as the shareholder to determine board appointments and tenures.

Good governance advocates for the consideration of the composition of a board of directors in terms of skill set but also tenure. The Corporate Governance Principles and Recommendations set out by the Australian Stock Exchange (ASX) Corporate Governance Council (noting these only formally apply to ASX listed companies) suggest that a balance is required between new members (to ensure independence from the entity and maintain engagement, relevance and rigour) and long-serving members (who protect the corporate memory of the board). It also recommends consideration of the independence of any board member who has served more than 10 years to ensure that he or she hasn't become too close to management to be considered independent.

The appointment terms of Tina Zawila and Graeme Kanofski are due to end on 30 June 2021, with these Board positions presented for consideration. Both Tina and Graeme have served the shortest tenures on the Corporation's current board with current tenure arrangements for four years.

Option 1 – Reappoint both Directors for a further term

Attachment 1 provides correspondence received from the Corporation’s Board Chairman recommending the reappointment of Tina Zawila and Graeme Kanofski for a further two-year term. Both Tina and Graeme are prepared to accept reappointment.

Option 2 – Reappoint one (1) Director for a further term, end one (1) Director’s appointment, and recruit a new Director

Council may elect to reappointment one (1) of the Directors and recruit for the other position.

Alternative Recommendation:

That Council:

1. Reappoint _____ to the Board of the Gladstone Airport Corporation for a further two-year term, commencing on 01 July 2021; and
2. Commence recruitment for a new Board Director of the Gladstone Airport Corporation.

Option 3 – End both Director’s appointments and recruit two (2) new Directors

Council may elect to recruit for two new Directors.

Alternative Recommendation:

That Council commence recruitment for two (2) new Board Directors of the Gladstone Airport Corporation.

Additional Options

Another opportunity available to Council is to reduce the total number of Board Directors from six (6) to five (5). In this circumstance, Council may elect to reappoint one (1) of the current Directors or commence recruitment for the one (1) vacant position only.

Communication and Consultation:

Gladstone Airport Corporation’s Board Chairman has recommended the reappointment of Tina Zawila and Graeme Kanofski for a further two-year term each.

Legal Strategy and Policy Implications:

The establishment of local government-owned entities is governed by the *Local Government (Beneficial Enterprises and Business Activities) Regulation 2010* (repealed but transitioned). In particular, sections 53 and 54 of the Regulation set the process for appointment of directors to the board of the corporate entity (Attachment 2).

Further, the Gladstone Airport Corporation operates under a Constitution which provides further requirements in relation to the appointment of Directors as outlined in Attachment 3.

Financial and Resource Implications:

Directors of Gladstone Airport Corporation are paid meeting attendance fees by the Corporation in accordance with the arrangements negotiated between the parties and as approved by Council.

Should Council seek to recruit a new board director/s, resources will be required to manage the recruitment process.

Summary:

Nil.

Anticipated Resolution Completion Date:

Within two weeks of resolution where Council adopts Option 1 or prior to 01 July 2021 where recruitment of a Director is required.

Attachments:

1. Correspondence from Gladstone Airport Corporation's Board Chairman (Confidential)

Tabled Items:

Nil.

Report Prepared by: Governance Officer

G/3.4. OUR COAST OUR FUTURE STRATEGIC PLAN ENDORSEMENT

Responsible Officer: General Manager Strategic Asset Performance

Council Meeting Date: 16 March 2021

File Ref: EM12.7

Purpose:

The purpose of this report is to present the *Our Coast Our Future* Strategic Plan to Council for endorsement, supporting the implementation of actions that aim to manage and adapt to the predicted impacts of coastal hazards.

Officer's Recommendation:

That Council endorse the *Our Coast Our Future* Strategic Plan and make the Strategic Plan available.

Background:

The development of the *Our Coast Our Future* Strategic Plan followed the structured, 8 phase Coastal Hazard Adaptation Strategy framework as provided by the QCoast2100 Program. GRC received a \$423,000 funding commitment from QCoast2100 to complete a CHAS in October 2018.

The Strategic Plan has identified the location and risk of coastal hazard impacts and the predicted level of impact at present day, 2060 and 2100. Adaptation options have been identified and assessed, with adaptation recommendations at both a region wide and locality specific scale developed.

Recommendations are detailed within Sections 5 and 6 of the Strategic Plan final draft (Attachment 1).

Practically, the Strategic Plan commits Council to the below key activities within the next 5-10 years;

- Incorporating outputs of the Strategic Plan into future development decisions and incorporating requirements into Planning Scheme updates.
- Updating Council Asset Management Plans to incorporate coastal hazard risk and to inform future growth / renewal / replacement planning.
- Initiate long term asset relocation and land use transition planning for identified locations.
- Communicating the Strategic Plan to the regions' stakeholders by making the Strategic Plan and outputs available, in addition to collaborating on community risks.
- Establishing operational programs of works for dune protection, beach access and mangrove enhancement programs.
- Advocate, identify and source funding opportunities for the delivery of Strategic Plan actions.

Options, Risk and Opportunity Analysis:

Two options are presented for the *Our Coast Our Future* Strategic Plan.

OPTION 1 – Officer's Recommendation - Endorse the *Our Coast Our Future* Strategic Plan and make the Strategic Plan available

The Strategic Plan has been developed in accordance with the minimum standards and guidelines required by the QCoast2100 Program and in consultation with relevant stakeholders within the Gladstone Region.

This Option includes making mapping information and data produced as part of the CHAS framework available with the Strategic Plan. This will assist the community and stakeholders to further understand the potential risk to both community and private assets in the region and assist self-regulation and shared responsibility.

OPTION 2 – Endorse the *Our Coast Our Future* Strategic Plan, with amendments

If Council were of a mind to amend the Strategic Plan this option would allow changes to be captured and incorporated prior to submission to QCoast2100. This may include a decision regarding the availability of mapping information and data detailed within Option 1.

It is highlighted that an amendment to the Strategic Plan should have consideration of phases 1 to 8 of the CHAS and consultation process completed.

Communication and Consultation:

Extensive consultation was undertaken throughout the duration of *Our Coast Our Future* Strategic Plan development and was guided by a Communication and Engagement Action Plan.

11 submissions were received following the public exhibition and comment period. Following review, no changes to the draft Strategic Plan were made following public submission. Actions capturing traditional owner engagement during the implementation of the Strategic Plan were strengthened following further feedback from traditional owners.

Legal Strategy and Policy Implications:

Existing legal advice has provided, that Council may be liable in association with future development decisions, made by Council, where the knowledge and outputs of the Strategic Plan are not considered.

Financial and Resource Implications:

Council's existing operational budget has provision to support a number of the short-term Shoreline Erosion Management Plans recommendations required by the Strategic Plan. Future capital and operational expenditure will be required to deliver actions as triggers are reached or as guided by further planning and investigations completed in the next 5-10 years. Operational expenditure increases will be addressed through normal budgeting and operational planning, and any capital projects would follow capital budget and investment decision processes, supported by funding opportunities where eligible.

Summary:

This report provides an overview of the development of the *Our Coast Our Future* Strategic Plan presented for Council endorsement.

Anticipated Resolution Completion Date:

Where endorsed, the *Our Coast Our Future* Strategic Plan will be submitted to QCoast2100 to achieve project acquittal for 30 April 2021, followed by the development of an Implementation Plan to guide initial implementation of the Strategic Plan by GRC.

Attachments:

1. Our Coast Our Future Strategic Plan

Tabled Items:

Nil.

Report Prepared by: Senior Natural Environment Officer

G/3.5. COUNCILLOR ATTENDANCE AT CONFERENCES

Responsible Officer: Chief Executive Officer

Council Meeting Date: 16 March 2021

File Ref: CM6.1

Purpose:

To allow Council to nominate for attendance at three conferences being held in 2021.

Officer's Recommendation:

That Council:

1. Authorise Councillor _____ to attend the Inland Rail Summit in Albury 25-27 May 2021;
2. Authorise Councillor _____ and Councillor _____ to attend the National General Assembly in Canberra 20-23 June 2021, noting Mayor Burnett will be attending as a representative of the Local Government Association of Queensland;
3. Nominate _____ and _____ as delegates for Gladstone Regional Council at the 2021 National General Assembly;
4. Authorise Councillor _____ to attend the Developing Northern Australia Conference in Darwin 16-18 August 2021.

Background:

There are a variety of conferences proposed to be held in 2021 that provide opportunity for Councillors to attend to develop learnings, network with regional and interstate colleagues and represent the Gladstone region. The below three conferences have been reviewed by officers and are considered to warrant attendance by Councillors to ensure the Gladstone Region's interests are represented.

Inland Rail Summit, 25 – 27 May, Albury NSW

National General Assembly, 20 – 23 June, Canberra ACT

Developing Northern Australia Conference, 16 – 18 August, Darwin NT

Options, Risk and Opportunity Analysis:

It is recommended that Council nominates one Councillor to attend the Inland Rail Summit and the Developing Northern Australia Conference.

It is recommended that two Councillors, in addition to the Mayor, attend the National General Assembly given the significance of the conference to Local Governments in Australia. In addition, Council can nominate two delegates for voting on motions proposed at the assembly. This report also recommends that Council resolves the nominated delegates for Gladstone Regional Council.

Alternatively, Council may wish to elect additional representatives or no representative for each of the conferences.

Communication and Consultation:

Internal consultation has occurred with Executives and Councillors.

Legal Strategy and Policy Implications:

Councillor attendance at conferences is to occur in accordance with the provisions of P-2018-31 Councillor Expenses Reimbursement and Provision of Facilities Policy unless otherwise amended. One provision of the policy requires Council approval where the attendance at a conference or seminar is not held in Queensland. Accordingly, this report intends to meet the requirements for Council approval to attend the Inland Rail Summit and National General Assembly.

Financial and Resource Implications:

Registration, travel and accommodation costs are applicable for attendance at each conference. The below costs are estimated per person for each conference.

Name	Registration	Travel/Accommodation	Total Estimate (per person)
Inland Rail Summit	\$990	\$2,950	\$3,940
National General Assembly	\$989	\$1,400	\$2,389
Developing Northern Australia Conference	\$1199	\$6,280	\$7,479

Costs associated with attendance at the Inland Rail Summit and National General Assembly are covered by the existing 20/21 operational budget. Costs associated with attendance at the Developing Northern Australia Conference will be incorporated into the 21/22 budget, subject to approval.

Summary:

Nil.

Anticipated Resolution Completion Date:

Bookings for approved attendances are anticipated to be made by end April 2021.

Attachments:

Nil.

Tabled Items:

Nil.

Report Prepared by: Manager Governance

G/3.6. PSA & RPQS 48-21 MOWING, SLASHING AND ASSOCIATED SERVICES

Responsible Officer: General Manager Operations

Council Meeting Date: 16 March 2021

File Ref: PE1.1

Purpose:

This report seeks Council's approval to enter into contracts with service providers under a Preferred Supplier Arrangement (PSA) and Register of Pre-Qualified Suppliers (RPQS) for the provision of mowing, slashing and associated services.

Officer's Recommendation:

That Council:

1. Endorse the Tender Evaluation Panel's recommendation and accept the following tenders for the provision of mowing, slashing and associated services:
 - a. Graham Stirrat for the PSA and RPQS;
 - b. Just In Just Out for the PSA and RPQS;
 - c. Opal Holdings (QLD) Pty Ltd for the PSA and RPQS;
 - d. Purple Patch Services Pty Ltd as trustee for the Purple Patch Services Trust (Purple Patch) for the RPQS only; and
 - e. Wetzler Pty Ltd for the RPQS only.
2. Authorise the Chief Executive Officer to enter into 2-year contract with the option to extend for a further two periods of 2-years, with Graham Stirrat, Just In Just Out, Opal Holdings (QLD) Pty Ltd, Purple Patch Services Pty Ltd as trustee for the Purple Patch Services Trust (Purple Patch) and Wetzler Pty Ltd.

Background:

Council requires suitably qualified service providers with appropriate experience and capability to supplement Council's internal teams with the undertaking of scheduled mowing, slashing and associated services at various locations throughout the Gladstone Region consisting of:

- Mowing;
- Slashing;
- Edge trimming;
- Tree/shrub pruning; and
- Herbicide spraying.

Work sites are varied in nature and may include parks and open spaces, water and waste assets, footpaths and roadsides throughout the region. These work sites have been divided into seven (7) zones throughout the Gladstone Local Government Area, so that work can be packaged for delivery and scheduling efficiencies. The zones for this service are as follows:

- Zone 1 – Gladstone / Beecher / Targinie / Yarwun;
- Zone 2 – Tannum Sands / Boyne Island / Benaraby / Wurdong;
- Zone 3 – Calliope / Boyne Valley;
- Zone 4 – Mt Larcom / Ambrose / Raglan;

- Zone 5 – Bororen / Miriam Vale / Turkey Beach / Iveragh;
- Zone 6 – Rosedale / Lowmead / Baffle Creek / Wartburg; and
- Zone 7 – Agnes Water / Seventeen Seventy.

Council sought to appoint Service Providers on a zone basis, for a Preferred Supplier Arrangement (PSA) to complete scheduled mowing, slashing & associated services defined in a predefined Service Schedule throughout the Gladstone Region during the term of the arrangement. These works are structured to meet minimum mowing/slashing requirements, with schedules issued to the contractor/s ahead of time.

Council also sought to establish a Register of Pre-qualified Suppliers (RPQS) with multiple Service Providers to provide mowing, slashing & associated services. Work completed under the RPQS will be ordered as required by Council during the term of the arrangement. Appointment to a RPQS gives no guarantee or representation as to the volume or value of work orders to be issued by Council. These works are unplanned requirements, such as those from Council’s local laws, communities or additional servicing requirements prompted by seasonal growth or customer service requests.

Options, Risk and Opportunity Analysis:

In accordance with section 232 and 233 of the *Local Government Regulation 2012*, a PSA and RPQS will present the best longer-term value for Council over the proposed term, by reducing the preparation and evaluation of invitations every time the services are needed and by accumulating the demand for the service.

On 19 December 2020, Council issued 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*, inviting service providers to submit offers for the PSA, RPQS or both.

The tender closed on 21 January 2021 with three (3) conforming offers received for the PSA and six (6) conforming offers received for the RPQS. The offers were evaluated by a panel of subject matter experts based on the criteria disclosed in the ITT which included:

PSA:

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

RPQS:

Objective Evaluation Criteria	Weighting
Offer demonstrates understanding of the scope and GRC's requirements	15%
Proposed resourcing addresses all aspects of the scope and GRC's requirements	25%
Nominated past projects performed meet GRC's experience requirements	25%
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:

PSA:

	Score (before Local Content)	Score (after Local Content)
Opal Holdings (QLD) Pty Ltd	72	82
Graham Stirrat	61	71
Just in Just Out Pty Ltd	56	66

All submissions presented capability to deliver the requested scheduled mowing, slashing and associated services as sought by Council. Value for money will be achieved with award of this contract as follows:

- Zone 1, 2, 3 & 4 Opal (mowing & slashing)
- Zone 5 & 6 – Opal (mowing) & Graham Stirrat (slashing)
- Zone 7 – Graham Stirrat (slashing) & Just In Just Out (mowing)

RPQS:

	Score (before Local Content)	Score (after Local Content)
Opal Holdings (QLD) Pty Ltd	72	82
Wetzler Pty Ltd	68	69
Just in Just Out Pty Ltd	59	69
Graham Stirrat	56	66
Purple Patch Services Pty Ltd as trustee for the Purple Patch Services Trust	61	65
DLGA Pty Ltd ta Diamond Lawn and Garden Australia	50	52

All submissions presented capability to deliver the requested unscheduled mowing, slashing and associated services as sought by Council. However, the evaluation panel determined that award to the top 5 service providers would deliver the best commercial and operational outcomes for Council. Value for money will be achieved through the allocation of work to service providers based on the location of the service provider and corresponding pricing for the services required.

Communication and Consultation:

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

Consultation has occurred with respective unions in relation to the outsourcing of this requirement.

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 anticipated expenditure under this contract is approximately \$1.9M per annum and is contained within approved operational budgets.

Summary:

Establishing a PSA contract with Graham Stirrat, Just In Just Out, Opal Holdings (QLD) Pty Ltd, Purple Patch Services Pty Ltd as trustee for the Purple Patch Services Trust (Purple Patch) and Wetzler Pty Ltd and RPQS contracts with Graham Stirrat, Just In Just Out, Opal Holdings (QLD) Pty Ltd, Purple Patch Services Pty Ltd as trustee for the Purple Patch Services Trust (Purple Patch) and Wetzler Pty Ltd is deemed to present the best value to Council.

Anticipated Resolution Completion Date:

The contracts will be awarded in March 2021.

Attachments:

1. CONFIDENTIAL 48-21 PSA Offer Evaluation Report.
2. CONFIDENTIAL 48-21 RPQS Offer Evaluation Report.

Tabled Items:

Nil.

Report Prepared by: Manager Contracts and Procurement.

G/3.7. PSA & RPQS 59-21 ARBORICULTURE AND ASSOCIATED SERVICES

Responsible Officer: General Manager Operations

Council Meeting Date: 16 March 2021

File Ref: PE1.1

Purpose:

This report seeks Council's approval to enter into contracts with service providers under a Preferred Supplier Arrangement (PSA) and Register of Pre-Qualified Suppliers (RPQS) for the provision of arboriculture and associated services.

Officer's Recommendation:

That Council:

1. Endorse the Tender Evaluation Panel's recommendation and accept the offer from Treescape Australasia Pty Ltd for both the Preferred Supplier Arrangement and Register of Pre-Qualified Suppliers.
2. Authorise the Chief Executive Officer to enter into a 2-year contract with the option to extend for a further two periods of 2-years, with Treescape Australasia Pty Ltd.

Background:

Council requires external service providers to supplement its internal workforce with the delivery of scheduled and unscheduled arboriculture services due to the specialized nature of this work. Arboriculture service providers are subject to qualification requirements as set out by the Australian Qualifications Framework ('AQF') and the Queensland Arboricultural Association, for consultants as well as operators performing tree removal and professional pruning services.

The service provider appointed to the preferred supplier arrangement ('PSA') will be responsible for completing scheduled arboriculture services consisting of:

- Tree pruning;
- Coconut de-nutting; and
- Palm maintenance.

These works are structured to meet minimum arboriculture requirements, with schedules issued to the contractor ahead of time.

The service provider/s appointed to the Register of Pre-Qualified Suppliers ('RPQS') will support Council's ad hoc arboriculture requirements consisting of (but not limited to):

- Tree pruning;
- Tree removal;
- Stump grinding;
- Severe weather response;
- Proactive street tree pruning;
- Vegetation clearing;

- Street tree planting;
- Tree root maintenance;
- Tree assessment and reporting;
- Soil treatment;
- Tree relocation;
- Coconut Palm De-nutting and other Palm Work; and
- Other specialist tree services.

These works are unplanned requirements, such as those resulting from projects, storms or additional servicing requirements prompted by growth, tree health or customer service requests.

Options, Risk and Opportunity Analysis:

In accordance with section 232 and 233 of the *Local Government Regulation 2012*, a PSA and RPQS will present the best longer-term value for Council over the proposed term, by reducing the preparation and evaluation of invitations every time the services are needed and by accumulating the demand for the service.

On 28 November 2020, Council issued 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*, inviting service providers to submit offers for the PSA, RPQS or both.

The tender closed on 22 December 2020 with one (1) conforming offer received for the PSA and three (3) conforming offers received for the RPQS. The offers were evaluated by a panel of subject matter experts based on the criteria disclosed in the ITT which included:

PSA:

Objective Evaluation Criteria	Weighting
Offer demonstrates understanding of the scope and GRC's requirements	20%
Proposed resourcing addresses all aspects of the scope and GRC's requirements	5%
Nominated past projects performed meet GRC's experience requirements	15%
Proposed Key Personnel have the qualifications and experience required by GRC	30%
Price	20%
Local Content	10%

RPQS:

Objective Evaluation Criteria	Weighting
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	20%
Proposed Key Personnel have the qualifications and experience required by GRC	25%
Price	15%
Local Content	10%

The offers were scored against the evaluation criteria as follows:

PSA:

	Score (before Local Content)	Score (after Local Content)
Treescape Australasia Pty Ltd	44	54

The submission from Treescape Australasia Pty Ltd ("Treescape") was assessed by the panel as meeting Council's requirements. Treescape scored well for previous experience and allocation of resourcing to undertake the scheduled works.

RPQS:

	Score (before Local Content)	Score (after Local Content)
Treescape Australasia Pty Ltd	55	65
Dennis Contracting Services Pty Ltd	40	50
Boyne Island Property Services Pty Ltd	25	35

The submission from Treescape was assessed by the panel as meeting Council's requirements. Treescape scored well for project understanding and previous experience, whilst also presenting the best value for money.

The RPQS contract allows for refreshes at Council's discretion, therefore the companies not recommended for award at this time will have future opportunities made available to retender their services to Council.

Communication and Consultation:

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

Consultation has occurred with respective unions in relation to the outsourcing of this requirement.

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 anticipated expenditure under this contract is contained within approved operational budgets and is estimated to be approximately \$1.2M per annum.

Summary:

Establishing a PSA and RPQS contract with Treescap Australasia Pty Ltd presents the best value to Council at this time.

Anticipated Resolution Completion Date:

The contracts will be awarded in March 2021.

Attachments:

1. CONFIDENTIAL PSA 59-21 Offer Evaluation Report.
2. CONFIDENTIAL RPQS 59-21 Offer Evaluation Report.

Tabled Items:

Nil.

Report Prepared by: Manager Contracts and Procurement.

G/3.8. PSA 68-21 SUPPLY OF WATER METERS

Responsible Officer: General Manager Operations

Council Meeting Date: 16 March 2021

File Ref: PE1.1

Purpose:

This report seeks Council's approval to enter into a contract with Elster Metering Pty Ltd under a Preferred Supplier Arrangement ('PSA') for the supply and delivery of water meters.

Officer's Recommendation:

That Council:

1. Endorse the Tender Evaluation Panel's recommendation and accept the tender from Elster Metering Pty Ltd for PSA 68-21 Supply of Water Meters; and
2. Authorise the Chief Executive Officer to enter into a 1-year contract with the option to extend for a further four 1-year periods, with Elster Metering Pty Ltd.

Background:

Council's Water Program Delivery team require from time to time, the supply and delivery of water meters to support operational activities. The water meters supplied must comply with Australian Standards, have National Standards Commission Pattern Approval and meet manufacture requirements for compatibility with Council's infrastructure.

Options, Risk and Opportunity Analysis:

In accordance with section 232 and 233 of the *Local Government Regulation 2012*, a PSA will present the best longer-term value for Council over the proposed term, by reducing the preparation and evaluation of invitations every time the water meter supply is sought and by accumulating the demand for the service.

On 19 September 2020, Council issued 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*, inviting service providers to submit offers for the PSA.

The tender closed on 20 October 2020 with three (3) conforming offers received. The offers were evaluated by a panel of subject matter experts based on the criteria disclosed in the ITT which included:

Criteria	Description	Weighting
Submitted Program		10%
Schedule Suitability	Proposed program meets GRC requirements.	
Program detail	The submitted program displays a suitable level of detail and includes all activities to be completed.	
Project Understanding & Methodology		15%
Capability Statement	Capability of business identifies competencies, achievements, associations and accreditations are relevant to the supply and delivery of water meters	
Previous experience		35%
Past performance/ Project history	Successful completion or current similar arrangements supplying and delivery of water meters within the last two (2) years.	
Data Sheets	Data Sheets Specifications or Certificates clearly identify the Supplier can supply the required water meters as per the Scope of Work	
Price	Whole of Contract Pricing	30%
Local Preference (1)	Geographical Location (Vendor head/branch offices)	5%
Local Preference (2)	% of Locally sourced resources and products	5%
TOTAL		100%

The offers were scored against the evaluation criteria as follows:

	Score (before Local Content)	Score (after Local Content)
Elster Metering Pty Ltd	48.0	51.0
Xylem Water Solutions Australia Limited	43.0	46.0
Cadia Group Pty Ltd	31.0	33.0

The submission from Elster Metering Pty Ltd ('Elster') ranked the highest with good lead times and relevant previous experience. Elster also provided extensive data sheets which clearly identified the suitability of their product for Council.

The offer from Elster has been evaluated as presenting the best value to Council after considering technical and commercial criteria and is recommended for award on that basis.

The water meters proposed by Elster are compatible for the retrofit of smart metering functionality, should Council proceed with an outcome from the current expression of interest process for a smart metering system.

Communication and Consultation:

Regular meetings between the operations team, stakeholders and the contractor will take place throughout the term of the contract.

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:

Council's annual expenditure for water meters has been approximately \$290k and is a cost which is contained within approved budgets. It is however accepted by tenderers making offers for a PSA, that selection for the PSA gives no guarantee or representation as to the volume or value of orders to be issued by Council.

Summary:

Establishing a PSA contract with Elster Metering Pty Ltd for the supply and delivery of water meters is deemed to present the best value to Council.

Anticipated Resolution Completion Date:

The contract will be awarded in March 2021.

Attachments:

1. CONFIDENTIAL 68-21 Offer Evaluation Report.

Tabled Items:

Nil.

Report Prepared by: Manager Contracts and Procurement.

G/3.9. NAMING OF INFRASTRUCTURE ASSETS - PHILIP STREET COMMUNITIES AND FAMILIES PRECINCT NAMING OF BUILDINGS

Responsible Officer: General Manager Customer Experience

Council Meeting Date: 16 March 2021

File Ref: ASNAME/4/2021

Purpose:

The purpose of this report is to request the inclusion of three (3) names in the Approved Place Names Register for naming of buildings at the Philip Street Communities & Families Precinct.

Officer's Recommendation:

That Council authorise the Chief Executive Officer to:-

1. Include three (3) traditional language names in the Approved Place Names Register;
 - a. Ngallil (nar-lee-ill), meaning 'All of Us' in the Gurang language;
 - b. Gumar (goo-mar), meaning 'Shield' in the Byellee language;
 - c. Nutchee, (na-chee) meaning 'Family' in the Gooreng Gooreng language.
2. Utilise the included names to name three (3) buildings at the Philip Street Communities & Families Precinct:-
 - a. Gladstone Regional Council Community & Neighbourhood Centre - Ngallil
 - b. The Salvation Army Building - Gumar
 - c. Communities for Children Building (sublease of The Salvation Army) - Nutchee

Background:

As construction progresses on Gladstone Regional Council's Philip Street Communities & Families Precinct, significant work is being undertaken to operationalise the precinct prior to its opening in July 2021.

The Philip Street Working Group (PSWG), consisting of key stakeholders of the Precinct, Gladstone Regional Council, The Salvation Army, Communities for Children, GAPDL, and the Department of Communities, Disability Services and Seniors, have achieved several milestones including:

- Establishment of operating model
- Terms of Reference
- Advisory Committee
- EOI for service providers
- Collective impact modelling

The project is now at a stage where building names are to be allocated to ensure the wayfinding signage is implemented prior to opening the facility.



Figure One: Aerial view of Philip Street Communities & Families Precinct and the four (4) buildings within Stage 1.

The Philip Street Working Group have recommended the use of traditional language to name the buildings at the Precinct, and have consulted with Council's Reconciliation Action Plan Officer, the PCCC, and Traditional Owner's to select language that reflects the services of each of the buildings and acknowledgement of the buildings on their country.

Options, Risk and Opportunity Analysis:

The proposal has been assessed against the requirements of Council's Naming of Infrastructure Assets Policy (P-2020-17) and Corporate Standard (CS-2020-20) to add the following names to the Approved Place Name Register.

- a. Ngallil (nar-lee-ill), meaning 'All of Us' in the Gurang language;
- b. Gumar (goo-mar) meaning 'Shield' in the Byellee language;
- c. Nutchee (nut-chee), meaning 'Family' in the Gooreng Gooreng language.

Assessment Criteria	Compliance with Criteria	Comment
Uniqueness of Name	Compliant	Traditional language of the First Nation people of the Gladstone Region; Byellee, Gooreng Gooreng and Gurang.
Source of Name	Compliant	First Australians
Spelling and Form of Name	Compliant	Provided by Traditional Owners relating to the intent of the services in the buildings.
Intended Use	Compliant	Appropriate to the physical and historical area.
Status of Name	Compliant	
Need to Name the Infrastructure	Not Compliant	Buildings do not need to be named; however, it will support the community to locate services.
Complies with Australian Standard 4819:2011 Rural and Urban Addressing	Not Compliant	

These names have been provided by Traditional Owners and have been endorsed for their use to name buildings.

Communication and Consultation:

The approach to name the buildings within the Philip Street Communities & Families Precinct in traditional language is aligned with Council's Reconciliation Action Plan and acknowledges their connection to the land.

Through Council's Reconciliation Action Plan Officer, words were selected to reflect the services delivered in each of the buildings, and traditional language was provided by the Traditional Owners of the region, Byellee, Gooreng Gooreng and Gurang.

The fourth Traditional Owner Group, Taribelang Bunda, did not wish to participate as their country is predominantly in the Bundaberg Region.

The fourth building, Council's Community Meeting Room is yet to be named.

Legal Strategy and Policy Implications:

The application has been assessed against the requirements of Council's Naming of Infrastructure Assets Policy (P-2020-17) and Corporate Standard (CS-2020-20)

Financial and Resource Implications:

The naming of the buildings is a component of the approved capital project.

Summary:

Stage 1 of the Philip Street Communities and Families Precinct hosts four (4) buildings occupied by Gladstone Regional Council, The Salvation Army and Communities for Children.

To support the community in wayfinding, it is proposed to name the buildings in Traditional Owner language and from Council's Approved Asset Name Register.

The names proposed to be included in the Asset Name Register align with the intent of the service delivery from the buildings, as listed below:

- a. Ngallil, meaning 'All of Us' in the Gurang language;
- b. Koomar, meaning 'Shield' in the Byellee language;
- c. Nutchee, meaning 'Family' in the Gooreng Gooreng language.

A name for the Community Meeting Place is yet to be selected.

Anticipated Resolution Completion Date:

30 April 2021

Attachments:

Nil.

Tabled Items:

Nil.

Report Prepared by: General Manager Community Development & Events

G/4. DEPUTATIONS

Nil.

G/5. COUNCILLORS REPORT

Nil.

G/6. URGENT BUSINESS

Nil.

G/7. NOTICE OF MOTION

G/7.1. BOYNE BURNETT INLAND RAIL TRAIL

Notice of Motion – Council Meeting Date: 16 March 2021

Purpose:

For Council to consider to apply for funding on Boyne Burnett Inland Rail Trails Incorporated's behalf.

Councillor's Recommendation:

That Council apply for any funding available to support the Boyne Burnett Inland Rail Trail project. In particular that it apply for funding which may be available now under the "Rail Trail Local Government Grants' program".

Background:

The Boyne Burnett Inland Rail Trail (BBIRT) committee is seeking funds from the program to undertake works.

Including:

- Installation of signage in accordance with the design standard implemented on the Brisbane Valley Rail Trail.
- Preparing the finished surface of the proposed rail trail, sidings and disability access to tunnel 6.
- Shade structures with associated water tanks and all ability toilets.
- Gates, grids and handrails and associated fences.
- Temporary shade structures (marquees/tables/signage/marketing material).

Consideration:

It has been advised to officers that the BBIRT committee has been bequeathed funds of \$80,000 and are offering to use these funds as match funding (50/50) for the Rail Trail Local Government Grants Program application.

Communication and Consultation:

Department of Transport and Main Roads Manager (Rail Corridor Management)
Development Projects and Rail Corridor Management
Boyne Burnett Inland Rail Trail Inc President

Legal Strategy and Policy Implications:

Nil.

Financial and Resource Implications:

Officers time to fill in application and source information from BBIRT.

Summary:

Nil.

Attachments:

1. Email from Department of Transport and Main Roads
2. Grant Application
3. Appendix 2
4. Brisbane Valley Rail Trail Yimbun Interpretive Sign
5. Brisbane Valley Rail Trail Interpretive Signage
6. Rail Trail Photos

Tabled Items:

Nil.

Notice of Motion Prepared by: Councillor Desley O'Grady and Councillor Chris Trevor

G/8. CONFIDENTIAL ITEMS

G/8.1. PROPOSED TRANSFER OF LAND TO GLADSTONE PORTS CORPORATION LIMITED - AUCKLAND HILL

Responsible Officer: General Manager Strategic Asset Performance

Council Meeting Date: 16 March 2021

File Ref: CM8.8, CP2.5

Reason for Confidentiality:

This report is **CONFIDENTIAL** in accordance with Section 254J of the *Local Government Regulation 2012*, the meeting is to be closed to the public to discuss business relating to the following: -

(g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

ATTACHMENTS