



GLADSTONE REGIONAL COUNCIL

GENERAL MEETING NOTICE AND AGENDA

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

On Tuesday 15 June 2021

Commencing at 10.30am

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 1 JUNE 2021

Responsible Officer: Chief Executive Officer

Council Meeting Date: 15 June 2021

File Ref: CM7.2

Purpose:

Confirmation of the minutes of the General Meeting held on 1 June 2021.

Officer's Recommendation:

That the minutes of the General Meeting of Council held on 1 June 2021 be confirmed.

Attachments:

1. Minutes of the General Meeting of Council held on 1 June 2021.

Tabled Items:

Nil.

Report Prepared by: Executive Secretary

G/3. OFFICERS' REPORTS

G/3.1. BUDGET AMENDMENT 2020-2021

Responsible Officer: General Manager Finance Governance and Risk

General Meeting Date: 15 June 2021

File Ref: FM6.1

Purpose:

This report seeks adoption of the Amended Budget for the Year Ended 30 June 2021.

Officer's Recommendation:

That Council adopt the Amended Budget for the Year ended 30 June 2021 in accordance with section 170 of the *Local Government Regulation 2012*, noting the contents of the Balance Sheet include the statement of estimated financial position for the previous 2019/2020 financial year in accordance with section 205 of the *Local Government Regulation 2012*.

Background:

At Council's General Meeting held on 1 December 2020, Council resolved to amend the consumption charge for the Lake Awoonga Treated Water Scheme in accordance with resolution G/20/4388.

In addition, at Council's General Meeting held on 16 February 2021, Council resolved to refinance its existing loans with the Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) as outlined in resolution G/21/4441.

Both decisions (and subsequent recent approval from DSDILGP for the refinancing decision) necessitate Council to adopt an amended budget that accounts for these decisions.

Options, Risk and Opportunity Analysis:

Council is required to adopt an amended budget to ensure the two decisions outlined above are appropriately accounted for in its financial statements and to give legislative effect to the expenditure.

Communication and Consultation:

Internal communication has occurred with relevant officers to enact and implement the above listed resolutions. External communication has occurred with DSDILGP to seek approval for the refinancing decision.

Legal Strategy and Policy Implications:

Section 94A of the *Local Government Act 2009* provides Regulation-making power for additional decisions about levying of rates and charges for 2020–2021 financial year.

Section 173A of the *Local Government Regulation 2012* applies if a local government makes an extraordinary decision. Resolution G/20/4388 is classified as an extraordinary decision, therefore, S173A(4) applies, which states the local government must adopt an annual budget amended in compliance with this section.

In addition, section 170 of the *Local Government Regulation 2021* provides that the local government may, by resolution, amend the budget for a financial year at any time before the end of the financial year.

Financial and Resource Implications:

There is no impact on Council's financial position due to the consumption charge for water as the cost is directly recoverable from consumers of water.

The refinancing decision will result in an annual net outlay reduction of \$0.68m.

The budget amendment will account for the Early Repayment Adjustment costs of the fixed debt refinancing.

Summary:

N/A

Anticipated Resolution Completion Date:

At time of resolution.

Attachments:

1. Budget Amendment 2020-21

Tabled Items:

Nil.

Report Prepared by: Manager Governance

G/3.2. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 26 MAY 2021

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 15 June 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 26 May 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 26 May 2021 as required under Section 204 *Local Government Regulation 2012*.

Background:

The percentage of year passed (pro-rata rate) as at 26 May 2021 is 90.68%.

Budget Amendment

The 2020-21 budget was adopted on 7 July 2020. The business has since undertaken a budget amendment process to establish an expected position at 30 June 2021. The budget amendment indicates a deficit of \$26.9m comprised of a deficit of \$5.4m relating to ordinary operations and \$21.5m relating to the early repayment adjustment resulting from Queensland Treasury Corporation loan restructuring. This restructure adjustment charge represents a timing variance locking in current low interest rates providing future cashflow benefits.

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

Statement of Income and Expenditure

Income

Recurrent Revenue

Total recurrent revenue	2020-21	Actual as %
Actual	\$174.0m	
Budget	\$189.3m	91.92%
Budget Amendment	\$193.3m	90.00%

Items of interest:

Net rates and utility charges	2020-21	Actual as %
Actual	\$143.1m	
Budget	\$152.1m	94.15%
Budget Amendment	\$154.3m	92.81%

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 budget amendment.

Income tax equivalents	2020-21	Actual as %
Actual	\$2.2m	
Budget	\$0.5m	430.33%
Budget Amendment	\$2.2m	97.80%

A payment comprising the 2019-20 dividend and income tax equivalents was received from the Gladstone Area Water Board in February. No significant change is expected for the remainder of the year.

Other recurrent income	2020-21	Actual as %
Actual	\$2.4m	
Budget	\$2.0m	115.99%
Budget Amendment	\$1.8m	128.43%

Sponsorships and support for Gladstone Entertainment and Convention Centre events has exceeded budget amendment expectations. The recent animal registration checking program has been successful in issuing substantial fees for non-compliant animals. Rental Income for council owned property positively reflects that some contingency reductions expected for COVID-19 impacts were not required.

General purpose grants	2020-21	Actual as %
Actual	\$2.9m	
Budget	\$8.3m	35.49%
Budget Amendment	\$8.3m	35.43%

The budget amendment consists of \$8.3m for the Federal assistance grant (FAG). Year to date \$3.0m has been received, with the balance typically received towards the end of the financial year.

Capital Revenue

Total capital revenue	2020-21	Actual as %
Actual	\$14.2m	
Budget	\$27.3m	52.21%
Budget Amendment	\$24.1m	59.06%

The budget amendment amount consists primarily of State and Federal funding. Projects with significant funding within the budget amendment are listed in the table below:

State Funding

Description	Budget		
	Budget	Amend	Actual
Gladstone Aquatic Centre - Rejuvenation & upgrade	\$1.3m	\$1.1m	\$0.6m
Toondoon Botanical Gardens - Demonstration Gardens	\$0.3m	\$0.5m	\$0.3m
Toondoon Botanical Gardens Electrical upgrade of external lighting	\$1.6m	\$1.4m	\$0.8m
Tannum Sands State School Bus Bay	-	\$0.6m	\$0.3m
Agnes Street - New Carpark	0.70	\$0.8m	\$0.4m
Goondoon Street Footpath	\$0.7m	\$0.7m	\$0.1m
Upgrade to pump station SPS A06	\$1.8m	\$1.6m	\$0.9m
Gladstone WWTP Biosolids	-	\$0.6m	\$0.6m
Other (Multiple Projects with Forecast <\$0.5m)	\$8.0m	\$4.3m	\$3.1m
	\$14.4m	\$11.6m	\$7.1m

Federal Funding

Description	Budget		
	Budget	Amend	Actual
Philip Street Communities Precinct - Stage 1a	\$4.6m	\$1.7m	\$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
Blain Drive, Gladstone - Pavement Renewal	-	\$0.8m	-
Gravel Road Resheeting - Various locations	\$1.6m	\$1.2m	\$0.9m
Dawson Highway, Gladstone	\$0.9m	\$0.7m	\$0.4m
Other (Multiple Projects with Forecast <\$0.5m)	\$1.4m	\$1.9m	\$0.7m
	\$12.4m	\$9.3m	\$4.0m

Other capital grants, subsidies, contributions and donations	2020-21	Actual as %
Actual	\$2.9m	
Budget	\$0.1m	--
Budget Amendment	\$2.8m	105.13%

Budget amendment and actual figures relate primarily to the Philip Street Communities Precinct project. Invoices totaling \$2.6m have been raised to The Salvation Army, for contributions to the project. These invoices were raised at the request of The Salvation Army, as a requirement to secure funding for the project from The Gladstone Foundation. The invoices are yet to be paid.

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	\$180.8m	
Budget	\$193.7m	93.36%
Budget Amendment	\$220.3m	82.07%

Of note:

Employee benefits	2020-21	Actual as %
Actual	\$61.8m	
Budget	\$61.7m	100.23%
Budget Amendment	\$65.9m	93.78%

Employee benefits are the largest component of Councils recurrent expenditure.

The increase in budget amendment expenditure is primarily due to a year-to-date average vacancy rate of 5.42% within Council compared to the budgeted vacancy rate of 7.5% based on historical trend.

Donations	2020-21	Actual as %
Actual	\$2.2m	
Budget	\$3.3m	64.45%
Budget Amendment	\$3.1m	69.40%

Community Support donations are significantly below budget amendment with limited opportunity remaining for additional expenditure to be approved and disbursed by June.

Motor vehicle expenses	2020-21	Actual as %
Actual	\$1.8m	
Budget	\$1.5m	114.04%
Budget Amendment	\$1.8m	100.37%

Motor vehicle expenses are marginally exceeding budget amendment, with the difference primarily attributable to external repairs and tyres.

Staff and Councillor associated expenses	2020-21	Actual as %
Actual	\$1.3m	
Budget	\$2.5m	52.22%
Budget Amendment	\$1.6m	79.63%

Spending has been low compared to the budget amendment in the areas of recruitment, staff medical costs and training.

Finance costs (total)	2020-21	Actual as %
Actual	\$3.8m	
Budget	\$4.3m	88.76%
Budget Amendment	\$25.8m	14.82%

The budget amendment for finance costs includes the aforementioned early repayment adjustment. This is expected to be realised in June 2021.

Statement of Financial Position

	Current Value	Budget	Budget Amendment	Percentage of Budget	Percentage of Budget Amendment
Year to date Assets	\$2.5b	\$2.3b	\$2.5b	109.23%	98.61%
Year to date Liabilities	\$139.8m	\$123.3m	\$136.3m	113.36%	102.54%

The budget amendment represents the expected position at 30 June 2021.

Capital Expenditure

	Actual	Budget	Budget Amendment	Actual as % of Budget	Actual as % of Budget Amendment
Year to date capital expenditure	\$54.6m	\$64.8m	\$65.1m	84.20%	83.83%
Including commitments (open purchase orders)	\$64.2m			99.00%	98.57%

Of the \$9.6m in commitments, \$2.8m relates to the fleet replacement program, \$0.8m relates to Goondoon Street footpath and \$0.7m relates to pump station SPS A06 upgrade.

Accrual estimates of \$2.6m have been included in the actuals, to account for major claims relating to May work as at 26 May 2021.

Capital expenditure against groups with significant capital expenditure budgets is shown in the table below:

Group	YTD Actual	Commitments	Budget	Actual as % of Budget	Budget Amendment	Actual as % of Budget Amendment
Road Assets	\$10.9m	\$2.1m	\$16.9m	65%	\$14.2m	77%
Sewerage Assets	\$11.1m	\$2.1m	\$11.7m	95%	\$12.7m	88%
Strategy & Transformation	\$11.9m	\$0.5m	\$12.8m	93%	\$12.4m	96%
Water Assets	\$5.6m	\$1.0m	\$6.2m	90%	\$6.6m	85%
Delivery Support and Performance	\$4.8m	\$2.8m	\$5.1m	94%	\$7.6m	63%
Waste Assets	\$4.3m	\$0.1m	\$4.4m	98%	\$4.5m	96%
Property Assets	\$4.0m	\$0.2m	\$4.6m	87%	\$4.3m	92%
Parks & Environment Assets	\$1.2m	\$0.6m	\$1.9m	62%	\$1.7m	67%
Community Development & Events	\$0.2m		\$0.5m	46%	\$0.3m	75%
Other	\$0.6m	\$0.2m	\$0.8m	77%	\$0.8m	75%
Total	\$54.6m	\$9.6m	\$64.8m	84%	\$65.1m	84%



Outstanding Rates

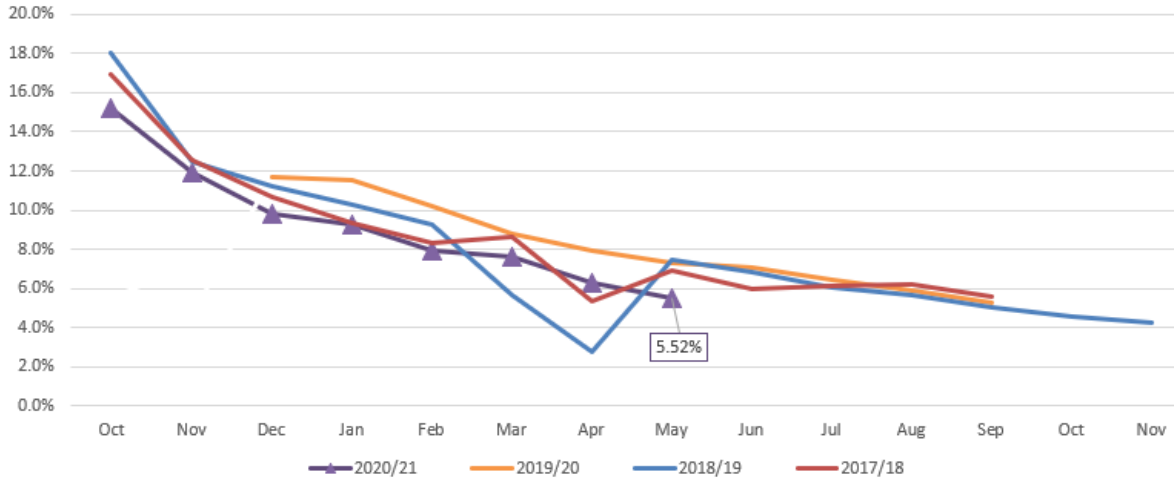
Outstanding rates, as a percentage of gross rates levied for 2020-21, and collectible, is at 5.52% at the end of May 2021, compared to 7.32% for the same period last year.

Of the \$10.2m of outstanding rates 18.63% relates to commercial / industrial assessments and 81.37% represents residential assessments.

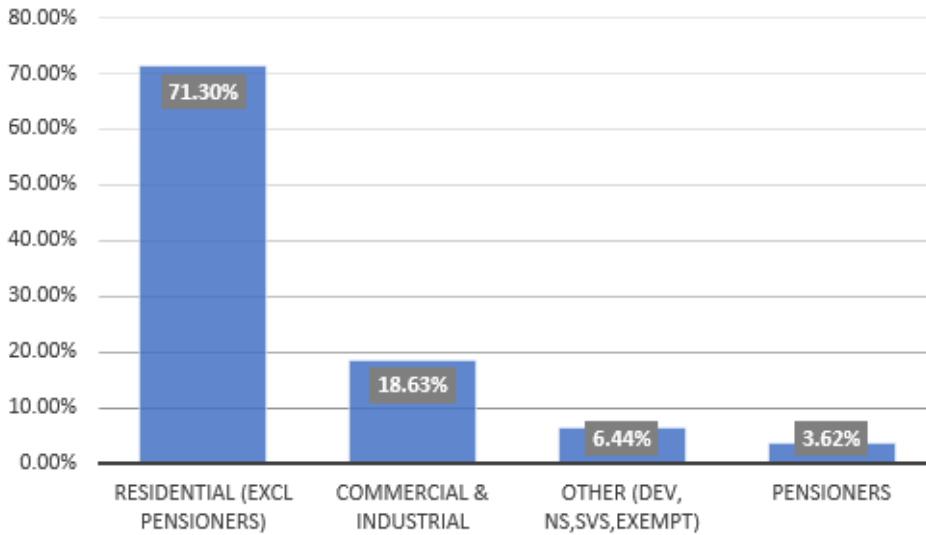
These figures include \$2.2m of rates that are currently being repaid under an authorised payment plan, for which there were 32 commercial/industrial assessments and 1,106 residential assessments. A total of 1,138 assessments, which is a decrease from 1,557 assessments in April 2021. This movement is a result of removal of arrangements on sold property, default arrangements and paid-up arrangements.

There were 5,444 ratepayers who had paid their rates in advance, in the amount of \$8.9m.

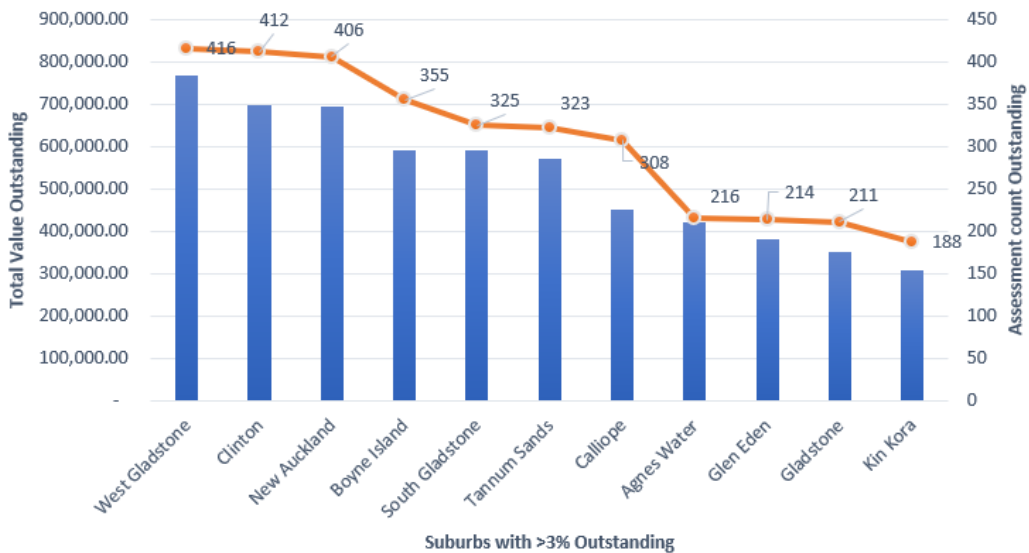
Outstanding Rates



Outstanding Rates & Charges at 25/05/2021



Residential Rates & Charges Outstanding > 3% per Suburb



Sustainability Ratios

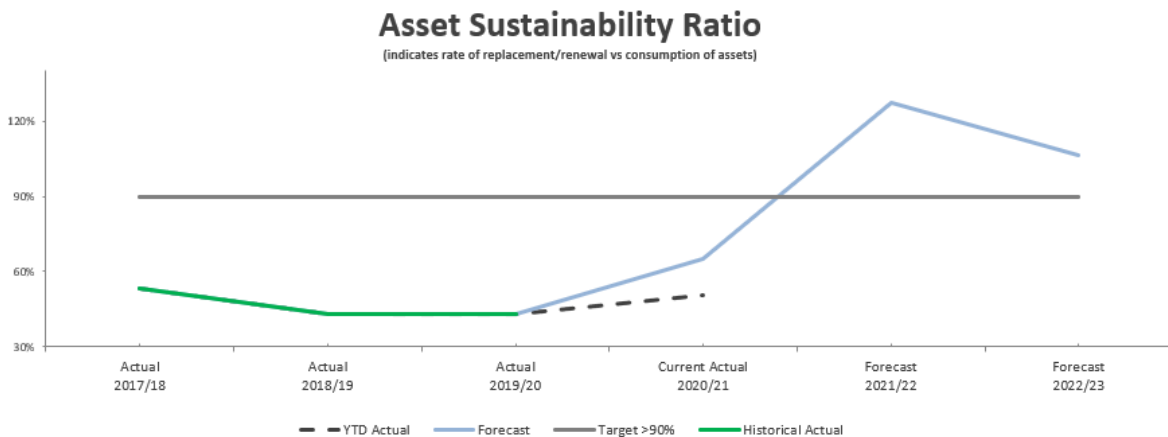
Council's Sustainability Ratios for the period are generally in line with expectations at this stage of the reporting year. Early in the financial year, ratios are typically distorted given that Council raises most of its yearly revenue in a lump sum but incurs expenses and delivers its capital program 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 36.75% of capital expenditure on renewals. The improvement on last years result is a positive trend.

Asset Sustainability Ratio				
CURRENT YTD	PRIOR YTD	BUDGET	BUDGET AMENDMENT	TARGET
50.79%	40.68%	57.90%	64.82%	>90%



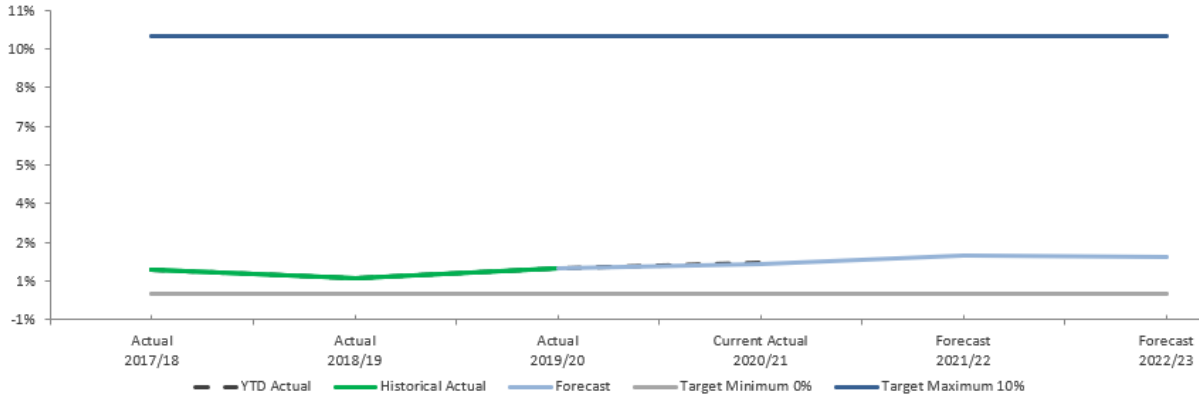
Interest Coverage Ratio

This ratio indicates the percentage of operating revenue required to cover net interest costs. 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	BUDGET AMENDMENT	TARGET
1.20%	0.98%	0.69%	1.17%	0 - 10%

Interest Coverage Ratio

(indicates extent of commitment of revenue to interest payments)



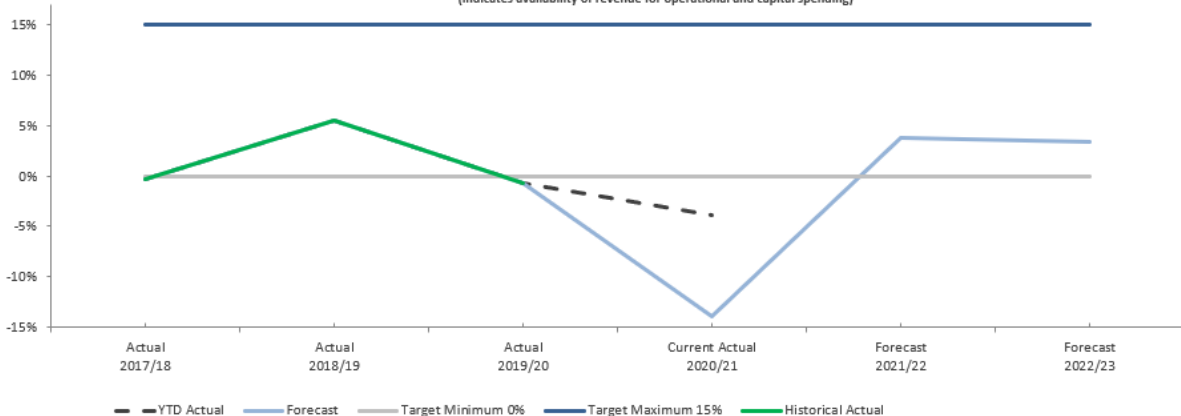
Operating Surplus Ratio

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 are difficult to compare between years, as operating accruals have been taken up in the 2020-21 year, but not the prior. The budget amendment is impacted by the QTC loan restructure.

Operating Surplus Ratio				
CURRENT YTD	PRIOR YTD	BUDGET	BUDGET AMENDMENT	TARGET
(3.89%)	5.53%	(2.29%)	(13.94%)	0 - 15%

Operating Surplus Ratio

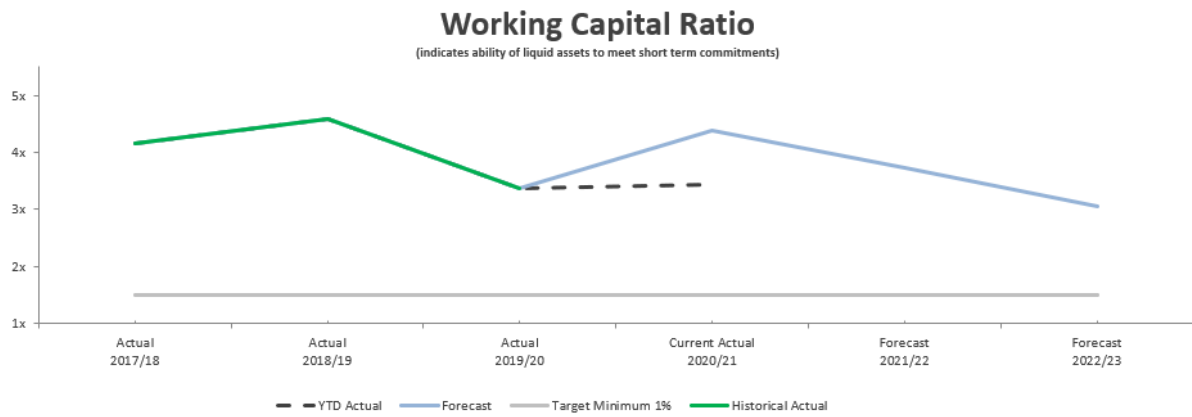
(indicates availability of revenue for operational and capital spending)



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 healthy cash balance, which increases the results of this ratio. The ratio is in excess of the target minimum, reflecting a healthy position for Council.

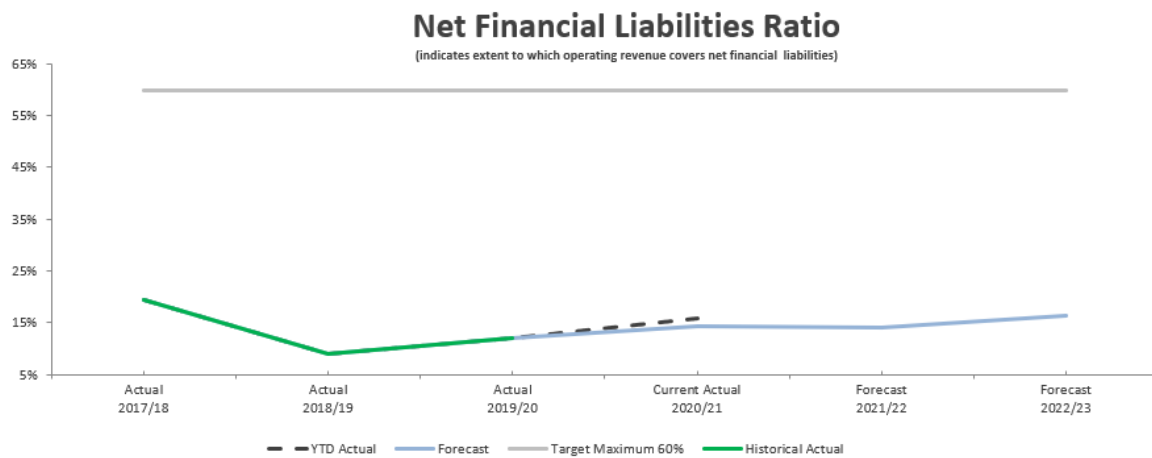
Working Capital Ratio				
CURRENT YTD	PRIOR YTD	BUDGET	BUDGET AMENDMENT	TARGET
2.95x	7.40x	4.41x	3.89x	Greater than 1:1



Net Financial Liabilities Ratio

The ratio shows the extent to which operating revenue covers net financial liabilities. Operating revenue is similar from year to year, however current assets (namely cash and receivables) are lower than this time last year.

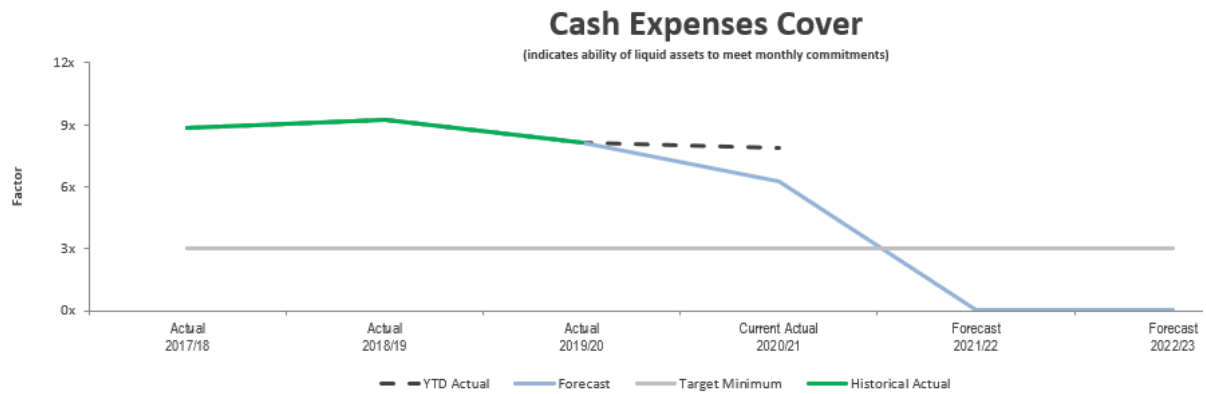
Net Financial Liabilities Ratio				
CURRENT YTD	PRIOR YTD	BUDGET	BUDGET AMENDMENT	TARGET
15.86%	(2.60%)	3.45%	14.48%	< 60%



Cash Expenses Cover Ratio

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

Cash Expenses Cover Ratio				
CURRENT YTD	PRIOR YTD	BUDGET	BUDGET AMENDMENT	TARGET
7.91x	10.43x	7.69x	6.27x	> 3x



Options, Risk and Opportunity Analysis:

Nil.

Communication and Consultation:

The report seeks specialist input regarding budget from Systems Modelling and Metrics Specialist and Cost Analyst. Capital expenditure commentary is provided through Manager Works Planning and Scheduling. 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:

15 June 2021

Attachments:

1. Monthly Financial Statements for the period ending 26 May 2021
2. Operating Statements for month end May

Tabled Items:

Nil.

Report Prepared by: Accountant

G/3.3. 2021-22 SOLE/SPECIALISED SUPPLIERS

Responsible Officer: General Manager Operations

Council Meeting Date: 15 June 2021

File Ref: PE1.1

Purpose:

This report seeks resolution from Council to make use of the provisions in section 235 of the Local Government Regulation 2012, that allows for exceptions to the requirement for written quotes or tenders.

Officer's Recommendation:

That:

1. In accordance with s235(a) of the *Local Government Regulation 2012*, Council is satisfied that the below suppliers are the only suppliers reasonably available to deliver the respective product/service for the 2021/22 financial year:

Supplier	Relevant Product/Service
ALS Limited	Sole supplier of drinking water analysis in Gladstone and the nearest competing laboratories are in Brisbane and Townsville.
Aurion Corporation Pty Ltd	Sole supplier of Aurion software used for payroll management.
Austeng Crematoria and Cemetery	Sole supplier (OEM) of Austeng crematoria service and parts for crematorium at Boyne Island Memorial Parklands
Chemwatch	Sole supplier Chemwatch software used for the storage and management of Material Safety Data Sheet (MSDS) and Safety Data Sheet (SDS).
Civica Pty Ltd	Sole supplier of Reflect and Recover software and hosting services, technical support used by Roads program Delivery for asset management and RMPC contract coordination.
Central Queensland Media Pty Ltd t/a CQ Today	Only publisher of a publication that circulates throughout Central Queensland.
Davcor Group Pty Ltd t/a Electronic Keying Australia	Sole supplier (OEM) of the electronic keys and vaults used to access Council buildings.
Ecoscope Environmental Pty Ltd	Sole supplier of NATA accredited laboratory with proximity to Gladstone and the nearest competing laboratories are in Brisbane and Townsville.
Ergon Energy	Sole supplier of electrical infrastructure in Central Queensland.
GCM Enviro Pty Ltd	Sole supplier (OEM) of landfill compactor parts.
Harbour Software	Sole supplier of Doc Assembler and Docs on Tap software currently utilized by Council.
Hastings Deering	Sole supplier (OEM) of Caterpillar machinery parts
IDEXX Laboratories Pty Ltd	Sole supplier of consumables for the IDEXX Coli-ert system
Infor Global Solutions (ANZ) Pty Ltd	Sole supplier for Pathway software used for managing customer service requests.
J. H. Wagner & Sons	Sole supplier of marker stones used at the Boyne Tannum Memorial Gardens.

Key Cut Services Pty Ltd	Only supplier reasonably available to Council to support EKA (electronic key services) as they are the only authorised dealer located in Gladstone and the nearest competing authorised dealer is in Brisbane.
Kvitko Holdings T/A Elevate Media	Only publisher of a publication that circulates throughout the Gladstone Region focused on the Gladstone Region (Gladstone News).
LG Solutions	Sole supplier of the LG Solutions cloud application used to collate fees and charges information as part of the annual budget process.
Mettler Toledo-Limited	Sole supplier (OEM) of weighbridge service and parts at Gladstone TS and Benaraby LF
Mottech Parkland Australia	Sole supplier of Irrinet irrigation system technology and hardware (only Australian importer and distributor).
News Limited	Only publisher of a newspaper that circulates throughout the state of Queensland focused on the state of Queensland (Courier Mail)
Origin Energy	Sole supplier of gas and gas infrastructure for GECC.
QIT Plus Pty Ltd	Sole supplier of the online platform (Guardian) used for managing disaster events under the Queensland Disaster Management Arrangements
SANZAP Pty Ltd T/A Solus Consulting	Sole supplier of the SOLUS Library App used by library members to utilise library services.
Spirac Solid Handling Solutions	Sole supplier of Spirac conveyor parts. A spirac conveyor is installed at the Tannum Sands Waste Water Treatment Plant.
Strategic Grants	Sole supplier of a grants database (GEM Portal) and management system available to Australia and New Zealand
Technology One Pty Ltd	Sole supplier of Technology One software used for the management of Council's financials, supply chain, maintenance, document management, etc.
Telstra	Sole supplier of telecommunication infrastructure in Central Queensland
Western Truck Group Pty Ltd	Sole supplier (OEM) of Volvo machinery parts

2. In accordance with s235(b) of the *Local Government Regulation 2012*, Council is satisfied to award the below list of supplier the relevant services because of the specialised or confidential nature for the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders from other suppliers for the 2021/22 financial year:

Supplier	Relevant Service
Gladstone Engineering Alliance (GEA)	Specialised body established to strengthen business and industry relationships within the Gladstone Region facilitating events, supply chain engagements and suppliers exclusive to businesses in the Gladstone Region.
Grant Broadcasters	Provider of advertising services for 4CC and Kix Country radio. The reason for specialised supplier is due to it being impractical to invite quotes for this service as selection of radio station is based on target demographic and listener base relevant to the required advertising.
Institute of Public Works Engineering Australasia (IPWEA)	Specialised peak association for professionals who deliver public works and engineering services to communities in Australia and New Zealand. Technical Society of Engineers Australia, providing, training, networking, on-line documents for purchase and exchange of specialist expertise.
Jardine Lloyd Thompson Pty Ltd	Specialists in providing insurance products and services to local government e.g. Directors and Officers Liability and Environment Impairment Liability.
SEEK Limited	Provider of online recruitment advertising. The reason for specialised

	provider is due to the connection to Aurion which allows advertisements to be automatically released on SEEK when a recruitment process in Aurion is commenced.
Southern Cross Austereo	Provider of advertising services for Hit FM 93.5 and Triple M radio. The reason for specialised supplier is due to it being impractical to invite quotes for this service as selection of radio station is based on target demographic and listener base relevant to the required advertising.

Background:

Section 225 of the *Local Government Regulation 2012* (LGR) provides that a local government cannot enter into a medium sized contractual arrangement unless it first invites 3 potential suppliers to quote.

A medium sized contractual arrangement as a contractual arrangement with a supplier that is expected to be worth \$15,000 or more (plus GST) but less than \$200,000 over a financial year (or longer term of contract). The expected value is the total expected value of all Council's contracts with the supplier for goods and services of a similar type under the arrangement.

Due to the nature of some goods and services, there may be only one supplier who is reasonably available. In recognition of this, s235 of the LGR provides an exception to the requirement to obtain 3 quotes where a local government resolves it is satisfied that there is only 1 supplier who is reasonable available.

After investigation, it has been determined that the following suppliers meet the requirements of s235(a) of the LGR for the relevant product or service set out below:

Supplier	Relevant Product/Service	Rationale
ALS Limited	Drinking water analysis	Sole supplier of drinking water analysis in Gladstone and the nearest competing laboratories are in Brisbane and Townsville.
Aurion Corporation Pty Ltd	Aurion software	Sole supplier of Aurion software used for payroll management.
Austeng Crematoria and Cemetery	Crematoria service and parts	Sole supplier (OEM) of Austeng crematoria service and parts for crematorium at Boyne Island Memorial Parklands
Central Queensland Media Pty Ltd t/a CQ Today	CQ Today publication	Only publisher of a publication that circulates throughout Central Queensland.
Chemwatch	Chemwatch software	Sole supplier Chemwatch software used for the storage and management of Material Safety Data Sheet (MSDS) and Safety Data Sheet (SDS).
Civica Pty Ltd	Reflect and Recover software and hosting services, technical support	Sole supplier of Reflect and Recover software and hosting services, technical support used by Roads program Delivery for asset management and RMPC contract coordination.
Davcor Group Pty Ltd t/a Electronic Keying Australia	electronic keys and vaults	Sole supplier (OEM) of the electronic keys and vaults used to access Council buildings.
Ecoscope Environmental Pty Ltd	NATA accredited laboratory	Sole supplier of NATA accredited laboratory with proximity to Gladstone and the nearest competing laboratories are in Brisbane and Townsville.
Ergon Energy	Electrical infrastructure	Sole supplier of electrical infrastructure in Central Queensland

GCM Enviro Pty Ltd	Compactor parts	Sole supplier (OEM) of landfill compactor parts
Harbour Software	Doc Assembler and Docs on Tap software	Sole supplier of Doc Assembler and Docs on Tap software currently utilised by Council.
Hastings Deering	Caterpillar machinery parts	Sole supplier (OEM) of Caterpillar machinery parts
IDEXX Laboratories Pty Ltd	Consumables for the IDEXX Coliart system	Sole supplier of consumables for the IDEXX Coliart system
Infor Global Solutions (ANZ) Pty Ltd	Pathway software	Sole supplier for Pathway software used for managing customer service requests
J. H. Wagner & Sons	Marker stones	Sole supplier of the marker stones used at the Boyne Tannum Memorial Gardens (consistent stone used throughout cemetery).
Key Cut Services Pty Ltd	EKA (electronic key services) support	Only supplier reasonably available to Council to support EKA (electronic key services) as they are the only authorised dealer located in Gladstone and the nearest competing authorised dealer is in Brisbane.
Kvitko Holdings T/A Elevate Media	Gladstone News publication	Only publisher of a publication that circulates throughout the Gladstone Region focused on the Gladstone Region (Gladstone News).
LG Solutions	LG Solutions cloud application	Sole supplier of the LG Solutions cloud application used to collate fees and charges information as part of the annual budget process.
Mettler Toledo-Limited	Weighbridge service and parts	Sole supplier (OEM) of weighbridge service and parts at Gladstone TS and Benaraby LF
Mottech Parkland Australia	Irrinet irrigation system technology and hardware	Sole supplier of Irrinet irrigation system technology and hardware (only Australian importer and distributor).
News Limited	Courier Mail publication	Only publisher of a newspaper that circulates throughout the state of Queensland focused on the state of Queensland (Courier Mail)
Origin Energy	Gas infrastructure owner	Sole supplier of gas and gas infrastructure for GECC.
QIT Plus Pty Ltd	Guardian Platform	Sole supplier of the online platform (Guardian) used for managing disaster events under the Queensland Disaster Management Arrangements
SANZAP Pty Ltd T/A Solus Consulting	SOLUS Library App	Sole supplier of the SOLUS Library App used by library members to utilise library services.
Spirac Solid Handling Solutions	Spirac conveyor parts	Sole supplier of Spirac conveyor parts. A spirac conveyor is installed at the Tannum Sands Waste Water Treatment Plant.
Strategic Grants	GEM Portal grants database	Sole supplier of a grants database (GEM Portal) and management system available to Australia and New Zealand
Technology One Pty Ltd	Technology One software	Sole supplier of Technology One software used for the management of Council's financials, supply chain, maintenance, document management, etc.
Telstra	Telecommunications infrastructure owner	Sole supplier of telecommunication infrastructure in Central Queensland
Western Truck Group	Volvo machinery parts	Sole supplier (OEM) of Volvo machinery parts

Pty Ltd		
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After investigation, it has been determined that the following suppliers meet the requirements of s235(b) of the LGR for the relevant service set out below:

Supplier	Rationale
Gladstone Engineering Alliance (GEA)	Specialised body established to strengthen business and industry relationships within the Gladstone Region facilitating events, supply chain engagements and suppliers exclusive to businesses in the Gladstone Region.
Grant Broadcasters	Provider of advertising services for 4CC and Kix Country radio. The reason for specialised supplier is due to it being impractical to invite quotes for this service as selection of radio station is based on target demographic and listener base relevant to the required advertising.
Institute of Public Works Engineering Australasia (IPWEA)	Specialised peak association for professionals who deliver public works and engineering services to communities in Australia and New Zealand. Technical Society of Engineers Australia, providing, training, networking, on-line documents for purchase and exchange of specialist expertise.
Jardine Lloyd Thompson Pty Ltd	Specialists in providing insurance products and services to local government e.g. Directors and Officers Liability and Environment Impairment Liability.
SEEK Limited	Provider of online recruitment advertising. The reason for specialised provider is due to the connection to Aurion which allows advertisements to be automatically released on SEEK when a recruitment process in Aurion is commenced.
Southern Cross Austereo	Provider of advertising services for Hit FM 93.5 and Triple M radio. The reason for specialised supplier is due to it being impractical to invite quotes for this service as selection of radio station is based on target demographic and listener base relevant to the required advertising.

Options, Risk and Opportunity Analysis:

Option 1 - Officer's Recommendation

Should Council adopt the officer's recommendation, the identified suppliers will be added to Council's Long-Term Contracts Register for the period of 1 July 2021 to 30 June 2022 and the goods/services can be procured on an as required basis without the need for Council to obtain multiple quotations.

Option 2 – Council does not resolve that the suppliers meet the requirements of s235(a) or s235(b) i.e., that the suppliers are not sole or specialised suppliers.

Should Council elect not to resolve that the suppliers meet the requirements of s235(a) or (b) of the LGR, there will likely be significant interruption to operational activities as well as impacts to Council's ability to deliver key services to the community and to meet regulatory requirements.

Communication and Consultation:

Purchasing data from Technology One has underpinned the identification of goods and services provided in this paper and the application of these exceptions has been confirmed by Council's Senior Legal Advisor.

Legal Strategy and Policy Implications:

It is a requirement of the *Local Government Regulation 2012* section 225 to invite written quotations or tenders where the supply of goods or services with a cost greater than \$15,000.

Additionally, Council's Procurement Corporate Standard requires a minimum of two (2) quotes for all purchases of goods and services greater than \$5,000 and three (3) quotes for all purchases greater than \$15,000.

Section 235 of the Regulation provides the following exceptions to the requirement relevant to this request including:

- a) the local government resolves it is satisfied that there is only (1) supplier who is reasonably available.*
- b) the local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders.*

Financial and Resource Implications:

Nil.

Summary:

Nil.

Anticipated Resolution Completion Date:

Exceptions granted within this report will be added to Council's contracts register in July 2021.

Attachments:

Nil.

Tabled Items:

Nil.

Report Prepared by: Manager Contracts and Procurement

G/3.4. ACTIVE AND THRIVING - SPECIALISED SUPPLIER

Responsible Officer: General Manager Operations

Council Meeting Date: 15 June 2021

File Ref: PE1.1

Purpose:

This report seeks a resolution from Council to make use of the provisions in s235 of the *Local Government Regulation 2012* that allows for the exceptions to the requirement for written quotes or tenders. The use of this provision is sought in relation to a socially supported health and wellbeing program.

Officer's Recommendation:

That Council:

1. Resolves, in accordance with Section 235(b) of the Local Government Regulation 2012, that it is satisfied that due to the specialised nature of the services sought, My Life Health Services Pty Ltd should be engaged to provide access to the Active and Thriving platform; and
2. Authorises the Chief Executive Officer to enter into a contract with My Life Health Services Pty Ltd for access to the Active and Thriving platform as an ongoing subscription, whilst Council wishes to continue subscription.

Background:

Goal 4 - Our People in Council's 2021-2026 Corporate Plan states:

"We look after our people, so they look after you".

A key objective in our plan is:

4.1.2 Improve our wellbeing management including physical and mental health support.

In November 2020, a group of employee representatives came together to form the Wellness Action Team (WAT). The WAT was tasked with devising an action plan to address employee wellbeing that is based on identified business drivers and workforce needs and priorities. Utilising information from the 2019 Employee Engagement Survey, work force characteristics, population health data, the 2021 mental health internal audit and surveyed our workforce health and wellbeing needs and priorities in the 2021 Pulse Survey, the WAT identified the following key problems:

- **Older Workforce** - we have an older workforce with 52% of our workforce aged 45 and over.
Older workers have higher rates of injury and illness and are also slower to recover.
- **Physical Inactivity** - estimated that around 55% have sedentary jobs.
Sedentary workers have higher risk of cardiovascular disease, type 2 diabetes, psychological distress and some cancers.
- **Overweight or obese** - estimated (based on population studies) that 68% of our workforce are overweight or obese.

Excess weight and physical inactivity are associated with increased sick leave, more prone to injury and increased musculoskeletal disorders.

- **Poor Mental Health** - in the 2019 engagement survey, mental health was identified as the most important safety issue that still needs to be addressed. Respondents in the 2021 Health and Wellbeing Needs Survey listed mental health, stress and workload as the top area of interest and 40% said it needs to be our highest priority for the next 12 months.
- **Sleep and fatigue and physical activity** was the next highest priorities identified on the Needs Survey.
- **Reaching our workforce.** Our workers are located in approximately 30 different premises dispersed across a large geographical area and therefore difficult to reach.
- **Resourcing** - Budget has been allocated for health and wellbeing initiatives but there are no dedicated human resources allocated to focus on this area. The Wellness Action Team, although passionate, are a “volunteer” group that does not have the skill set and time to develop and implement wide-reaching large-scale health and wellbeing activities.

Options, Risk and Opportunity Analysis:

Preferred Option

There is much work to be done to improve the wellbeing of our workforce and to gain maximum benefit from any investment. We need to maximise participation and provide high quality evidence-based programs that cover the range of wellbeing topics identified by the WAT.

The WAT recommends the Active and Thriving digital health and wellbeing solution which provides engaging activities that drive positive behavior change. It will provide a calendar of events, health and wellbeing education and team challenges across a 12-month period and will address the needs, outcomes and objectives identified by the WAT.

The 12-month wellbeing program has two core team challenges:

1. **Active Teams** - A physical activity and healthy habit challenge that encourages participants to make small daily health improvements for long term results.



2. **Thriving Minds** - A resilience-building and mental health awareness program for individuals and teams to apply evidence-based practices to improve wellbeing.



Without the assistance of a digital health and wellbeing solution, it will be extremely difficult for the WAT to provide engaging, timely and regular evidence-based initiatives at the scale required to reach a geographically dispersed workforce such as ours.

By adequately investing in health and wellbeing over time we can expect the following benefits for our people and our business.



Source: Work Health and Wellbeing toolkit (Workplace Health and Safety Queensland)

Alternative Options

Other providers were considered including Converge, our EAP provider. Converge provide a range of training programs and a new app however their focus is purely on mental health.

We were unable to find another provider with a digital solution that covers the range of topics that Active and Thriving provides including sleep, healthy eating, financial wellbeing, physical activity as well as significant amount of mental wellbeing.

Communication and Consultation:

Nil.

Legal Strategy and Policy Implications:

It is a requirement of the *Local Government Regulation 2012* section 225 to invite written quotations or tenders where the supply of goods or services with a cost greater than \$15,000 ex GST. Section 235 of the regulation does provide some exceptions, relevant to this report is section 235(b) which provides an exception where:

“The local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders...”

Financial and Resource Implications:

The subscription fee for Active and Thriving is \$12,500.00 ex GST per year.

Summary:

Nil

Anticipated Resolution Completion Date:

An agreement will be executed in June 2021.

Attachments:

Nil.

Tabled Items:

Nil.

Report Prepared by: Manager Contracts & Procurement

G/3.5. TENDER 133-21 MATTHEW FLINDERS (MARINA) BRIDGE SAFETY IMPROVEMENTS

Responsible Officer: General Manager Operations

Council Meeting Date: 15 June 2021

File Ref: PE1.1

Purpose:

This report seeks resolution from Council to enter into a contract with T&C Services Pty Ltd trading as Programmed Industrial Maintenance for Matthew Flinders (Marina) Bridge Safety Improvements.

Officer's Recommendation:

That Council:

1. Endorse the Tender Evaluation Panel's recommendation and accept the offer from T&C Services Pty Ltd trading as Programmed Industrial Maintenance for Tender 133-21 Matthew Flinders (Marina) Bridge Safety Improvements; and
2. Authorise the Chief Executive Officer to enter into a contract and associated contract variations within the approved budget, with T&C Services Pty Ltd trading as Programmed Industrial Maintenance for Tender 133-21 Matthew Flinders (Marina) Bridge Safety Improvements.

Background:

Council requires a suitably qualified contractor to undertake safety improvements to the Matthew Flinders (Marina) bridge.

The proposed works include:

- Improve pedestrian access to edge of open bridge whilst in motion and eliminate potential to step off raised side footpath into traffic;
- Fabricate and install new access structures and undertake modifications to control room and counterweight room access;
- Fabricate and install access platforms;
- Undertake modifications to proximity switches hatches and access;
- Supply and install traffic calming devices;
- Modify external lower deck access ladder cage;
- Supply and install emergency isolation switches; and
- Supply and install replacement handrail section to the existing lower access platform.

Works on the bridge will be completed to ensure minimal disruption to surrounding residents and with consideration for planned shipping schedules.

The target site possession is August 2021, with practical completion targeted for September 2021.

Options, Risk and Opportunity Analysis:

On 16 January 2021, 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 2 February 2021, with four (4) conforming submissions received.

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

Objective Evaluation Criteria	Weighting
Proposed Program/Schedule meets GRC timing requirements	10%
Proposed Program/Schedule addresses GRC's defined requirements	10%
Offer demonstrates understanding of the scope and GRC's requirements	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	20%
Local Content	10%

The offers were scored against the evaluation criteria as follows:

	Score (before Local Content)	Score (after Local Content)
T&C Services Pty Ltd trading as Programmed Industrial Maintenance	52	62
JMS Group Australia Pty Ltd	44	49
Ausino Project Pty Ltd	36	46
Lendlease Services Pty Limited	26	36

The submission from T&C Services Pty Ltd trading as Programmed Industrial Maintenance ("Programmed") scored the highest overall, with a detailed conforming tender. Programmed demonstrated an excellent level of detail and planning throughout the program, resource plans and methodology.

The tender evaluation panel recommends the submission from Programmed 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 from Programmed for \$464,545.77 ex GST is within the allocated for this project of \$511,000.00.

Summary:

Programmed's submission was evaluated as presenting the best value to Council.

Anticipated Resolution Completion Date:

The contract will be awarded in June 2021.

Attachments:

1. CONFIDENTIAL 133-21 Offer Evaluation Report.

Tabled Items:

Nil.

Report Prepared by: Manager Contracts and Procurement.

G/3.6. TENDER 206-21 SOUTH TREES WASTEWATER TREATMENT PLANT - PONDS RELINING AND ANCILLARY WORKS

Responsible Officer: General Manager Operations

Council Meeting Date: 15 June 2021

File Ref: PE1.1

Purpose:

This report seeks resolution from Council to enter into a contract with Grycan Pty Limited as Trustee for the Blomfield Family Trust trading as Blomfield Excavations for South Trees Wastewater Treatment Plant (WWTP) – Ponds Relining and Ancillary Works.

Officer's Recommendation:

That Council:

1. Endorse the Tender Evaluation Panel's recommendation and accept the offer from Grycan Pty Limited as Trustee for the Blomfield Family Trust trading as Blomfield Excavations for Tender 206-21 South Trees Wastewater Treatment Plant – Ponds Relining and Ancillary Works.
2. Authorise the Chief Executive Officer to enter into a contract and associated contract variations within the approved budget, with Grycan Pty Limited as Trustee for the Blomfield Family Trust trading as Blomfield Excavations for Tender 206-21 South Trees Wastewater Treatment Plant – Ponds Relining and Ancillary Works.

Background:

Council requires a suitably qualified contractor to construct the concrete-reinforced relining of the two (2) existing sludge ponds including ancillary works at the South Trees WWTP facility.

The plant treats wastewater to secondary standards. This process removes solids and the majority of organic material from the wastewater, as well as reducing the amount of dissolved material and therefore eliminating any odours that could be generated.

The South Trees WWTP is a vital part of Gladstone Regional Council's Wastewater Treatment infrastructure and relining of these sludge ponds will increase the useful life of the plant as well as ensure environmental compliance with the site Environmental Authority.

The Site is located just South of the Gladstone CBD and accessible via Wapentake Road, South Trees Qld 4680 as shown in Figure 1 below.

The works primarily include preparatory works, excavation profiling, concrete-reinforced lining, inlet and outlet arrangements, sub coil drainage, and walkways. The ponds will be in operation during the works, however coordination with the Water Program Delivery Team will take place to ensure seamless transitions between operation and project works.

The target site possession is July 2021, with practical completion targeted for November 2021.



Figure 1 – Location of the works

Options, Risk and Opportunity Analysis:

On 3 April 2021, Council released an Invitation to Tender ('ITT') to the open market via VendorPanel, in accordance with the tender process requirements set out in section 228 of the *Local Government Regulation 2012*.

The tender closed on 4 May 2021, with three (3) 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	5%
Proposed Program/Schedule addresses GRC's defined requirements	10%
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	5%
Proposed Key Personnel have the qualifications and experience required by GRC	10%
Price	25%
Local Content	15%

The offers were scored against the evaluation criteria as follows:

	Score (before Local Content)	Score (after Local Content)
Grycan Pty Limited as trustee for the	58	73
The Trustee for the Young Family Trust	51	66
McCosker Contracting Pty Ltd	42	57

The submission from Grycan Pty Limited as Trustee for the Blomfield Family Trust trading as Blomfield Excavations ('Blomfield') scored the highest overall, with a detailed conforming tender. Blomfield demonstrated a clear understanding of the requirements with an excellent level of detail and planning, project understanding and methodology.

The tender evaluation panel recommends the submission from Blomfield as it presents the best overall offer to Council.

Communication and Consultation:

Regular meetings between the project team, stakeholders (particularly the Waste Program Delivery team) 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 from Blomfield for \$2,491,392.95 ex GST is within the allocated funds for this project.

Summary:

Blomfield's submission was evaluated as presenting the best value to Council.

Anticipated Resolution Completion Date:

The contract will be awarded in June 2021.

Attachments:

1. CONFIDENTIAL 206-21 Offer Evaluation Report

Tabled Items:

Nil.

Report Prepared by: Manager Contracts and Procurement.

G/3.7. PSA 214-21 REMOVAL OF CONCRETE STOCKPILES (BENARABY LANDFILL)

Responsible Officer: General Manager Operations

Council Meeting Date: 15 June 2021

File Ref: PE1.1

Purpose:

This report seeks Council's approval to enter into a contract with Stiller's Pty Ltd Trading as Stiller's Recycling under a Preferred Supplier Arrangement ('PSA') for the removal of concrete stockpiles at Benaraby Landfill.

Officer's Recommendation:

That Council:

1. Endorse the Tender Evaluation Panel's recommendation and accept the tender from Stiller's Pty Ltd Trading as Stiller's Recycling for PSA 214-21 Removal of Concrete Stockpiles (Benaraby Landfill); and
2. Authorise the Chief Executive Officer to enter into a 27-month contract with Stiller's Pty Ltd Trading as Stiller's Recycling.

Background:

Council seeks to appoint a suitably qualified and experienced business on a Preferred Supplier Arrangement (PSA) to remove non-processed and processed concrete waste stockpiles (existing and future) from the Benaraby Landfill to a lawful location off-site.

The scope of this contract consists of:

1. First 3 months intensive operations to remove existing concrete-waste stockpiles as no previous contract in place; and
2. Then on-going removal of non-processed concrete received by the Benaraby Landfill over the remaining 2-year term of the contract.

The Service Provider will be responsible for loading, carting and disposing of the concrete-waste types at a lawful location off-site. To allow for the removal of the concrete waste from the Benaraby Landfill, the off-site locations and the operators / owners of these sites for receipt and on-selling of the concrete waste, must be registered for End of Waste (EOW) Code – Returned Concrete under the *Waste Reduction and Recycling Act 2011*.

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 removal of concrete stockpiles is sought and by accumulating the demand for the service.

On 17 April 2021, Council issued an Invitation to Tender ('ITT') to the open market via VendorPanel 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 11 May 2021 with two (2) conforming offers received. The offers were evaluated by a panel of subject matter experts based on the criteria disclosed in the ITT which included:

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

The offers were scored against the evaluation criteria as follows:

	Score (before Local Content)	Score (after Local Content)
STILLER'S PTY LTD TRADING AS	62	77
LOFTUS CONTRACTING PTY LTD	34	49

The submission from Stiller's Pty Ltd Trading as Stiller's Recycling ('Stiller') ranked the highest with excellent project understanding and resourcing capability.

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

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:

The expenditure over the full term of this contract has been estimated to be approximately \$2M 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 Stiller for the removal of stockpiles at Benaraby Landfill is deemed to present the best value to Council.

Anticipated Resolution Completion Date:

The contract will be awarded in June 2021.

Attachments:

1. CONFIDENTIAL 214-21 Offer Evaluation Report.

Tabled Items:

Nil.

Report Prepared by: Manager Contracts and Procurement.

G/4. DEPUTATIONS

Nil.

G/5. COUNCILLORS REPORT

Nil.

G/6. URGENT BUSINESS

Nil.

G/7. NOTICE OF MOTION

Nil.

G/8. CONFIDENTIAL ITEMS

Nil.

ATTACHMENTS