



GLADSTONE REGIONAL COUNCIL

GENERAL MEETING NOTICE AND AGENDA

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

On Tuesday 6 July 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.

**Carly Quinn
CHIEF EXECUTIVE OFFICER, Acting**

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G/1. MAYORAL STATEMENT OF CURRENT ISSUES

G/2. CONFIRMATION OF MINUTES

G/2.1. CONFIRMATION OF SPECIAL BUDGET MEETING MINUTES FOR 15 JUNE 2021

Responsible Officer: Chief Executive Officer

Council Meeting Date: 6 July 2021

File Ref: CM7.2

Purpose:

Confirmation of the minutes of the Special Budget Meeting held on 15 June 2021.

Officer's Recommendation:

That the minutes of the Special Budget Meeting of Council held on 15 June 2021 be confirmed.

Attachments:

1. Minutes of the Special Budget Meeting of Council held on 15 June 2021.

Tabled Items:

Nil.

Report Prepared by: Executive Secretary

G/2.2. CONFIRMATION OF GENERAL MEETING MINUTES FOR 15 JUNE 2021

Responsible Officer: Chief Executive Officer

Council Meeting Date: 6 July 2021

File Ref: CM7.2

Purpose:

Confirmation of the minutes of the Special Budget Meeting held on 15 June 2021.

Officer's Recommendation:

That the minutes of the Special Budget Meeting of Council held on 15 June 2021 be confirmed.

Attachments:

1. Minutes of the Special Budget Meeting of Council held on 15 June 2021.

Tabled Items:

Nil.

Report Prepared by: Executive Secretary

G/3. OFFICERS' REPORTS

G/3.1. INTERIM MANAGEMENT LETTER AND REPORT

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 6 July 2021

File Ref: FM4.4

Purpose:

To present a copy of the Interim Management Letter and Report to ensure transparency and accountability of Council regarding audit findings.

Officer's Recommendation:

That Council note the Interim Management Letter and Report in accordance with Section 213 of the *Local Government Regulation 2012*.

Background:

Under Section 213 of the *Local Government Regulation 2012*, the Mayor of a local government must present a copy of the auditor-general's observation report at the next ordinary meeting of the local government. QAO's interim and final reports are these observation reports.

The interim report is provided to detail the results of the interim work performed. The report assesses the design, implementation of internal controls and whether they operate effectively. The report also details any financial reporting issues and other matters that should be considered.

The interim report for 2020-2021 reported no new significant deficiencies in Council's internal controls. There are however four new deficiencies and one medium risk financial reporting issue which management have taken action to resolve in a timely manner.

All prior year deficiencies were resolved by 30 June 2020 apart from the improvement of the three-way-match process of the procurement to pay process which is expected to be resolved by October 2021. All prior year financial reporting matters were also resolved by 30 June 2020 apart from the RDTI assets not previously recognised. Management is undertaking a data cleansing and verification program and is expected to have this actioned by 30 July 2021.

Options, Risk and Opportunity Analysis:

By not tabling these reports, Council is not in compliance with the Local Government Regulation 2012.

Communication and Consultation:

The auditor-general's interim report has been communicated to the Mayor and has also been presented to the Audit Risk and Improvement Committee as its June 2021 meeting.

Legal Strategy and Policy Implications:

Section 213 of the *Local Government Regulation 2012* requires the Mayor of a local government to present a copy of the auditor-general's observation report at the next ordinary meeting of the local government. This report meets this legislative obligation.

Financial and Resource Implications:

Nil.

Summary:

Nil.

Anticipated Resolution Completion Date:

N/A

Attachments:

1. GRC Interim Management Letter and Report

Tabled Items:

Nil.

Report Prepared by: Team Leader Financial Operations

G/3.2. SIX-MONTHLY REVIEW OF STATUTORY DELEGATIONS

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 6 July 2021

File Ref: CM9.2

Purpose:

The purpose of this report is to recommend the delegation of statutory powers to the Chief Executive Officer as a result of legislative changes for the period November 2020 to 13 April 2021.

Officer's Recommendation:

That the powers contained in Attachment 1 'Delegations Register – Exercise of Statutory Powers – Council to CEO – November 2020 to April 2021' be delegated by Council to the Chief Executive Officer pursuant to Section 257 of the *Local Government Act 2009*.

Background:

King and Company on behalf of the Local Government Association of Queensland (LGAQ) has processed legislative changes for the period November 2020 through to 13 April 2021 which impact on legislative delegations. As a result, officers are now seeking Council consideration of the delegation of new powers to the Chief Executive Officer.

The power to make decisions under legislation is given to 'Local Government' or 'Council' or 'the entity' or other similar terms. Where a power is given in this way, it is expected that the power is to be exercised by the elected body of Council (via Council resolution at a Council Meeting) unless delegated. Council can share in the exercise of its powers through delegation to the Chief Executive Officer who may further sub-delegate to other positions within the business (except where legislation specifically prohibits delegation and sub-delegation).

It is important to note that Council as an elected body is not giving away this power by delegating; it can still exercise any power. The process of Council sharing its legislative powers through delegation allows staff to administer legislative responsibilities and make decisions efficiently within their area of expertise, without the need for a Council resolution.

There have been several legislative changes during November 2020 to April 2021 that have introduced new powers as presented in Attachment 1.

A summary of the major changes are outlined below:

1. *Land Regulation 2020* – The State Government has introduced a new Land Regulation to support the *Land Act 1994*. The new regulation deals with the administration of several public land issues including:
 - a) reserves and deeds of grant in trust,
 - b) matters affecting land holdings,
 - c) rents and instalments,
 - d) prescribed terms of particular interests,
 - e) registration and dealings,
 - f) dispute resolution,
 - g) continued rights and tenures, and

h) other general provisions.

The delegations proposed to be shared with the CEO, generally relate to Council's powers as trustee, lessee or tenure holder for matters including model by-laws, purchase price decisions, rental charges and declared beaches.

2. *Land Act 1994* – There have been three new powers as a result of recent changes to the Land Act which include:
 - a) the power for Council to register a trustee lease in the appropriate State Government held register (this provision is subject to the Minister's approval);
 - b) the power to request that Ministerial and/or the State Department's CEO waive the need for Council to obtain written authority for some lease types (eg. trustee leases and sub-leases); and
 - c) the power to provide views on proposed subdivisions of public land lease areas.
3. *Nature Conservation (Animals) Regulation 2020 and Nature Conservation (Plants) Regulation 2020* – These are new regulations that provide for the conservation and management of protected animals and plants in Queensland. The delegations under these regulations include the ability for Council to make application to the State to undertake certain activities relating to the management of protected plants and animals as part of its operational activities.
4. *Local Government Act 2009* - The changes in the Act relate to vacancies in the office of councillor. It is suggested that Sections 166A(4)(b) and 166B(6) not be delegated to the CEO as they relate to making appointments to a vacancy in the office of Councillor in the early and final part of a local government term. However, there is a new power relating to entering into a contract of employment with a Councillor Advisor. It is suggested that this power be delegated to the CEO in the event that Council chooses to engage an advisor as permitted under the *Local Government Regulation 2012*.
5. *Local Government Regulation 2012* – the Regulation has introduced a number of new powers relating to:
 - a) Selling land for overdue rates and charges
 - b) Amendment of annual budget (for 2020-2021 financial year for extraordinary decisions),
 - c) Controlled entities,
 - d) Invitation to tender,
 - e) Public notice of meetings, and
 - f) Period for keeping and making available particular registers of interests.

The new powers added/amended are administrative in nature relating to the matters above, therefore, it is recommended that Council share these powers with the CEO to ensure the requirements of the Regulation are managed efficiently.

6. *Planning Regulation 2017* – The new provision relates to Council's ability to adopt an economic support instrument. The purpose of economic support instruments is to assist the State's economic recovery from the impacts of the COVID-19 emergency.
7. *Industrial Relations Act 2016* – The delegations under the new provisions are related to employees being able to authorise the release of their information to a registered employee organisation (for example: Unions).

8. *Mining and Quarrying Safety and Health Act 1999 and Mining and Quarrying Safety and Health Regulation 2017* - The change under the Act relates to the power to provide statistics to the oversight authority, whilst the Regulation powers relate to the provision of safety and health census information and payment for workers health surveillance, respiratory health examinations and health surveillance reports.
9. *Residential Tenancies and Rooming Accommodation (COVID-19 Emergency Response) Regulation 2020* – The changes in this legislation are mainly centered around the removal of redundant powers that are no longer required and provide for a dispute resolution power.
10. *Building Act 1975* – The changes to the Building Act relate to Council as the owner of a building being able to ask a building certifier for a copy of inspection documentation and for Council to lodge a complaint about a certifier to the QBCC. The change also provides for:
 - a) an assessment manager to provide a statement of reasons for approving performance solutions; and
 - b) the keeping of records relating to the inspection of budget accommodation.
11. *Mineral Resources Act 1989* – The change to the Mineral Resources Act relates to Council as a property owner to give consent to entry onto Council land under the Act and set any conditions that Council may wish to apply to that entry.
12. *Mineral and Energy Resources (Common Provisions) Act 2014* – The change to this legislation relates to Council as owner of land affected by a resource authority to raise and settle any concerns regarding the land.
13. *Workers' Compensation and Rehabilitation Act 2003* – The changes under this Act primarily relate to:
 - a) the payment of compensation and allows the employer to pay a worker an amount of compensation or in lieu of compensation when a claim has been accepted by the insurer; and
 - b) Allows Council to give its insurer the details of Council's Rehabilitation and Return to Work Coordinator.
14. *Transport Infrastructure Act 1994* – There is only one new power relevant to local government as a result of the recent changes which again relates to Council as an owner or occupier of land to make submissions on proposed temporary occupiers about accommodation works or land management activities proposed to be carried out on land.

Options, Risk and Opportunity Analysis:

Option 1 – Recommendation

The risk of not updating delegations in response to legislative change is that Council will be working with superseded provisions potentially voiding some of the decisions made. If the powers are not delegated to the Chief Executive Officer, the powers will need to be exercised by Council resolution potentially resulting in delayed decision making and inefficient processes.

Option 2 – Amend the Delegations presented in Attachment 1

Should Council elect not to delegate all the new powers listed in Attachment 1 to the Chief Executive Officer as per the recommendation, Council can pass an alternative resolution which excludes some powers. If this option is preferred, a suggested resolution could read as follows:

That subject to the exclusion of the following powers:

- *Insert power to be excluded*
- *Insert power to be excluded*

the remaining powers contained in Attachment 1 'Delegations Register – Exercise of Statutory Powers – Council to CEO – November 2020 to April 2021' be delegated by Council to the Chief Executive Officer pursuant to Section 257 of the Local Government Act 2009.'

Communication and Consultation:

Council's Governance Team review legislative delegation updates as produced by King and Company under contract to the Local Government Association of Queensland (generally every 6 months).

Officers recommend that the majority of powers be shared with the Chief Executive Officer with the exception of those that Council has previously indicated should be solely exercised by Councillors and any new powers that are high-level strategic decisions (for example: determining compensation for acquisition of land, deciding to take appeal action in Court, the removal or acceptance of trusteeship of public land, powers to appoint audit committee members, etc.)

Once the amended delegation register is prepared it is reviewed by Manager Governance and Executives as part of preparing this report for Council's consideration.

Legal Strategy and Policy Implications:

Section 257 of the *Local Government Act 2009* allows Council to delegate powers to the Chief Executive Officer, who may further delegate under Section 259 with the exception of those powers that legislatively cannot be further delegated, or that Council has requested not be further delegated.

Financial and Resource Implications:

There are no direct costs to Council in delegating statutory powers to the Chief Executive Officer. Delegating powers to the Chief Executive Officer results in time and resource savings in the operations of Council as it allows those matters that Council is comfortable being managed operationally, to be actioned in an efficient and effective manner.

Summary:

Not applicable

Anticipated Resolution Completion Date:

By 12 July 2021

Attachments:

1. Delegations Register – Exercise of Statutory Powers – Council to CEO – November 2020 to April 2021

Tabled Items:

Nil.

Report Prepared by: Governance Advisor

G/3.3. ADOPTION OF SHOW HOLIDAY 2022

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 6 July 2021

File Ref: CM23.1

Purpose:

The purpose of this report is to provide options for consideration and for Council to nominate a preferred 'show public holiday' for the 2022 calendar year.

Officer's Recommendation:

That Council nominate Monday 8 August 2022 as a Show Holiday for the Gladstone Region in 2022.

Background:

Council's Chief Executive Officer has received a request from the Office of Industrial Relations (OIR) to nominate a 'special holiday' for the 2022 calendar year by 30 July 2021. There are 2 types of special holidays that can be considered:

1. Show Holiday – special holidays which are for the purpose of an agricultural, horticultural or industrial show. Show holidays are also public holidays. A show holiday can only be approved for a date which a show is being held; or
2. Bank Holiday – bank holidays can be for significant events held within a local government area, however these are not public holidays.

As a Bank Holiday is not a 'public holiday', nomination of a bank holiday has not been further considered in this report.

In 2021, Monday 9 August was nominated as the Gladstone Show Holiday in line with the Brisbane "Ekka" Show.

Council is asked to consider which date to nominate as Show Holiday for the Gladstone Regional Council Area for 2022.

Options, Risk and Opportunity Analysis:

There are three options for Council to consider:

1. Council nominates Monday 8 August 2022 as a show holiday for the Gladstone region (Officer's Recommendation);
2. Council does not nominate a show public holiday; or
3. Council nominates an alternate date, aligned with another show that meets the requirements of the *Holidays Act 1983*.

Communication and Consultation:

A ReachTel phone poll was conducted in July 2018 to gain community feedback into the proposed show holiday and attendance at the Gladstone Show. 75% of participants indicated that they would like to see the holiday in line with a long weekend.

No further consultation was undertaken in preparation for this report.

Legal Strategy and Policy Implications:

Section 4 of the *Holidays Act 1983* outlines the requirements by the Minister for approval of 'Special Holidays' which includes the requirement that a preferred 'show' public holiday can only occur for a date on which an agricultural, horticultural or industrial show is being held.

There is no definition for such events within the *Holidays Act 1983* and general practice has been to align with a declared 'agricultural show' as published by the Queensland Chamber of Agricultural Shows; known as 'Queensland Ag Shows'.

Local events such as the Harbour Festival do not meet the requirements for designation as a show holiday.

Financial and Resource Implications:

The nomination of a show day public holiday (if approved) creates an obligation on Council and businesses within the region to pay public holiday 'penalty rates' as specified within relevant industrial legislation and agreements.

Summary:

Nil.

Anticipated Resolution Completion Date:

The OIR can be advised of Council's decision by 30 July 2021.

Attachments:

Nil.

Tabled Items:

Nil.

Report Prepared by: Manager Governance

G/3.4. REVIEW OF THE COMMUNITY INVESTMENT POLICY

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 6 July 2021

File Ref: CM28.2

Purpose:

This report seeks the adoption of a revised Community Investment Policy to align with Council's recently adopted Community Development Strategy.

Officer's Recommendation:

That Council:

1. Repeal existing P-2019-08 Community Investment Policy; and
2. Adopt the revised P-2021-09 Community Investment Policy.

Background:

The Community Investment Policy review was identified as priority work within the Gladstone Regional Council's COVID-19 Recovery Plan as well as the Community Development Strategy action plan. The review of the program and policy has been requested to ensure the program and policy is equipped to support recovery initiatives along with supporting the community in the most relevant way.

The review and proposed realignment of the current Community Investment Policy will provide increased visibility and access to financial and in-kind support for eligible organisations and community groups while continuing to provide tangible and measurable commercial benefits to Council and the community. The proposed changes strengthen Council's position to be responsive and flexible to changing situations and community needs while allowing the broad intent of the policy to remain.

The proposed changes to the Policy will also provide Council with opportunities to strengthen and enhance the wellbeing of the region through supporting investment in the five priority action areas as defined in the Community Development Strategy from which all actions will flow being:

- **Capacity:** collaboration and partnerships that help to build the capacity of our people and communities and enable all to thrive.
- **Place:** creating accessible, vibrant and engaging places and spaces for community.
- **Connect:** strengthening community connection, participation and activating communities.
- **Wellbeing:** fostering healthy, safe and supported communities.
- **Planning:** working with diverse communities to plan for our region.

The major changes proposed in the revised Community Investment Policy are listed below.

- The Connected Communities and Regional Enhancement Fund have been replaced with the Grassroots and Elevator Fund with organisations to meet a minimum of one of the five funding objectives flowing from the Community Development Plan as listed above. The broader funding categories will allow for a greater range of initiatives to be considered whilst still accommodating the types of applications currently received.

- The Strategic Projects Fund will principally provide funding for infrastructure improvements and will be open to both sporting and community not for profits.
- Community Led Investment Fund is a new concept whereby the community takes part in the decision making. Applications must meet set criteria focused on 'local need' with eligible projects moving to a community vote, with the outcome presented to Council.
- Plant and Equipment In-Kind Support Fund – it is proposed that this type of support be provided in a different way, in that organisations include the cost of hiring in plant and equipment as part of a funding application in one of the available categories. Providing support in this way will enhance opportunities for local business and applicants can source the equipment in a more timely way. Currently this fund is the most undersubscribed as generally the Council plant and equipment that the community is seeking is not always available and when it is, at times, it needs to be transported significant distances, making it less cost effective. Given that Council has significant capital and operational programs to deliver this may be the appropriate time to change the delivery model for this type of support with the funding rolled into the Grassroots and Elevator categories.
- The Community Hall Fund is proposed to be changed to a 'donation' rather than an application process for those hall owners/operators that can meet the new definition of Community Hall, to simply the process of obtaining support for operating expenses.
- The eligibility criteria under the Policy has been simplified in Attachment 1 to enhance community understanding.
- New definitions have been included and definitions that are no longer required have been removed.
- An 'Extraordinary Requests' provision has been included to provide a governance structure around the consideration and determination of urgent and other extraordinary requests received from time to time.
- The Bursary and Scholarships Fund now includes those additional programs that Council currently supports, but to date, were not documented in the policy (Col Brown Award and CQ University Scholarships) to enhance transparency.

There are no changes proposed to the following funds:

- Community Celebration Fund
- Charity Waste Fund
- Gladstone and District Sports Foundation Trust Fund
- Mayor's Discretionary Fund.

The funding guidelines that support the application process are being reviewed/developed and will be sufficiently detailed to ensure that the community can see how their proposals align with the new and amended funding categories. Officers are also planning a comprehensive funding roadshow / community education process to be rolled out once Council has adopted a revised Policy.

Options, Risk and Opportunity Analysis:

Opportunities

- The proposed changes to the Community Investment Policy provides Council with the opportunity to have greater impact by supporting and strengthening the delivery of community led programs, projects, activities and other initiatives that align to the deliverables in the recently endorsed Community Development Strategy

- The changes in relation to definitions, streamlining processes and realignment of funds will enable easier access to support eligible organisations
- Broader funding categories will open up more opportunities for community organisations to address local community needs.

Risks

- The risk of revising the policy is that the existing level of community awareness around the support available will no longer be relevant which will require an investment by Council in running community education programs.
- Due to the broader funding criteria, there will be greater competition for available funding which will mean that some organisations may be unsuccessful in securing support.

Option 1- Adopt the Recommendation

Option 2 – Alternative Resolution

Should Council want to make changes to the policy presented, an alternative resolution may be:

“That Council:

1. *Repeal existing P-2019-08 Community Investment Policy; and*
2. *Adopt the revised P-2021-09 Community Investment Policy, subject to the following amendments:*
 - a) *Insert change;*
 - b) *Insert change.”*

Communication and Consultation:

Initial review and community consultation on the Community Investment Policy and Program began in October 2020 as part of development of the Community Development Strategy.

An engagement survey hosted on Council’s Conversations platform was developed and was sent directly to all past applicants of the Community Investment Program. A total of 49 contributions were received.

Of the responses submitted over 60% had received funding through the Gladstone Region Rise Up Fund. As this fund was administered very differently than the core funds within the Community Investment Policy these results, while showing the need for change, reflected a greater engagement and appreciation following the easier and less arduous application process.

Officers have also gathered feedback and gauged Community sentiment regarding the program and process while carrying out their daily duties.

The revised Community Investment Policy also underwent considerable internal consultation commencing with meetings with subject matter experts to develop revised drafts. Four consultation sessions were held on the drafts with a total of 60 staff members participating. 28 submissions were received which resulted in a number of changes to the proposed Policy. A feedback table from the internal consultation process was prepared and is available to Councillors on request. The major issues raised in internal consultation centered around:

- The public voting process associated with the Pilot Program (Community Led Investment Fund)
- Policy Language and Policy Exclusions
- Specific questions and queries on the proposed new, changed and removed funding categories and how particular initiatives fit into the new or amended funding categories
- Community Halls - definition – grant verses donation
- Eligibility Criteria, Multiple grant applications and the Assessment of applications.

Legal Strategy and Policy Implications:

Section 195 of the *Local Government Regulation 2012* requires Council to prepare and adopt a Community Grants Policy about local government grants to community organisations which includes the criteria for a community organisation to be eligible for a grant from the local government. Council's Community Investment Policy meets this legislative obligation.

Financial and Resource Implications:

The 2021/2022 budget provides for a similar level of funding to the 2020/2021 financial year with the exception of a minor increase proposed for the donation to community halls to be increased from \$1,500 per hall to \$2,000 per hall.

Summary:

In summary, the revised policy will support and assist the implementation of the Community Development Strategy and broadens the opportunity for more community focused initiatives to be considered for funding.

Anticipated Resolution Completion Date:

14 July 2021

Attachments:

1. Proposed P-2021-09 Community Investment Policy
2. Existing P-2019-08 Community Investment Policy

Tabled Items:

Nil.

Report Prepared by: Manager Community Engagement and Partnerships, Community Development Specialist & Governance Advisor

G/3.5. YOUTH COUNCIL UPDATE

Responsible Officer: General Manager Community Development and Events

Council Meeting Date: 6 July 2021

File Ref: CR3.2

Purpose:

The purpose of this report is to provide an update on the work and achievements of the Gladstone Region Youth Council for the first reporting period of the term.

Officer's Recommendation:

That Council note the contributions and achievements of the Gladstone Region Youth Council for the first reporting period of the term.

Background:

The Gladstone Regional Council endorsed the appointment of 10 members to the Gladstone Region Youth Council ('Youth Council') by resolution on 6 April 2021 in accordance with the selection panel's recommendation.

The Youth Council is facilitated by the Community Development Officer. Members of the Youth Council have the chance to develop skills and knowledge in advocacy, leadership, governance, and teamwork while being mentored by Councillors and officers.

As a formal advisory committee to Council, the Youth Council endeavours to strengthen the work of local government through providing a youth perspective on Council related matters. The Youth Council aims to promote and encourage the involvement of youth in the planning, development and implementation of Council's programs and events throughout the year, contributing to the wellbeing of local young people and the wider community.

Options, Risk and Opportunity Analysis:

The 2021 Youth Council have been consistently demonstrating their ability and ambition to be involved in meetings, workshops, and events to better their understanding of local government operation and to contribute positively within the community.

The Youth Council attended the annual Gladstone Regional Council 'Meet and Greet' event held in Council Chambers. Members were welcomed by the Mayor, CEO, Councillors and General Managers of Gladstone Regional Council. This event provided members with an excellent opportunity to learn about the roles and responsibilities of Council and provided members with insight into the requirements of Youth Council members for the year ahead.

A Governance workshop, hosted by Gladstone Regional Council's Governance Advisor, was well attended by the Youth Council. The workshop content was specifically tailored to cover relevant topics including;

- Purpose and role of the Gladstone Regional Council Youth Council.
- Conducting formal meetings
- Decision Making and Voting
- Chair and Vice Chair Roles

- Material personal interest and conflicts of interest.
- Council's Code of Conduct
- Gladstone Youth Council Terms of Reference.

The workshop was aligned to occur before the Youth Council's first formal meeting where the Youth Council Chair and Co-Chair were elected. Four self-nominated members delivered speeches (Brooke Assman, Layla Dow, Charlise Falconer and Rommiel Malig) which was followed by an anonymous vote resulting in both Brooke Assman and Layla Dow tying for the position on two accounts. The result brought forward a progressive discussion, with Youth Council members ultimately unanimously agreeing to award both members the position of Co-Chair.

Members of Youth Council were encouraged to participate in the 2021 Youth Week activities. William Patrick volunteered at the Amazing Race activity and co-chairs Brooke Assman and Layla Dow worked together to co-host the Mayor's Youth Breakfast with Mayor Burnett. Multiple Youth Council members were also in attendance. Following this, Youth Council were consulted to provide feedback on the 2021 Youth Week program and were invited to share ideas on how they feel Youth in the region could be recognised and celebrated in a way that is meaningful to them.

In National Volunteers Week, Youth Council were invited to attend the multiple morning and afternoon teas held throughout the region. This year's National Volunteers Week was focused on recognising, reconnecting and reimagining volunteering. Charlise Falconer and Brooke Assman co-hosted the Gladstone morning tea alongside the Mayor. Brooke also hosted the Agnes Water event and member Aaron Yea attended the Calliope and Miriam Vale events.

Co-Chair Layla Dow has been working with the Youth Council to coordinate a Youth Resilience Program. The objectives of the program are to;

- Educate people on the topic of mental health and,
- Provide coping mechanisms and strategies to assist with managing stress and anxiety.

The committee investigated a one concept originally, and upon further research, it was agreed that the program did not meet the initial objectives. The committee will continue researching options with the suggestion of a safeTALK and mindful yoga workshop.

Aaron Yea has been appointed to the Saiki Sister City Committee. Aaron attended his first Saiki meeting on the 20 May 2021 at the Tondoon Botanic Gardens. Aaron has a keen interest in Japanese culture and is excited to be involved in this committee.

Youth Council have been invited to pilot the Youth Ally Project which will provide Youth Council members with a foundational understand of domestic, family, and sexual violence, along with the tools to collaborate and design violence prevention campaigns within their community. In May, Hannah Heers from Women's Health Queensland engaged with the Youth Council to further discuss the Youth Ally project. Youth Council members will participate in 2 x half day workshop, which are scheduled to take place in July at the Community Engagement Centre. The program will enable the newly acquired knowledge to influence meaningful and sustainable change. The Youth Ally Project is being piloted in five communities across Queensland. This will be an ongoing, long-term, collaborative process that will be facilitated remotely via monthly Communities of Practice.

Stronger Places Stronger People (SPSP) start-up backbone team representative Lorna McGinnis recently engaged with the Youth Council to discuss the SPSP place-based, community-led, change initiative. Ms McGinnis sought feedback on trends and gaps that Youth Council members are aware of within their community. The three common topics that were discussed were mental health, domestic violence and homelessness and emergency housing.

One Youth Council member has resigned their position on the 2021 Youth Council Committee due to personal commitments.

Communication and Consultation:

- Community Development Officer
- Community Development Specialist
- Manager Engagement and Partnerships
- Manager Events and Entertainment
- General Manager Community Development and Events
- Governance Advisor
- Brand and Communications
- Mayor and Councillors

External

- Women’s Health Queensland
- Stronger People, Stronger Places
- Youth Week
- Mayor’s Youth Breakfast
- National Volunteer Week
- Mayor’s Charity Ball
- Ecofest

Legal Strategy and Policy Implications:

The Youth Council operates in accordance with the Gladstone Regional Youth Council Terms of Reference.

Financial and Resource Implications:

Administrative and Secretarial cost for the Gladstone Region Youth Council are absorbed as a part of the existing operational budget of Engagement and Partnerships.

Summary:

Nil.

Anticipated Resolution Completion Date:

N/A

Attachments:

Nil.

Tabled Items:

Nil.

Report Prepared by: Community Development Officer

G/3.6. TENDER 230-21 GLADSTONE AQUATIC CENTRE REJUVENATION PHASE 2

Responsible Officer: General Manager Operations

Council Meeting Date: 6 July 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 Gladstone Aquatic Centre Rejuvenation Phase 2 works.

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 230-21 Gladstone Aquatic Centre Rejuvenation Phase 2 works; 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 230-21 Gladstone Aquatic Centre Rejuvenation Phase 2 works.

Background:

The Gladstone Aquatic Centre is a significant Council asset and is used by the Gladstone community on a daily basis. The original Memorial Swimming Centre was constructed in circa 1975, followed by the addition of a Multi-Purpose Pool (i.e., 25m indoor pool) and building extension in 1988 and 1998 respectively.

The facility has high usage and is utilised by a wide range of user groups, including Age Care groups, Physiotherapists, Learn to Swim groups, and Swim Clubs just to name a few.

Gladstone Regional Council requires a suitably qualified Contractor to undertake Building Renewal Works to the Main Amenities and Facilities Building in order to bring these facilities back to an acceptable and accommodating standard.

This phase of the Building Renewal Project focuses on the Main Amenities and shall include the following work tasks:

- Refurbishment of the male and female changerooms, complete with showers, toilets to ambulant specifications, including change area with benches as per details on drawings;
- Construction of two (2) new disabled compliant (DDA) toilet and shower cubicles;
- Construction of three (3) new family change rooms;
- Installation of new roof framing, including roof sheeting and/or roof panels to both the main amenities building, kiosk servery, and entry portal, complete as per details on drawings;
- External works, including the construction of a new entry portal, supply and installation of new screening to external walls, and construction of concrete foot paths complete as per details on drawings; and
- Minor landscaping and planting where necessary.

This portion of the scope will require electrical, plumbing, carpentry and building trades.



Figure 1: Gladstone Aquatic Centre, 60 Tank Street Gladstone, Queensland

Options, Risk and Opportunity Analysis:

On 24 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 18 May 2021, with two (2) conforming submissions received.

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

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

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	60	71
The Trustee for The Young Family Trust Trading as Young's Building Contractors (Gladstone) Pty Ltd	27	42

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 a clear understanding of the requirements and provided a program which meets Council's timeframe inclusive of all critical path items to complete the works.

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 made by Programmed for \$793,116.93 ex GST is within existing allocated funds.

Summary:

The submission from Programmed was evaluated as presenting the best value to Council.

Anticipated Resolution Completion Date:

The contract will be awarded in July 2021.

Attachments:

1. CONFIDENTIAL - 230-21 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

G/8.1. AGNES WATER CAR PARK

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 6 July 2021

File Ref: CM12.1

Reason for Confidentiality:

This report is **CONFIDENTIAL** in accordance with Section 275 (1) of the Local Government Regulation 2012, the meeting is to be closed to the public to discuss business relating to the following: -

(e) legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government.

ATTACHMENTS