



GLADSTONE
REGIONAL COUNCIL

**GENERAL MEETING NOTICE
AND AGENDA**

**TO BE HELD AT THE COUNCIL CHAMBERS – CIVIC CENTRE
101 GOONDOON STREET, GLADSTONE**

On Tuesday 2 November 2021

Commencing at 9.00am

**Leisa Dowling
CHIEF EXECUTIVE OFFICER**

Table of Contents

ITEM	PAGE
G/1. MAYORAL STATEMENT OF CURRENT ISSUES.....	3
G/2. CONFIRMATION OF MINUTES.....	3
G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 19 OCTOBER 2021	3
G/3. OFFICERS' REPORTS.....	4
G/3.1. 2020/21 ANNUAL REPORT	4
G/3.2. 2021/22 OPERATIONAL PLAN - QUARTER ONE REPORT	6
G/3.3. QUEENSLAND AUDIT OFFICE CLOSING REPORT	9
G/3.4. REVIEW OF COUNCILLOR REIMBURSEMENT OF EXPENSES AND PROVISION OF FACILITIES POLICY	11
G/3.5. 60-22 BIOSOLIDS REMOVAL AND REUSE EMERGENCY WORKS	14
G/3.6. TENDER 51-22 RPQS SURVEY SERVICES.....	17
G/3.7. SUMMER BIOSECURITY PROGRAM SURVEILLANCE 2021	21
G/3.8. APPROVED PLACE NAMES REGISTER - NEVILLE GREGORY	24
G/4. DEPUTATIONS.....	26
G/5. COUNCILLORS REPORT	27
G/5.1. LGAQ WASTE FORUM - CONFERENCE REPORT	27
G/6. URGENT BUSINESS	31
G/7. NOTICE OF MOTION	31
G/8. CONFIDENTIAL ITEMS.....	31

G/1. MAYORAL STATEMENT OF CURRENT ISSUES

G/2. CONFIRMATION OF MINUTES

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

Responsible Officer: Chief Executive Officer

Council Meeting Date: 2 November 2021

File Ref: CM7.2

Purpose:

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

Officer's Recommendation:

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

Attachments:

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

Tabled Items:

Nil.

Report Prepared by: Executive Secretary

G/3. OFFICERS' REPORTS

G/3.1. 2020/21 ANNUAL REPORT

Responsible Officer: General Manager Strategy and Transformation

Council Meeting Date: 2 November 2021

File Ref: CM 18.1

Purpose:

Seeks Council endorsement of the Gladstone Regional Council 2020/21 Annual Report.

Officer's Recommendation:

That the 2020/21 Gladstone Regional Council Annual Report be adopted.

Background:

The Annual Report is Council's primary progress report to the community, documenting the progress and achievements of the 2020/21 financial year and relating this progress to the Operational and Corporate Plans. This report also includes the final audited financial statements for the reporting period 1 July 2020 to 30 June 2021, as audited by Queensland Audit Office.

Options, Risk and Opportunity Analysis:

The theme for the year's report is Our Community Our Future.

The report reflects on 12 months of Council decision making for current and future generations that provides opportunities for an inclusive, engaged community, while continuing to meet people's needs through value for money services.

This Annual Report demonstrates the third year of performance against the delivery of Council's Corporate Plan 2018-2023 and highlights our financial position for 2020/21. This is the last report from Council's Corporate Plan 2018-23, after the refreshed Corporate Plan 2021-26 was adopted on 15 June 2021.

Within the report we demonstrate our resilience and partnership with our region by presenting challenges faced along with Council's action to answer these challenges.

Interactive links are embedded within this report to enhance the reader's experience. By clicking on links within the Table of Contents the reader can instantly move to that content. By clicking on icons, they can be linked to the detailed expose on our website.

Communication and Consultation:

This year there was a strong cross function team focus, to collectively deliver this report. The Annual Report Working Group was formed in May 2021 with officers from each of Council's seven business units. Their goal was to produce a report aimed at sharing the story of Council for 2020/21 with our community and meet legislative requirements.

GENERAL MEETING AGENDA 2 NOVEMBER 2021

Relevant officers have supplied the content for inclusion in the report. The CEO and General Managers reviewed and provided feedback.

Appreciation is extended to Council staff for their contribution to the content of the 2020/21 Gladstone Regional Council Annual Report.

The Australasian Reporting Awards (ARA) recognised Council's 2019/20 Annual Report with a Bronze Award. As part of the ARA's nomination process they provide feedback on opportunities for improvement. This year we have incorporated feedback from the ARA and lessons learned from last year's report and have developed a report that the business is proud of.

Legal Strategy and Policy Implications:

Local Government Regulation 2012 s182 legislates the requirement for Council to prepare an Annual Report within one month from the date the Auditor General certifies the annual financial statements.

Local Government Act 2009 s104(5)(b) requires the preparation of the Annual Report to be a core integrated part of Councils financial management systems.

Financial and Resource Implications:

The 2020/21 Annual Report has been completed internally by Council officers and has not required additional budget.

Summary:

The Annual Report is a community facing interactive document that showcases the performance, achievements and challenges faced by our organisation during the 2020/21 financial year.

Anticipated Resolution Completion Date:

Published to Council's website within two weeks from resolution.

Attachments:

1. 2020/21 Gladstone Regional Council Annual Report

Tabled Items:

Nil.

Report Prepared by: Manager Strategy & Improvement

G/3.2. 2021/22 OPERATIONAL PLAN - QUARTER ONE REPORT

Responsible Officer: General Manager Strategy & Transformation

Council Meeting Date: 2021/22 Operational Plan – Quarter One Report

File Ref: CM14.2

Purpose:

To present Council with the first quarterly performance report for the 2021/22 Operational Plan.

Officer's Recommendation:

That Council note the 2021/22 Operational Plan First Quarter Report.

Background:

The Operational Plan 2021/22 was endorsed on 15 June 2021 and identifies initiatives required to deliver on the vision and goals contained in the Gladstone Regional Council Corporate Plan 2021-26 (adopted 15 June 2021).

In accordance with the requirements under s. 174(3) of the *Local Government Regulation 2021*, the report for the quarter ending 30 September 2021 is presented for Council's information.

The attached report provides an assessment of Council's progress on the activity identified in the 2021/22 Operational Plan.

Options, Risk and Opportunity Analysis:

Refer to the 2021/22 Operational Plan First Quarter Report attached for progress against each Operational Plan Initiative.

Communication and Consultation:

Council Managers and Specialists provide status updates and comments against each Operational Plan Initiative within the attached report.

The 2021/22 Operational Plan First Quarter Report was presented to the Executive Leadership Team on 27 October 2021 within the Monthly Executive Meeting.

Legal Strategy and Policy Implications:

Section 174(3) *Local Government Regulation 2021* (Preparation and adoption of annual operational plan) states that:

The Chief Executive Officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months.

Financial and Resource Implications:

The quarterly report has been developed by the Strategy & Improvement Team and has not required additional budget.

Summary:

- 100 per cent of initiatives within the 2021/22 Operational Plan are on track
- On average initiatives have progressed 7 per cent, the majority having progressed 10 per cent. Some initiatives have most deliverables planned for the next three quarters.
- The design of the quarterly report has been refreshed this year, to continue to enhance engaging content with the inclusion of infographics, core services highlights, and images.
- See below performance summary graphics that represent the status of initiatives.

Performance Summary

- **On Track** – Reaching all milestones as planned
- **Concern** – Issues are affecting delivery, but they are manageable within the Project Team
- **Action Needed** – Issues are affecting delivery and require Executive support
- **Complete** – Indicates output has been 100% delivered and no longer requires quarterly updates
- **Not Proceeding** – This activity has been revised due to a change in priority or a shift in targets.

Overall Performance Status



Connecting Communities



Delivering Value



Resilient Economy



Our People



Anticipated Resolution Completion Date:

GENERAL MEETING AGENDA 2 NOVEMBER 2021

N/A

Attachments:

1. 2021/22 Operational Plan – Quarter One Report

Tabled Items:

Nil.

Report Prepared by: Manager Strategy & Improvement

G/3.3. QUEENSLAND AUDIT OFFICE CLOSING REPORT

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 2 November 2021

File Ref: FM4.3

Purpose:

To present a copy of the final Queensland Audit Office (QAO) reports to ensure transparency and accountability of Council regarding audit findings.

Officer's Recommendation:

That Council note the final QAO reports 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.

The closing report documents the audit of Council's financial statements for year including how significant financial reporting risks have been responded to. The closing report also reports on the progress of any issues raised at the interim report.

An unmodified audit opinion was issued by QAO on 14 October 2021 with respect to the financial statements prepared for the 2020/2021 Financial Year which form part of our Annual Report for the year.

With respect to the Final Management Report, there were no significant deficiencies raised, with three deficiencies being raised, two of which were already actioned from the prior year audit are being addressed as part of Council's Works Delivery Program, the additional deficiency raised was to regularise the current reconciliation processes for infrastructure assets improvement of the three way match process and the asset recognition process that are anticipated to be satisfactorily resolved during the 2021/2022 financial year.

With respect to the Closing Report forwarded to the Chief Executive Officer, Appendix A1 of the attached Closing Report reports no additional internal control deficiencies since the Interim Report.

One new matter was raised in relation to the mapping of the GIS system to the MyData asset system, management have noted this and determined the current processes to be adequate. As per Appendix A3, three of the five internal control deficiencies previously identified have been resolved. Management is currently working with TechOne to develop a new system process to improve the three-way-match process for invoices to purchase orders with an expected completion date of June 2022. Additionally, management has committed to implementing a quarterly fixed asset reconciliations process to improve from the current ad-hoc process.

Appendix A2 reports a low risk financial reporting issue related to reserve accounting. This issue has been resolved with Council noting the recommendation from QAO, however choosing to continue with the additional disclosure to provide users with a higher level disclosure than is legislatively required. Per

GENERAL MEETING AGENDA 2 NOVEMBER 2021

Appendix A3, a medium risk remains for assets previously not recognised. Management is continuing to undertake a data cleanse and verification process throughout the 21/22 financial year.

There were no high risk audit issues identified or outstanding as at June 30 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:

Nil.

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 Closing Report to Chief Executive Officer FY2021
2. Final Management Report to Mayor FY2021

Tabled Items:

Nil.

Report Prepared by: General Manager Finance, Governance & Risk

G/3.4. REVIEW OF COUNCILLOR REIMBURSEMENT OF EXPENSES AND PROVISION OF FACILITIES POLICY

Responsible Officer: General Manager Finance Governance and Risk

Council Meeting Date: 2 November 2021

File Ref: CM28.2

Purpose:

The purpose of this report is for Council to consider a proposed revised Councillor Expenses Reimbursement and Provision of Facilities Policy.

Officer's Recommendation:

That Council:

1. Repeal P-2018-31 - Councillor Expenses Reimbursement and Provision of Facilities Policy; and
2. Adopt P-2021-18 - Councillor Expenses Reimbursement and Provision of Facilities Policy.

Background:

The Councillor Expenses Reimbursement and Provision of Facilities Policy is due for review. A review has occurred internally with the following matters considered and incorporated into the proposed revised draft:

- Full review of definitions and inclusion of definition for what is considered a conference and training
- Inclusion of broad principles in policy statement
- Clarification that policy principles also apply to what is included in budget
- Inclusion of entitlement to attend conferences in Gladstone Region subject to sufficient budget if registration costs apply.
- Clarification of decision maker for conferences and training.
- Include reference to administrative support in accordance with Councillor Administrative Support Guidelines (in development).
- Inclusion of specific uniform supply from Corporate Uniform range with entitlement for minimum replacement each election term.
- Removal of outdated information.

Options, Risk and Opportunity Analysis:

Option 1- Adopt the revised policy

This option would result in adopting the proposed revised policy which has been reviewed in line with current legislation. The proposed policy also provides clarification on entitlements and aims to simplify the implementation of the policy operationally. There is minimal risk in adopting this option.

GENERAL MEETING AGENDA 2 NOVEMBER 2021

Option 2 – Adopt the revised policy with changes

This option would result in adopting the proposed revised policy but with any changes Council may wish to proposed. An alternative resolution may be:

“That Council:

1. *Repeal existing P-2018-31 - Councillor Expenses Reimbursement and Provision of Facilities Policy; and*
2. *Adopt P-2021-18 - Councillor Expenses Reimbursement and Provision of Facilities Policy, subject to the following amendments:*
 - a) Insert change;*
 - b) Insert change.”*

Option 3 – Retain existing policy without any changes

There is an option for Council to retain the existing policy in its current format and terminology. However, this option is not recommended as some clauses are subjective and have been difficult to interpret and apply, resulting in some confusion within the business. For example, the current provision of uniforms does not provide any guidance on how many uniforms are permitted to be provided to Councillors. The proposed policy clarifies this.

Communication and Consultation:

The Executive team and financial operations areas have been consulted on the proposed draft with feedback incorporated. Councillors have also been informally engaged through the review process with consideration given to feedback received. There has been no major concerns raised with the proposed policy.

Legal Strategy and Policy Implications:

Section 250 of the *Local Government Regulation 2012* requires the local government to adopt by resolution an expenses reimbursement policy. In addition, section 250 also provides for a local government to amend its expenses reimbursement policy by resolution. The proposed policy meets the requirements of the *Local Government Act 2009* and regulations.

Financial and Resource Implications:

There is not anticipated to be any additional financial or resource implications associated with the proposed policy. Implementation of the policy occurs as part of Council’s core services with budgets set annually. Principles of the policy remain subject to approval in line with budgets adopted.

Summary:

Nil.

Anticipated Resolution Completion Date:

Within two (2) weeks of Council resolution.

Attachments:

1. Proposed P-2021-18 - Councillor Expenses Reimbursement and Provision of Facilities Policy

GENERAL MEETING AGENDA 2 NOVEMBER 2021

2. Existing P-2018-31 - Councillor Expenses Reimbursement and Provision of Facilities Policy
3. Proposed P-2021-18 - Councillor Expenses Reimbursement and Provision of Facilities Policy – tracked changes

Tabled Items:

Nil.

Report Prepared by: Manager Governance and Risk

G/3.5. 60-22 BIOSOLIDS REMOVAL AND REUSE EMERGENCY WORKS

Responsible Officer: General Manager Operations

Council Meeting Date: 2 November 2021

File Ref: PE1.1

Purpose:

This report seeks resolution from Council, in accordance with Council's register of financial delegations, to approve expenditure for Biosolids Removal and Reuse Emergency Works.

Officer's Recommendation:

That Council retrospectively:

1. Endorse the expenditure for Biosolids Removal and Reuse Emergency Works; and
2. Authorise the Chief Executive Officer to enter into a contract with Arkwood (Gloucester) Pty Limited and Remondis Australia Pty Ltd Trading as RA JV for 60-22 Biosolids Removal and Reuse Emergency Works.

Background:

On 15 September 2020, Council resolved (G/20/4322) to award a 2-year contract (02-21) with options to extend, to Conhur Pty Ltd for biosolids removal, reuse and dewatering activities. In September 2021, after being placed into administration, Conhur Pty Ltd closed operations and the contract was subsequently terminated on 9 September 2021.

The removal of biosolids from the Gladstone, Boyne Island and Tannum Sands Waste Water Treatment Plants (WWTP) is an essential service. If these plants were unable to waste (produce biosolids) or the biosolids were stockpiled on site, it would lead to Council being exposed to considerable health, safety and wellbeing, environmental, financial, reputational and regulatory and legal risks.

There is a finite volume of solids that can be retained in a WWTP. Once this limit is reached (and wasting has not occurred), the solids and associated nutrients begin to be released in the final treated effluent. This loss accelerates the longer the situation exists. Below is a list of specific risks that could be encountered if this was to occur.

Health Safety & Well Being: Chlorination of the final treated effluent would be severely impacted due to the level of solids present and therefore be ineffective in the removal of harmful bacteria that could cause illness if exposure occurs. Excess nutrients could also result in a large toxic blue green outbreak in the Final Treated Effluent Lagoons.

Environmental: The presence of elevated nutrients, and suspended solids levels could potentially result in fish kills and blue green algae blooms. Runoff from stockpiled areas into the treated effluent lagoons and or offsite (as there are no purpose-built long-term storage facilities constructed at the sites) would have the same consequences.

Financial: Cost to bring WWTP's back into specification e.g. Overtime rates for operators to perform continuous wasting and infringements from Regulator for non-compliance with Environmental Authority.

GENERAL MEETING AGENDA 2 NOVEMBER 2021

Reputational: Community response to a halt in supply to the BITS Golf Club, Sporting Grounds and Dennis Park due to the final treated effluent not meeting Public Health Guidelines and receiving an infringement from the Regulator for non-compliance under legislation where Council also performs the function as a Regulator under the same Act i.e.. The *Environmental Protection Act 1994*.

Regulatory and Legal Risks: Final Treated Effluent Quality Characteristic Release Limits detailed in the Environmental Authority for the sites would not be met, resulting in multiple non-compliances that could lead to further Regulatory enforcement. This is further heightened by the fact that Council has a noted history with the regulator regarding the stockpiling of biosolids Breach of Contract with third party treated effluent users resulting in potential legal ramifications.

Council required the immediate appointment of a service provider to provide continuation of biosolids removal in accordance with the Queensland End of Waste Code – Biosolids ENEW07359617 (EOWC).

An emergency declaration was made by the CEO to ensure that there is little to no interruption in the removal of biosolids in response to the risks identified above. This situation was determined to be an emergency due to the severity of risks that Council could be subjected to if plants were to halt the production of biosolids or stockpile them onsite.

Options, Risk and Opportunity Analysis:

Upon receiving notification from Conhur Pty Ltd, Council moved quickly to engage a replacement service provider. Council contacted Arkwood (Gloucester) Pty Limited and Remondis Australia Pty Ltd Trading as RA JV (“RA JV”), a service provider performing other services within the Gladstone region, to enquire about conducting the biosolids removal on an immediate and temporary basis.

A suitable scope of work, schedule of rates and service provider agreement were subsequently negotiated with RA JV and RA JV commenced services on 29 September 2021.

Option 1 (officers recommendation)

Council endorses the entering into of the contract with RA JV through direct engagement that was enabled through the CEO emergency declaration making use of section 235 (c) of the *Local Government Regulation*. The tender process for the new long-term contract is currently in pre-market stages with the intention of awarding in early 2022.

Option 2

Council does not endorse the entering into of the contract with RA JV and a tender process to appoint a new service provider is required. However, as this process may take up to 6-months and biosolids removal is unable to be deferred for this period, the risks provided in the background section of this report would stand until a service provider resulting from the tender could be appointed.

Communication and Consultation:

Consultation has occurred across the following teams to ensure appropriate course of action taken and desired outcomes achieved:

- Water Program Delivery;
- Environment and Conservation;
- Strategic Asset Performance;
- Waste Program Delivery;

GENERAL MEETING AGENDA 2 NOVEMBER 2021

- Ethics Integrity and Audit; and
- Contracts and Procurement.

Legal Strategy and Policy Implications:

Council sought the offer via CEO declared emergency in accordance Section 235 (c) of the *Local Government Regulation 2012*, which states that:

A local government may enter into the contract without first inviting written quotes or tenders if a genuine emergency exists.

It is noted that Council has delegated to the CEO, the power listed above via Statutory Delegation LGA071.

Councils approval of this expenditure is in accordance with the Financial Delegation Register.

Financial and Resource Implications:

This is a schedule of rates contract. Expenditure is determined by the volumes of biosolids removed by the service provider. The estimated value based on historical data is approximately \$800,000.00 ex GST for a 6-month term.

Summary:

N/A.

Anticipated Resolution Completion Date:

The contract and purchase order were issued in October 2021.

Attachments:

Nil.

Tabled Items:

Nil.

Report Prepared by: Manager Contracts and Procurement.

G/3.6. TENDER 51-22 RPQS SURVEY SERVICES

Responsible Officer: General Manager Operations

Council Meeting Date: 2 November 2021

File Ref: PE1.1

Purpose:

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

Officer's Recommendation:

That Council:

1. Endorse the tender evaluation panel's recommendation and appoint the following five (5) service providers:
 - AAM Pty Ltd;
 - Fredriksen Maclean & Associates;
 - JFP Urban Consultants;
 - Masters Surveying; and
 - Northgroup Consulting.

2. Authorise the Chief Executive officer to enter into service provider agreements for an initial term of two (2) years with the option to extend the arrangements for three (3) further periods of one (1) year each at Council's discretion with the above service providers.

Background:

Council requires suitably qualified and experienced Service Provider's to conduct survey services throughout the Gladstone Region.

Service Providers engaged under this RPQS will be required to:

- Undertake Engineering and Construction Surveys;
- Volumetric survey
- Pre-construction projects
- Setout for construction projects
- As-Constructed pickup (ADAC)
- Cadastral Survey including but not limited to easements and property realignment;
- Aerial survey/mapping (Inc. drones);
- Excavation and stockpile;
- 3D laser scanning;
- Hydrographic (waterways);
- Delivery of engineering survey (pre-design, construction, audit, geodetic) for typical Local Government and/or Department Transport Main Roads (DTMR) projects; and
- Provide professional and specialist technical advice on survey related issues.

An insourcing assessment was completed by Council in 2020 for this service to be undertaken by Council employees, however it presented an unviable option due to recruitment of personnel, purchase of

GENERAL MEETING AGENDA 2 NOVEMBER 2021

equipment and housing of the team and equipment. The employee hours available would also exceed the available work to be completed in-house.

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

Council may refresh this contract at any time during the contract term by issuing a new Invitation to Tender based on the same evaluation criteria as this ITT, seeking offers from suppliers wishing to be added to the register.

Options, Risk and Opportunity Analysis:

On 4 September 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 28 September 2021 with nine (9) conforming offers received.

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

Objective Evaluation Criteria	Weighting
Offer demonstrates understanding of GRC’s requirements for survey services and offer demonstrates business has suitable capability.	15%
Proposed resourcing addresses all aspects for survey services and GRC’s requirements	15%
Nominated past projects performed meet GRC’s experience requirements	20%
Proposed Key Personnel have the qualifications and experience required by GRC	20%
Price	15%
Local Content	15%

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

GENERAL MEETING AGENDA 2 NOVEMBER 2021

Vendor / response	Score
MASTERS SURVEYING / VPR467526	83.00
FREDRIKSEN MACLEAN & ASSOCIATES / VPR468051	76.00
JFP URBAN CONSULTANTS / VPR468300	76.00
NORTHGROUP CONSULTING / VPR468419	72.00
AAM PTY LTD / VPR468280	71.00
JJ RYAN CONSULTING PTY LTD / VPR468387	51.00
SUNRISE SURVEYING / VPR468266	51.00
VISION SURVEYS (QLD) PTY LTD / VPR468415	50.00
SCHLENCKER MAPPING PTY LTD / VPR467671	43.00

The submissions from AAM Pty Ltd, Fredriksen Maclean & Associates, JFP Urban Consultants, Masters Surveying and Northgroup Consulting presented best value for money to Council. These submissions received scores greater than 60 which represents that the technical aspects of the submissions were deemed to meet Council's requirements, inclusive of local preference and commercially competitive schedules of rates.

Communication and Consultation:

Nil.

Legal Strategy and Policy Implications:

Council sought offers via LG Tenderbox in accordance with the *Local Government Regulation 2012*, *Local Government Act 2009* and Council's Procurement Policy P-2018-12. Council's endorsement of this tender award is in accordance with the Register of Delegations - Exercise of Statutory Powers and Financial Delegation Register.

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

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

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

Financial and Resource Implications:

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

GENERAL MEETING AGENDA 2 NOVEMBER 2021

Summary:

Nil.

Anticipated Resolution Completion Date:

The contracts will be awarded in November 2021.

Attachments:

1. CONFIDENTIAL - RPQS 51-22 Offer Evaluation Report.

Tabled Items:

Nil.

Report Prepared by: Manager Contracts and Procurement.

G/3.7. SUMMER BIOSECURITY PROGRAM SURVEILLANCE 2021

Responsible Officer: General Manager Customer Experience

Council Meeting Date: 2 November 2021

File Ref: EM12.6

Purpose:

To seek Council approval by resolution to implement a (Summer) Biosecurity Surveillance Program under the *Biosecurity Act 2014 (Qld)* to monitor the compliance of landholders with restricted and prohibited matter of African Tulip Tree, Bellyache bush, Giant Rat's Tail Grass, Groundsel Bush, Harrisia Cactus, Mesquite, Parkinsonia, Parthenium, Prickly Acacia and Rubber Vine in the Gladstone Region.

Officer's Recommendation:

That in accordance with section 235 of the *Biosecurity Act 2014*, Council authorise the attached Biosecurity Surveillance Program (Summer) for the period 30 November 2021 to 30 April 2022.

Background:

The *Biosecurity Act 2014* (the Act) allows local governments to adopt 'Biosecurity Programs' to manage biosecurity risks within their local government area. Section 232 of the Act provides for a local government to undertake two types of biosecurity programs, being:

Surveillance program

Used to monitor compliance with the Act; confirm the presence, absence, levels of extent of a biosecurity matter; and monitor the effectiveness of risk response measures by stakeholders.

A prevention and control program

Used when biosecurity matter is in an area that poses a significant biosecurity risk and may be used to prevent the entry, establishment or spread of biosecurity matter, or manage, reduce or eradicate biosecurity matter.

Under Gladstone Regional Council's Biosecurity Plan 2021-2025, success indicator 1.4 - 1.4.3 and 2.3 - 2.3.1 requires Council to implement biosecurity programs to target priority invasive species within the Gladstone region. The biannual program is proposed to be implemented based on the following framework:

- When Gladstone Regional Council's weather is less influenced by rainfall events (i.e. when cold fronts and high-pressure systems are more dominant) and priority invasive species are less active, Council will target localities adjacent to core infestations of priority invasive species and attempt to identify outlying infestations. The results from these inspections will feed back into compliance activities when biosecurity matters are more active.
- When Gladstone Regional Council's weather is more influenced by rainfall events (i.e. when monsoonal troughs and low-pressure systems are more dominant) and priority invasive species are more active, Council will target localities with core infestations of priority invasive species for compliance activities.

Options, Risk and Opportunity Analysis:

Council has a statutory obligation to monitor compliance with the Act to ensure landholders are discharging their General Biosecurity Obligation on their properties to prevent the spread of restricted and prohibited material. The proposed 2021 Summer Biosecurity Surveillance Program (Attachment 1) undertaken from 30 November 2021 to 30 April 2022 aims to

- Monitor landholder compliance in accordance with the Act;
- Identify other areas in the region where the target species exist and/or are absent; and
- Enable the Pest Management team to undertake proactive work.

These invasive species are identified in Council's Biosecurity Plan 2021-2025 as Prevention, Eradication and Containment Invasive Species; are the most active invasive species during summer and the wet season and have been attributed to the most customer service requests for the 2019-20 period. The species are considered the biggest concern to the region's industry, landholders and customers specifically:

- African Tulip Tree
- Bellyache bush
- Giant Rats Tail Grass;
- Groundsel Bush;
- Harrisia Cactus;
- Mesquite
- Parkinsonia;
- Parthenium;
- Prickly Acacia
- Rubber Vine

The program will focus on all localities in the region as:

- The Pest Management Team is dispersed in the Southern, Central and Northern parts of the region, therefore provide coverage of the whole region;
- Reactive work is undertaken in areas that contain known active infestations and performing compliance; and
- It enables Proactive work, whereby we can inspect and survey other areas to determine the presence and absence of target species.

The Proactive work will allow the species to be mapped, compliance to be undertaken and will also provide insight and information to design programs and schedules that are efficient and effective, and further our progress towards the Biosecurity Program Success Indicators.

Option One

The program contained in the recommendation is tabled for consideration.

Option Two

Develop a new program that lists specific locations. This would allow the community to know what areas we are targeting. The risk being where a property lies outside this location officers are to seek consent to allow entry to inspect or alternatively a new program be developed and return to Council for endorsement.

Option Three

Do Nothing. This would mean officers seek consent to allow entry to all properties to inspect and carry out compliance, rather than an overarching program that allows this for all locations.

Communication and Consultation:

Relevant officers in Customer Experience and Strategic Asset Performance have been consulted in the development of the proposed Biosecurity Program (Surveillance).

GENERAL MEETING AGENDA 2 NOVEMBER 2021

As required under the *Biosecurity Act 2014*, consultation was undertaken with the Chief Executive of the Department of Agriculture and Fisheries regarding the biosecurity program. Feedback was received advising that Tilapia is not classed as invasive biosecurity matter. Local Governments power to authorise a biosecurity program is limited to 'invasive biosecurity matter' therefore Tilapia cannot be included in a surveillance biosecurity program.

External notification in accordance with the requirements of the *Biosecurity Act 2014* will be made following Council resolution.

Legal Strategy and Policy Implications:

Section 235 of the Act outlines that the authorisation of a biosecurity program made by a local government must be authorised by resolution of the local government.

Financial and Resource Implications:

The costs of undertaking the proposed Biosecurity Program (Surveillance) are incorporated within the existing operational budget for the Pest Management cost centre.

Summary:

The Biosecurity Program (Surveillance) assists in meeting Council's obligation to monitor the provisions of the *Biosecurity Act 2014*.

Anticipated Resolution Completion Date:

End November 2021 to allow Council to provide at least fourteen (14) days public notice, including notification to:

- Each department or government owned corporation responsible for land in the area to which the biosecurity program relates; and
- The public via Council's website.

Attachments:

1. 2021 Summer Biosecurity Surveillance Program

Tabled Items:

Nil.

Report Prepared by: Manager Biosecurity and Environmental Health (Acting)

G/3.8. APPROVED PLACE NAMES REGISTER - NEVILLE GREGORY

Responsible Officer: General Manager Customer Experience

Council Meeting Date: 2 November 2021

File Ref: CR13.1

Purpose:

The purpose of this report is to allow Council to consider a request to add 'Neville Gregory' to the Approved Place Names Register for future use to name a Council Asset.

Officer's Recommendation:

That Council approve the application to add 'Neville Gregory' to the Approved Place Names Register.

Background:

Council received an application to add 'Neville Gregory' to the Approved Place Names Register to be utilised in future naming of a road. The applicant has requested Neville Gregory be considered for memoriam through naming of a Council Road asset in recognition of his contribution to the Gladstone community. Neville owned and operated Neville Gregory Jewellers and was a member of the Lions Club, supporter of local sporting clubs and Gladstone's Harbour Festival.

Options, Risk and Opportunity Analysis:

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

	Comply	Comment
Adding Name to Register		
Uniqueness of Name	Compliant	'Gregory' is currently on the Approved Place Names Register to name a street in Tannum Sands however 'Neville Gregory' is unique.
Source of Name	Compliant	Local eminent person
Spelling/Form of Name	Compliant	

The application meets criteria to be added to the Approved Place Names Register.

Council does not maintain a list of unnamed assets, an application in writing must be received requesting a specific asset be named and until such time, the name may remain on the Approved Place Names Register, should the name be approved.

Communication and Consultation:

Nil – not required.

Legal Strategy and Policy Implications:

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

Financial and Resource Implications:

Nil

Summary:

The following options exist based on the criteria above:

Option 1 – Approve the Application – add name to the Approved Place Names Register.

Option 2 – Deny the Application.

Anticipated Resolution Completion Date:

2 weeks of meeting date

Attachments:

1. CONFIDENTIAL - Neville Gregory application for Naming of Council Asset Infrastructure

Tabled Items:

Nil.

Report Prepared by: Team Leader Customer Solutions

G/4. DEPUTATIONS

Nil.

G/5. COUNCILLORS REPORT

G/5.1. LGAQ WASTE FORUM - CONFERENCE REPORT

Responsible Officer: Chief Executive Officer

Council Meeting Date: 2 November 2021

File Ref: CM6.1 or CM7.1

Purpose:

Councillor Branthwaite and Councillor Hansen recently attended the LGAQ Waste Forum in Brisbane. Cr Hansen has forwarded most of the presentations from the Forum to Councillors, Chief Executive Officer and General Manager Operations.

Councillor's Recommendation:

That Council accept the LGAQ Waste Forum Brisbane 27th - 28th September 2021 report.

Conference Summary:

Greg Hallum LGAQ Update

- Challenging time in Waste – We have to focus on higher objectives
- Draft Organics Strategy – Single use plastics
- Requires leadership and partnerships with Councils – Contractors
- “If we don’t do it, it will get done to us”

Trevor Evans MP

- Circular Economy moving quickly
- We have up to 80 new recycling facilities nationally – a \$600million investment reducing 10million tonnes per year to landfill
- Updating Federal procurement systems to use recycled content
- Seed funding for product stewardship
- New scheme for household batteries next year
- Phasing out polystyrene by the end of this year and by 2025 all packaging on shelves will be recyclable
- Curbside bin harmonization and education are key

Matthew Ryan – National Waste Policy

- \$67 million funding for food waste for healthy soils
- National Waste report 2020
- \$106 million funding for recycling modernization
- Circular Economy – Planet Arc
- \$57 million Organics recycling infrastructure
- Harmonizing National standards
- Major National approach in recycled roadbase

GENERAL MEETING AGENDA 2 NOVEMBER 2021

Gayle Sloan – National Waste Industry perspective

- Moving from Waste to Resources
- 600million tonnes to landfill each year nationally
- Waste Levee review shortly
- Creating Energy from Waste policies with FOGO the main topic
- Designing materials that can be recycled
- Statewide consistency and Education

Pravin Mani – DES

- Stop thinking of resources as waste
- Single use Plastics – Organic Strategy – Waste Data – Regional Infrastructure plans – Waste legislation reviews
- Litter and Illegal dumping plan
- Sustainable procurement
- Textile recycling

Rachael Burgess – DAWE

- Rising levels of E Waste in Australia
- Critical mineral supply for electronics
- Product classes nationally – Televisions Refrigerators etc
- Supply Chain – solar panels, mineral supply

Dylan Walker – DES

- Qld Recycling and Waste Report 2020
- Overall recovery 54%
- Green waste services trending up
- Can recycling increasing

John Gertsakis – Qld Products Action Plan

- Waste avoidance – E Waste
- E Waste watch
- E Waste are all those with a chord or a battery
- Stakeholder engagement and communication objective

Dr Nicole Garfarno – Circular Economy – Planet Arc

- \$4.5 trillion growth
- Three Principals – Designing, Use and Value, Regeneration
- 85% of businesses believe in a Circular Economy
- We should have a Circular Economy Officer at Council
- Use Circular Economy options for 100% of procurement

Rose Read – Product Stewardship & LG's

- Reducing environmental impacts of products through their lifestyle
- Design, Manufacture, Use & Reuse, End of life
- There is significant support for Councils

GENERAL MEETING AGENDA 2 NOVEMBER 2021

Panel Discussion – Clive Sleming, Jade Barnaby, Kylie Hughes, Vernan Fair

- Space to deconstruct mattresses at some landfills
- Councils can become battery stewards
- Councils to get on board with recycling Solar panels

Mayor Greg Christiansen COMSEQ Waste Management Plan

- 10 Councils – 3million residents
- One voice – One region
- Councils have had a change of mindset
- 30 members in Waste working group including DES and QTC
- SEQ plan provides a pathway forward aiming to protect ratepayers from unnecessary expenses
- Combined recycling – organics and residual
- Sharing landfill space
- Solutions driven by facts not politics

Peter Brisbane – National Packaging Targets

- Targets, Data, Collective Impact Model, Collective Impact Framework all on phone
- Production of single use and unnecessary plastics phased out
- Recovery reprocessing capacity
- Consistent recycling labelling

Across Our Regions

- FNQ Mayor Toppin – Regional alignment, Governance is the key.
- NQROC Matt McCarthy – Five member Councils – 2 Decades of collaboration – Waste Officers only at the present time
- CQ Michael O’Keefe – No Regional Strategy – No Governance - MRF could be rebuilt in early 2022 – Looking to construct CQ Waste

Kylie Hughes – Qld Organics Strategy and Action Plan

- Draft Strategy opened 17th September
- Goals 50% Organics, 20% Other recyclables and 30% Residual

Panel Discussion Qld Organics Trials

- Trials on FOGO bins are taking place in Somerset, Rockhampton and Townsville

Final Thoughts

- Statewide Educational Plan should be a priority – State Government need to lead using consistent messaging

“LIFT THE RIGHT LID”

- Ipswich currently has a user paid FOGO collection system with the majority of residents satisfied

GENERAL MEETING AGENDA 2 NOVEMBER 2021

Financials:

Registration Cost	\$250.00
Travel / Accommodation Cost	\$1,643.68
Sundries / Other	\$237.77
Total	\$2,131.45

Attachments:

Nil.

Tabled Items:

Nil.

Report Prepared by: Cr Rick Hansen

G/6. URGENT BUSINESS

Nil.

G/7. NOTICE OF MOTION

Nil.

G/8. CONFIDENTIAL ITEMS

Nil.