



**GLADSTONE**  
REGIONAL COUNCIL

**GENERAL MEETING NOTICE  
AND AGENDA**

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

**On Tuesday 21 February 2023**

**Commencing at 9.00am**

**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 7 FEBRUARY 2023**

**Responsible Officer:** Chief Executive Officer

**Council Meeting Date:** 21 February 2023

**File Ref:** CM7.2

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#### **Purpose:**

Confirmation of the minutes of the General Meeting held on 7 February 2023.

#### **Officer's Recommendation:**

That the minutes of the General Meeting of Council held on 7 February 2023 be confirmed.

#### **Attachments:**

1. Minutes of the General Meeting of Council held on 7 February 2023.

#### **Tabled Items:**

Nil

**Report Prepared by:** Executive Secretary

**G/3. DEPUTATIONS**

## G/4. OFFICERS' REPORTS

### G/4.1. QUARTER TWO (OCTOBER-DECEMBER) 2022-23 OPERATIONAL PLAN REPORT

**Responsible Officer:** General Manager Strategy and Transformation

**Council Meeting Date:** 21 February 2023

**File Ref:** CM14.2

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#### **Purpose:**

To present Council with the second quarterly performance report for the 2022-2023 Operational Plan.

#### **Officer's Recommendation:**

That Council endorse the 2022-2023 Operational Plan Quarter Two Progress Report.

#### **Background:**

The Operational Plan 2022/23 was endorsed on 25 July 2022 and identifies eight initiatives that are progressing the delivery of the Gladstone Regional Council's Corporate Plan 2021-26.

The attached report provides an update on Council's progress regarding the activity identified in the 2022/23 Operational Plan as of the quarter ending 31 December 2022.

#### **Options, Risk and Opportunity Analysis:**

##### **2022-23 Operational Plan Initiatives Performance**

- 75 per cent (6) of the initiatives are currently *on track* to be delivered.
- 25 per cent (2) of the initiatives are reporting as *concern* due to challenges.
  - Both initiatives have Project Sponsor endorsed mitigation plans in place and working towards returning to *on track* status in Quarter Three.

##### **2021/22 Extended Initiatives Performance**

Of the four extended 2021/22 Operational Plan initiatives, two are now complete with two still being outworked.

- **Community Profiling** initiative has not met its revised completion date of 31 December 2022. It is reporting as 95 per cent complete with draft profiles completed and proofing and branding planned for quarter three. This initiative will continue to be reported on to the Executive Leadership Team at their monthly meetings until completed.
- **BackflowID App & Tag System** initiative is *on track* for June 2023 delivery. Recruitment of the Senior Plumbing Officer is ongoing and is crucial to the successful delivery of this initiative.
- The **Transition Economy** initiative was *completed* in November 2022.
- The **Waste Management Resource Recovery Business Case** was *completed* in September 2022.

#### **Communication and Consultation:**

Initiative Leads provide status updates and comments against each Operational Plan Initiative within the attached report which is reviewed by Project Sponsors and the Executive Leadership team monthly.

**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:**

Initiatives with an allocated budget have been identified within the quarter two report. Budget commitments for each quarter have now been made visible within the attached operational report. There are currently no requests for increased funding.

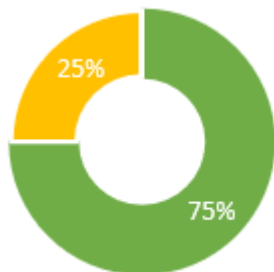
Ongoing recruitment to secure resources to deliver the 2021/2022 Operational Item Backflow ID App & Tag system continues to be a challenge.

Resourcing within the Works Delivery initiative has contributed to challenges in delivery due to staff leave and consultant availability.

The Creating Constructive Culture Initiative Working Groups have faced challenges with some members resigning from the working groups due to their capacity to contribute, and others leaving the business. Recruitment of new working group members is currently a priority for some groups.

**Summary:**

**2022-23 Operational Plan Initiatives Performance**



**On Track** – Reaching all milestones as planned or sponsor approved mitigation plan is in place  
**Concern** – Challenges are affecting delivery  
**6 / 8** initiatives on track  
**2 / 8** initiatives concern  
**45 %** average progress  
**Extended** – ELT has approved an extension June  
**Complete** – Indicates has been 100 percent delivered and no longer requires updates

**2021-22 Extended Operational Plan Initiatives Performance**

**2 / 4** initiatives completed

**83%** average progress

**Anticipated Resolution Completion Date:**

Not applicable. Information report only.

**Attachments:**

- 1. 2022-23 Quarter Two Operational Plan Progress Report

**Tabled Items:**

Nil

**Report Prepared by:** Manager Strategy and Improvement

## G/4.2. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 JANUARY 2023

**Responsible Officer:** General Manager Finance Governance and Risk

**Council Meeting Date:** 21 February 2023

**File Ref:** FM15.1

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### **Purpose:**

This report seeks Council adoption of the Monthly Financial Statements for the year 2022-23 to date, for the period ended 31 January 2023.

### **Officer's Recommendation:**

That Council adopt the Monthly Financial Statements attached to the officer's report for the 2022-23 year to date, for the period ended 31 January 2023 as required under Section 204 Local Government Regulation 2012.

### **Background:**

The 2022-23 budget was adopted on 25 July 2022, with a projected operating surplus of \$0.5m. Council officers have also undertaken a forecasting process, resulting in a forecast operating surplus of \$0.5m.

To allow for greater transparency and scrutiny of Councils operating position throughout the year, annual rating revenue and service charges have been applied across the year rather than in the period of the rates generation. This represents a significant change to the way that these reports have previously been presented but will allow for more meaningful analysis.

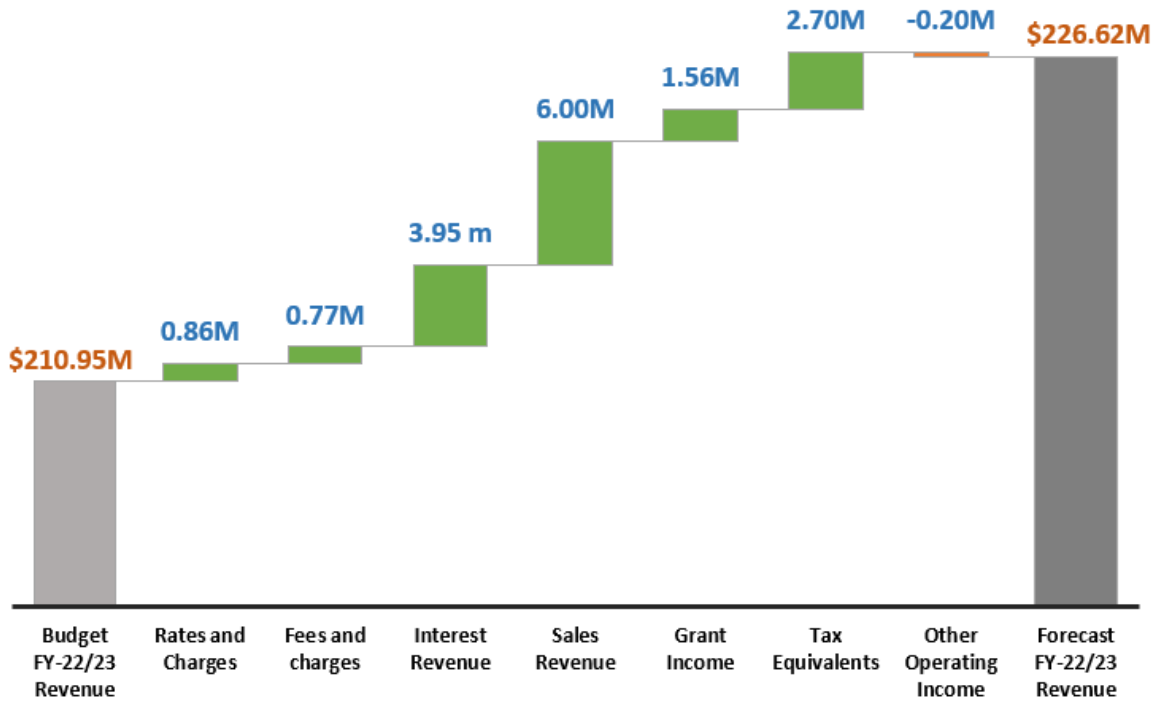
The percentage of year passed (pro-rata rate) as at 31 January 2023 is 58.90%.

Major movements from budget compared with forecast are as follows:

- Uplift in general rates and water access charges generated partially offset by higher than anticipated uptake of discounts and a decrease in wastewater reuse +\$0.6m
- Increase in interest revenue from the Queensland Treasury Corporation and term deposits +\$4.0m
- Increase in income tax equivalents revenue expected from the Gladstone Area Water Board (GAWB) +\$2.7m
- Including year to date actuals, forecasting higher than anticipated revenue from building and property fees and charges given slight improved economic activity coupled with increased fees and charges from debt recovery on rates assessments +\$0.7m
- Uplift in sales revenue relating to recoverable work (Dawson/ Drynan Roads intersection) partially offset by operating expenditure relating to these works resulting in a forecasted net impact of +\$1.0m
- Increase in grant income based on year to date actuals from federal assistant grants +\$0.8m coupled with disaster recovery claim approvals +\$0.4m
- Increase in anticipated depreciation expense due to delays in capitalisations in 2021-22 year. ~\$40m capitalised at 30 June 2022 following preparation of 2022-23 budget. Increase also considers expected uplift from full comprehensive revaluation of Roads, Drainage and Transport Infrastructure assets as at 30 June 2023.

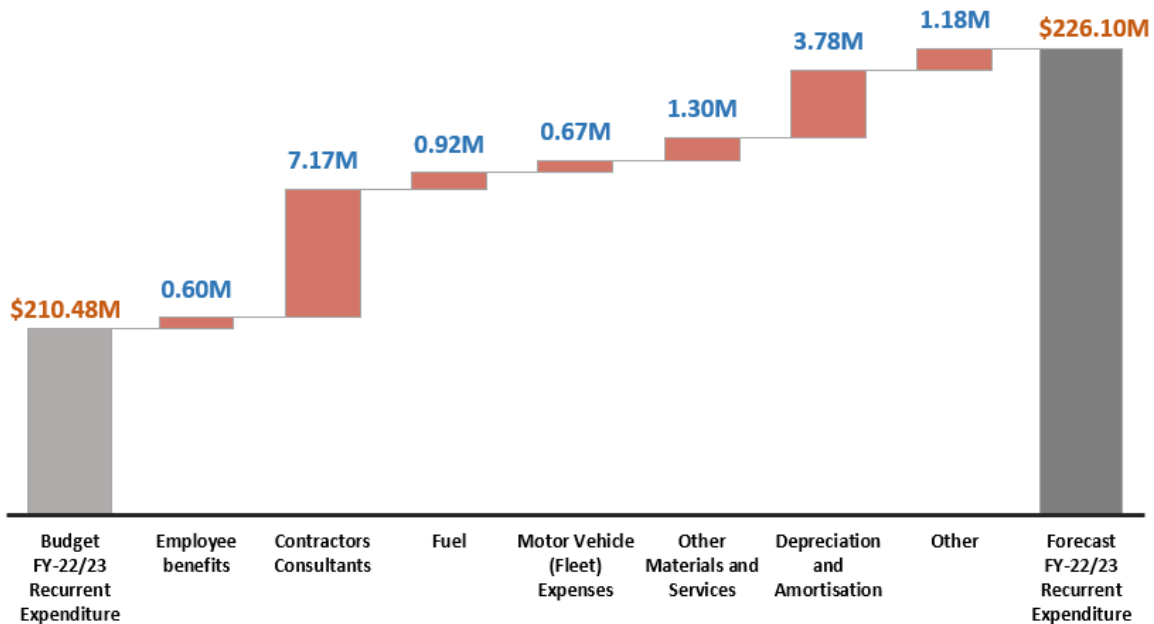


### Budget to Forecast Revenue Bridge (Major Movements)



\*Sales revenue movement of +\$6.00m includes \$5.8m worth of revenue from recoverable works for Dawson/Drynan Roads intersection.

### Budget to Forecast Expenditure Bridge (Major Movements)



\*Contractors and Consultants costs of +\$7.17m includes \$4.6m of recoverable works costs for Dawson/Drynan Roads intersection.

**Statement of Income and Expenditure**

**Income**

Recurrent Revenue

<b>Total recurrent revenue</b>	2022-23	Actual as %
Actual	<b>\$110.4m</b>	
Budget	<b>\$210.9m</b>	<b>52.33%</b>
Forecast	<b>\$226.6m</b>	<b>48.71%</b>

Of note:

<b>Net rates and utility charges</b>	2022-23	Actual as %
Actual	<b>\$89.0m</b>	
Budget	<b>\$170.5m</b>	<b>52.17%</b>
Forecast	<b>\$171.4m</b>	<b>51.91%</b>

Council's primary source of recurrent revenue is the generation of annual rates, along with access charges for water, sewerage and waste. This generation was completed in July, with notices to be issued to ratepayers in August. These charges have been split across the course of the year, to align with the delivery of these services.

Discounts of \$13.9m have been applied for payments received by the due date.

Water consumption revenue for 2022-23 will be raised upon completion of the water meter reading cycles during the year with the most recent being July-December readings completed, generating \$7.5m at the end of January. Wet weather will impact the revenue generated by water consumption charges and any adjustments required will be reflected in the next forecast.

<b>Total interest revenue</b>	2022-23	Actual as %
Actual	<b>\$2.7m</b>	
Budget	<b>\$1.3m</b>	<b>210.45%</b>
Forecast	<b>\$5.2m</b>	<b>51.83%</b>

Interest revenue at a rate of 3.78% has been received from Queensland Treasury Corporation for the month of January and current term deposit rates are yielding up to a 4.53% return to Council. The forecast for interest revenue reflects more accurately an estimate of expected return with the current economic climate.

## GENERAL MEETING AGENDA 21 FEBRUARY 2023

<b>Sales revenue</b>	2022-23	Actual as %
Actual	<b>\$3.6m</b>	
Budget	<b>\$3.4m</b>	<b>105.00%</b>
Forecast	<b>\$9.4m</b>	<b>38.25%</b>

Claims of \$0.7m have been made for Dawson Highway Drynan Drive Water Main Relocation this year. This project has been reflected in the forecasted revenue amount with the additional contractor and materials expenses shown in the relevant expenses sections below. Significant claims are expected in the second half of the year.

<b>Income tax equivalents</b>	2022-23	Actual as %
Actual	<b>\$0.1m</b>	
Budget	<b>\$5.2m</b>	<b>2.30%</b>
Forecast	<b>\$7.9m</b>	<b>1.51%</b>

Council has increased the income tax equivalents in the forecast that is expected to be received from the Gladstone Area Water Board (GAWB) to \$7.7m. This is due to a significantly improved position reported by GAWB over initial estimates provided during budget preparation. This Income is generally confirmed and paid in the final quarter of the year.

The remaining forecast of \$0.2m relates to income tax equivalents from the Gladstone Airport Corporation (GAC), which are received and recognised after the end of each quarter. Q2 payment has been received in January 2023 and reflected in the actuals figure.

<b>General Purpose Grants</b>	2022-23	Actual as %
Actual	<b>\$1.1m</b>	
Budget	<b>\$8.2m</b>	<b>13.33%</b>
Forecast	<b>\$9.0m</b>	<b>12.11%</b>

Council has received confirmation of the Financial Assistance Grant allocations for the 2022-23 year.

The budget was prepared based on advice received in December 2021 that Council should expect a 4% decrease in its allocation from the State Government. A further assumption has been made that Council will receive 75% of the 2023-24 allocation in the final quarter of 2022-23.

The forecasted allocation for 2022-23 has increased by \$0.8m based on the actual payments received year to date.

<b>Grants, Subsidies, Contributions and donations (excluding General Purpose Grants)</b>	2022-23	Actual as %
Actual	<b>\$1.4m</b>	
Budget	<b>\$1.8m</b>	<b>78.68%</b>
Forecast	<b>\$2.5m</b>	<b>55.64%</b>

## GENERAL MEETING AGENDA 21 FEBRUARY 2023

\$0.9m of year to date revenue generated from State Government grants and subsidies with about 29% received through disaster management funding. The forecast has also been adjusted to account for increase in trainees and apprentices with commencement and completion rebates funded through State and Federal Government.

### Capital Revenue

<b>Capital grants revenue</b>	2022-23	Actual as %
Actual	<b>\$6.2m</b>	
Budget	<b>\$12.4m</b>	<b>50.21%</b>
Forecast	<b>\$13.6m</b>	<b>45.87%</b>

Capital grants revenue is recognised as project milestones are met. Therefore, the revenue recognised on the Statement of Income and Expenditure does not necessarily reflect the funding received during the year. Where milestones are still to be achieved, revenue is recognised as a contract liability on the Statement of Financial Position.

Capital revenue recognised for significant projects is detailed below with the forecast updated to reflect major changes:

<b>Project</b>	Budget	Forecast	Actual
<b>State Government Grants &amp; Subsidies</b>			
Gladstone Aquatic Centre Upgrade-Stage 3	<b>\$1.0m</b>	<b>\$0.8m</b>	<b>\$0.8m</b>
Bindaree Road, Miriam Vale	<b>\$1.6m</b>	<b>\$1.1m</b>	<b>\$0.4m</b>
Murphy Road, Captain Creek	<b>\$0.8m</b>	<b>\$0.8m</b>	-
Langmorn Road- Gravel Re-sheets	<b>\$0.6m</b>	<b>\$0.2m</b>	-
Toolooa St Gladstone –Pavement Renewal	<b>\$0.5m</b>	<b>\$0.5m</b>	<b>\$0.3m</b>
Gladstone Sewer Mains Renewals	<b>\$0.0m</b>	<b>\$0.8m</b>	<b>\$0.8m</b>
A05-Rising Main	<b>\$0.0m</b>	<b>\$0.9m</b>	<b>\$0.0m</b>
Other State Government Funding	<b>\$1.1m</b>	<b>\$1.9m</b>	<b>\$0.4m</b>

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Project	Budget	Forecast	Actual
<b>Federal Government Grants &amp; Subsidies</b>			
Round Hill Road – Pavement Renewal	\$1.6m	\$1.6m	\$0.0m
Benaraby Landfill – Capping of Cell 2	\$1.0m	\$1.2m	\$1.1m
Gorge Road, Lowmead (Baffle Creek Crossing)	\$0.6m	\$0.3m	\$0.3m
Stockbridge Road – Bridge Renewal	\$1.3m	\$1.3m	\$0.4m
Langmorn Road – Gravel Resheeting	-	\$0.3m	\$0.5m
Charmwood Road -Gravel Resheeting	\$0.4m	\$0.5m	\$0.5m
Other Federal Government Funding	\$1.9m	\$1.4m	\$0.8m

**Expenditure**

Recurrent expenditure

Total recurrent expenditure	2022-23	Actual as %
Actual	\$123.7m	
Budget	\$210.5m	58.78%
Forecast	\$226.1m	54.72%

Of note:

Employee benefits	2022-23	Actual as %
Actual	\$40.5m	
Budget	\$67.4m	60.08%
Forecast	\$68.0m	59.55%

Employee benefits are the largest component of Councils recurrent expenditure. A vacancy rate of 7.5% has been factored into the 2022-23 budget. The average vacancy rate year to date is 9.3%. Overtime expenses year to date are \$0.9m, compared to a full year budget of \$0.9m. Overtime expenses have been increased to \$1.4m in the forecast to reflect uplift in hours worked.

Contractors and consultants	2022-23	Actual as %
Actual	\$14.4m	
Budget	\$26.9m	53.40%
Forecast	\$34.0m	42.15%

Spending on contractors and consultants typically lags throughout the year. Due to the variety of areas in Council that utilise these services, only major invoices are accrued at month end. This results in a timing difference during the year that generally corrects when year-end accruals are undertaken.

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The forecast has been updated to reflect \$0.4m in additional consulting costs and \$5.7m in contractor costs (of which \$4.6m relates to Dawson highway/Drynan drive intersection) upgrade expected to be incurred by the end of the financial year.

<b>Fuel</b>	2022-23	Actual as %
Actual	<b>\$1.4m</b>	
Budget	<b>\$1.7m</b>	<b>82.71%</b>
Forecast	<b>\$2.6m</b>	<b>53.87%</b>

Forecasted fuel spend reflects the volatility in fuel prices however fuel usage across Council is slightly increased compared to the same period last year up 5%.

<b>Other materials and services</b>	2022-23	Actual as %
Actual	<b>\$5.4m</b>	
Budget	<b>\$8.2m</b>	<b>65.55%</b>
Forecast	<b>\$9.6m</b>	<b>56.61%</b>

This category of expenditure includes all costs not separately accounted for. The movement from budget to forecast relates to the increased cost of materials across various areas of the business, some of which are recoverable through projects.

<b>Motor vehicle expenses</b>	2022-23	Actual as %
Actual	<b>\$1.2m</b>	
Budget	<b>\$1.4m</b>	<b>86.36%</b>
Forecast	<b>\$2.1m</b>	<b>58.62%</b>

The cost of repairs and maintenance is still exceeding the pro-rata budget due to logistical issues with the replacement of an aging fleet, and this has been reflected in estimated forecast spend. As items are replaced, these maintenance costs should decrease.

<b>Software expenses</b>	2022-23	Actual as %
Actual	<b>\$1.7m</b>	
Budget	<b>\$3.6m</b>	<b>47.87%</b>
Forecast	<b>\$3.6m</b>	<b>47.82%</b>

The timing of invoices for various software subscriptions is responsible for this lag, however the total spend for the year is still expected to be in line with the budget.

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Staff & Council associated expenses	2022-23	Actual as %
Actual	\$1.0m	
Budget	\$2.3m	44.46%
Forecast	\$2.6m	39.89%

Recruitment and onboarding costs are below the pro-rata budget, however with the high vacancy rate and tight labor market it is still expected that the forecast amount will be realised.

Finance Costs – Queensland Treasury Corporation	2022-23	Actual as %
Actual	\$1.2m	
Budget	\$1.6m	73.59%
Forecast	\$1.8m	64.88%

A portion of the finance costs charged by Queensland Treasury Corporation relate to the Gladstone Airport Corporation (GAC) runway loan. This loan agreement between Council and GAC has been renegotiated and the interest contribution has been adjusted in the forecast. This is covered by a quarterly contribution by GAC and will align with forecasted spend at the end of Q3.

### Statement of Financial Position

	Current Value	Budget	Variance (Actual to Budget)	Forecast	Variance (Actual to Forecast)
Year-to-date Assets	\$2.7b	\$2.6b	5.60%	\$2.7b	(0.02%)
Year-to-date Liabilities	\$252.9m	\$143.1m	54.92%	\$199.9m	26.49%
Year-to-date Liabilities (excl. unearned rates revenue)	\$184.2m	\$143.1m	28.69%	\$199.9m	(7.89%)

*Due to the change in reporting for unearned rates revenue, liabilities have been presented both including and excluding this line item. The two will converge and be the same by June 2023, as all rates revenue is recognised on the profit and loss.*

The forecast for assets and liabilities reflects the expected positions at 30 June 2023 and take into account the below;

## GENERAL MEETING AGENDA 21 FEBRUARY 2023

### Assets

The forecast movement in property, plant and equipment (PPE) of \$45.0m is dependent on the delivery of the capital works program as well as any revaluation movement at 30 June.

### Liabilities

The current balance includes a \$2.2m provision for the restoration and batter protection of cell 2a of the Benaraby Landfill. This provision is now expected to be credited back to the land revaluation reserve towards the end of the 2022-23 year.

During the preparation of the 2021/22 financial statements, a liability was recognised relating to a financial guarantee with Council's bulk water provider for \$34.3m. This liability was not recognised at the time of budget preparation but has now been accounted for in this forecast under other non-current liabilities. The prepaid waste levy from federal government from 24-25 and 25-26 is also reflected in the other non-current liabilities section.

Significant balance sheet movement is still expected to occur throughout the year:

- Cash to decrease as expenses are incurred and loan repayments are made
- Unearned rates revenue to decrease as recognised on the profit and loss each month
- Borrowings to decrease as loan repayments are made

### **Capital Expenditure**

	<b>Actual</b>	<b>Budget</b>	<b>Actual as % of Budget</b>	<b>Forecast</b>	<b>Actual as % of Forecast</b>
Year to date capital expenditure	\$23.1m	\$51.4m	44.96%	\$59.4m	38.84%
Commitments (open purchase orders)	\$18.2m		80.35%		69.42%
<b>Total</b>	<b>\$41.3m</b>				

With the completion of the Q1 forecast, of the \$18.2m in commitments:

- \$2.2m relates to fleet replacement
- \$2.2m relates to the replacement of A05 Rising Main
- \$1.7m relates to Round Hill Road pavement renewal program
- \$1.6m relates to Benaraby Landfill-Fire water tank installation,
- \$1.5M relates to Gladstone WWTP Distribution tower and process water reservoir
- \$1.2m relates to Bindaree Road Miriam vale (Three Mile Creek) bridge investigation and design work
- \$1.1M relates to Gladstone Aquatic Centre Upgrade-Stage 3

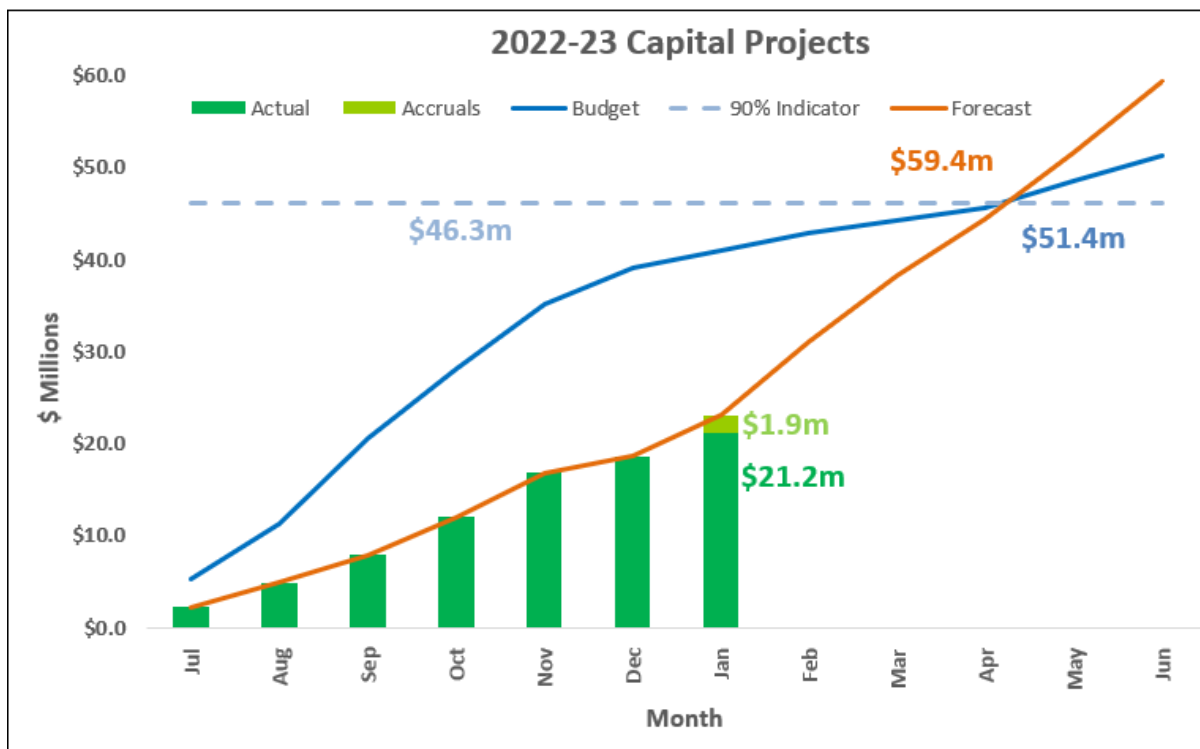


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Capital expenditure against groups with significant capital expenditure budgets are shown in the table below:

Group	YTD Actual	Commitments	Budget	Actual as % of Budget	Forecast	Actual as % of Forecast
Road Assets	\$10.2m	\$7.4m	\$21.4m	48%	\$25.2m	40%
Sewerage Assets	\$4.8m	\$4.3m	\$9.9m	49%	\$10.5m	46%
Delivery Support and Performance	\$0.9m	\$2.2m	\$6.0m	16%	\$6.3m	15%
Property Assets	\$2.2m	\$1.2m	\$4.1m	53%	\$3.1m	69%
Asset Governance			\$1.0m		\$1.0m	
Waste Assets	\$2.3m	\$2.0m	\$2.1m	109%	\$4.3m	53%
Parks & Environment Assets	\$0.2m	\$0.8m	\$1.7m	12%	\$1.5m	13%
Property Services	\$0.8m	\$0.1m	\$1.4m	58%	\$1.6m	52%
Events & Entertainment	\$0.4m	\$0.1m	\$1.0m	39%	\$0.6m	62%
Water Assets	\$0.6m	\$0.1m	\$1.0m	54%	\$0.6m	95%
Strategic Projects			\$0.9m		\$1.0m	
Other	\$0.7m	\$0.0m	\$0.8m	84%	\$3.5m	19%
<b>Total</b>	<b>\$23.1m</b>	<b>\$18.2m</b>	<b>\$51.4m</b>	<b>45%</b>	<b>\$59.4m</b>	<b>39%</b>

Accrual estimates of \$1.9m have been included in the actuals, to account for major claims relating to January work.



The Works Planning and Scheduling team have updated the changes to the expected capital position for 2022-23 in the forecast, which indicates that the capital spend will be \$59.4m.

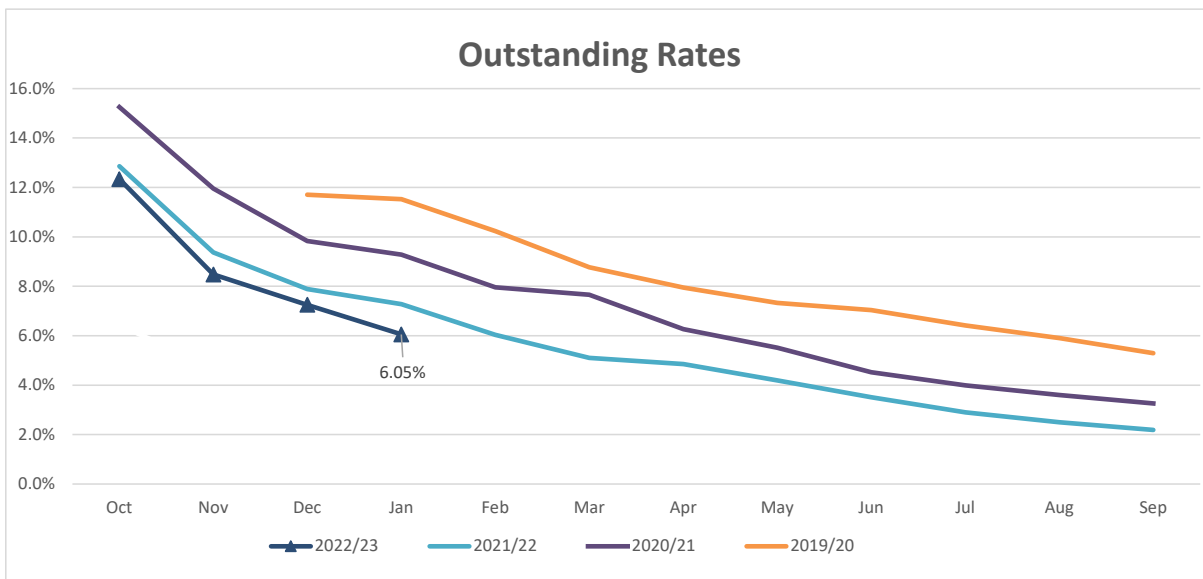
**Outstanding Rates**

Outstanding rates, as a percentage of gross rates levied 2022-23, and collectible, is at 6.05% at the end of January 2023, compared to 7.28% for the same period last year 2021-22.

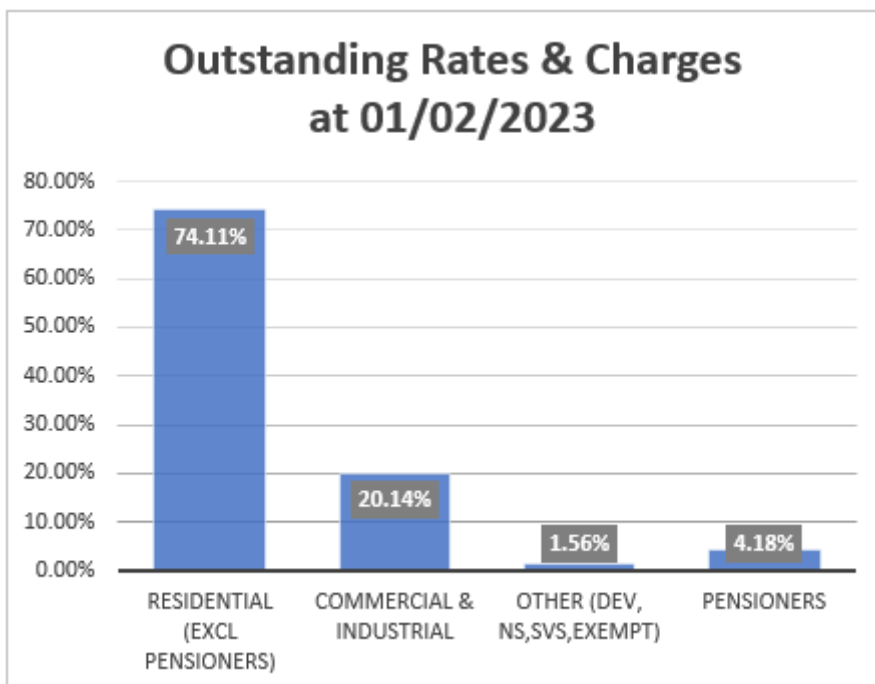
Of the \$11.5m of outstanding rates 20.14% relates to commercial/ industrial assessments and 79.86% represents residential assessments.

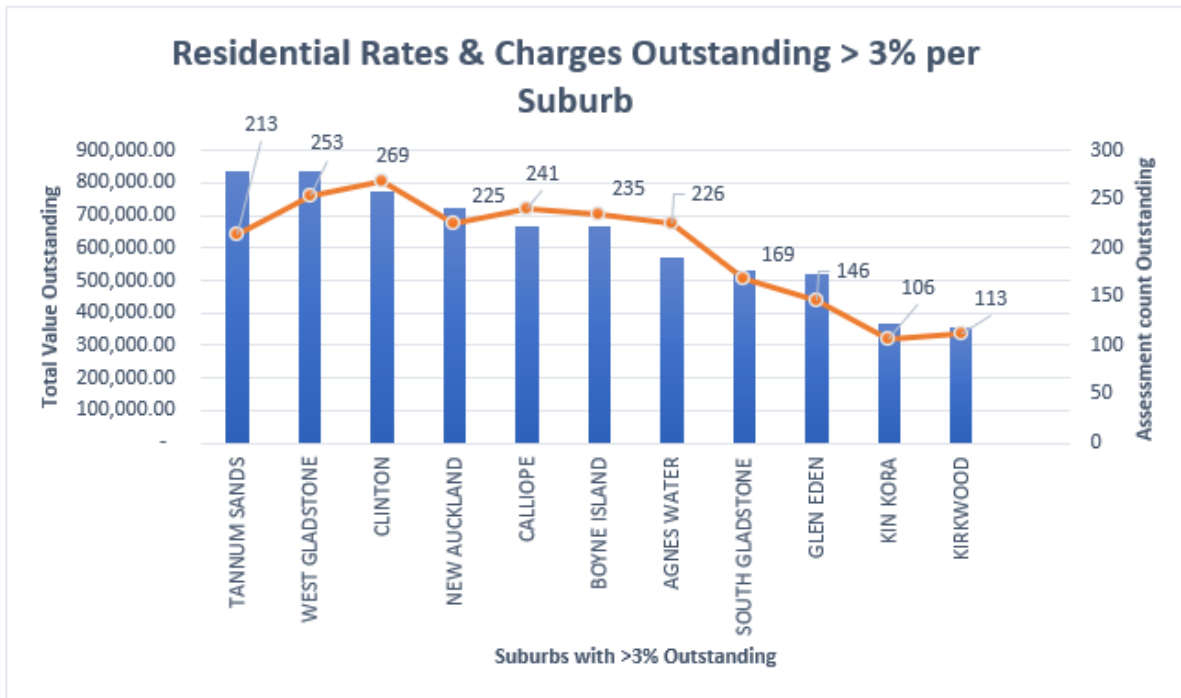
These figures include \$5.0m of rates that are currently being repaid under an authorised payment plan, for which there were 47 commercial/industrial assessments and 1,722 residential assessments. A total of 1,769 assessments, which is an increase from 1,711 assessments in December 2022 (this movement is a result of a new arrangements entered into since rates notices issued).

There were 4,776 ratepayers who had paid their rates in advance, totalling \$6.4m.



\*2019-20 discount date extended by 60 days





**Sustainability Ratios**

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 a valuable tool in analysing Council's overall financial performance.

Asset Sustainability Ratio

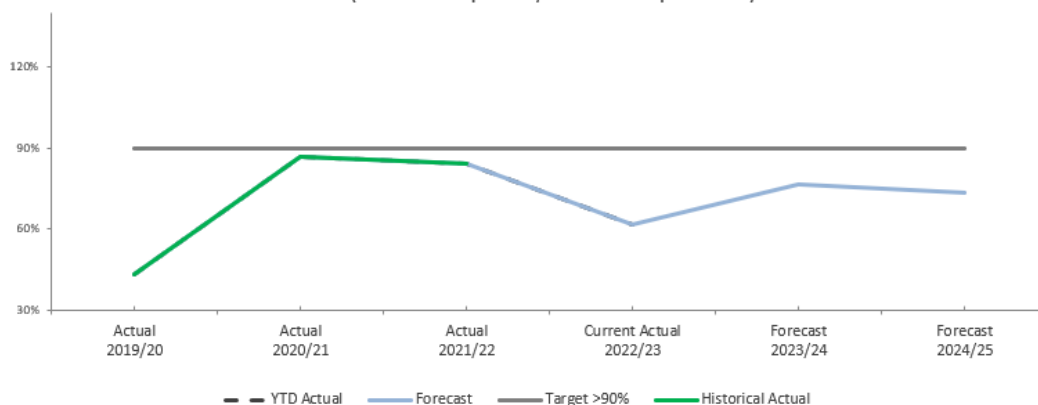
This ratio compares Council's expenditure on capital renewal assets with the rate at which our assets are depreciating. As Council invests in the renewal of its asset base on a rolling cycle, the expected results can vary from year to year. The results for a single year are dependent on the delivery of renewal projects in the capital program.

Infrastructure renewals have accounted for 75.78% of capital expenditure with the balance on new and upgrade projects. The delays in renewal expenditure are reflective of the delay in the capital program as a whole, as presented above.

Asset Sustainability Ratio			
CURRENT YTD	BUDGET	FORECAST	TARGET
61.42%	58.30%	61.44%	>90%

**Asset Sustainability Ratio**

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

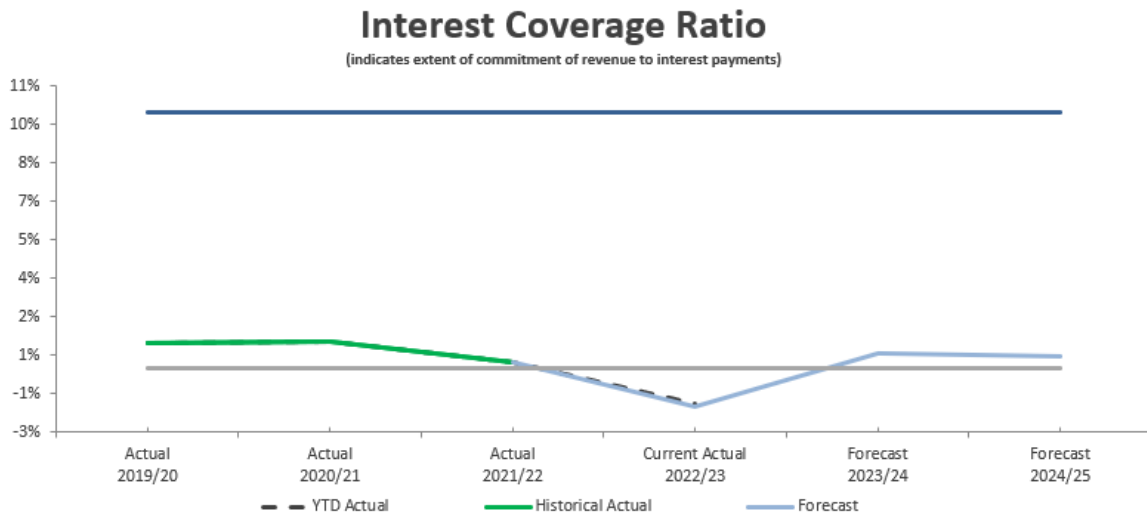


**GENERAL MEETING AGENDA 21 FEBRUARY 2023**

Interest Coverage Ratio

This ratio indicates the percentage of operating revenue required to cover net interest costs. The negative results of this ratio indicate that Councils interest revenue is now exceeding its interest costs.

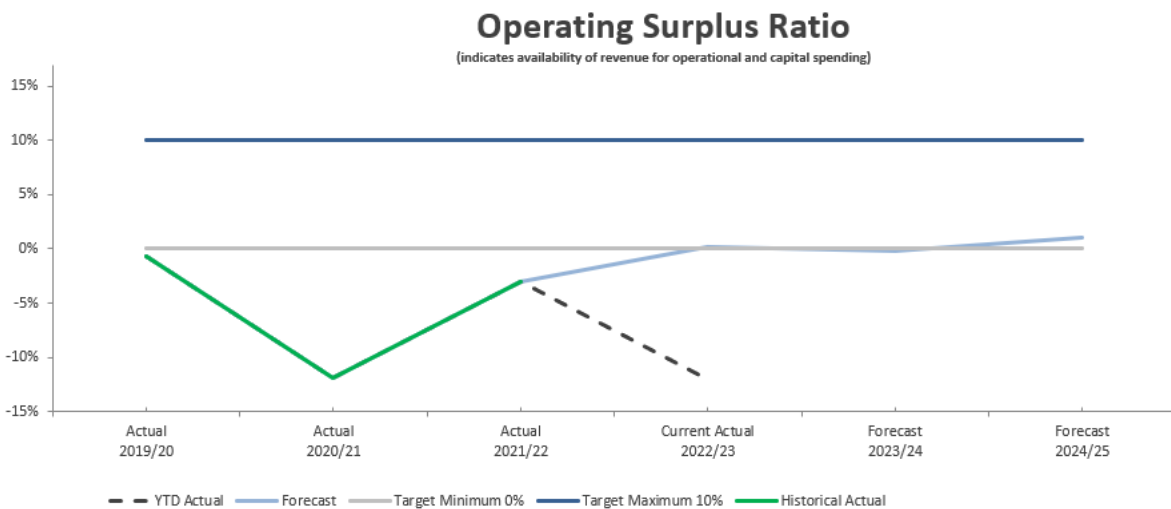
<b>Interest Coverage Ratio</b>			
<b>CURRENT YTD</b>	<b>BUDGET</b>	<b>FORECAST</b>	<b>TARGET</b>
<b>(1.39%)</b>	<b>0.15%</b>	<b>(1.51%)</b>	<b>0 - 10%</b>



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 negative due to the year-to-date operating deficit.

<b>Operating Surplus Ratio</b>			
<b>CURRENT YTD</b>	<b>BUDGET</b>	<b>FORECAST</b>	<b>TARGET</b>
<b>(12.07%)</b>	<b>0.22%</b>	<b>0.23%</b>	<b>0 - 10%</b>



**GENERAL MEETING AGENDA 21 FEBRUARY 2023**

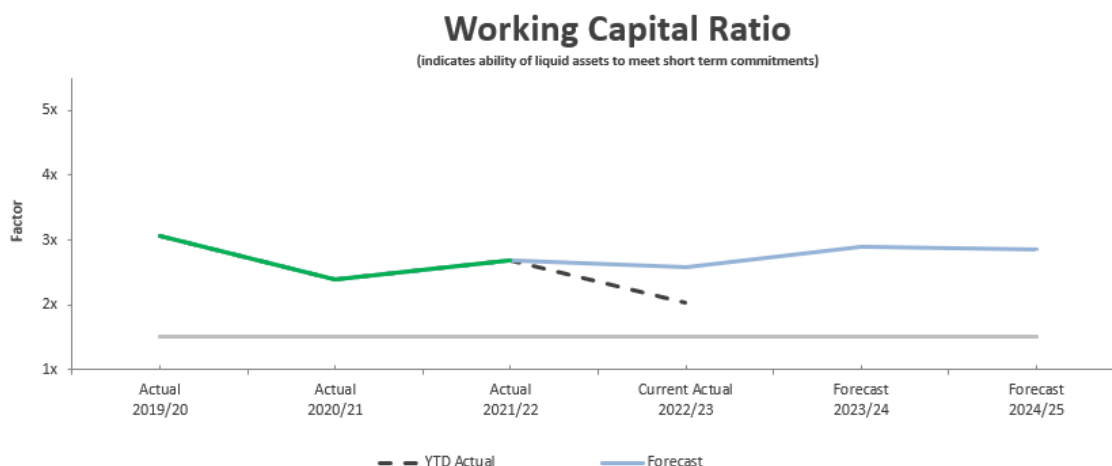
Working Capital Ratio

The working capital ratio shows the ability of Councils current assets, to cover the commitments of its current liabilities. Following the rates generation, Council has a significant balance of cash, causing this ratio to reflect favorably.

To account for the change in reporting of rates revenue, the ratio has also been presented excluding the liability for unearned rates revenue, as this does not recognise an obligation to pay, simply an accounting adjustment for reporting. The two will converge and be the same by June 2023, as all rates revenue is recognised on the Statement of Comprehensive Income.

Excluding unearned rates revenue provides a clearer picture, showing that the target ratio has been well exceeded.

<b>Working Capital Ratio</b>			
<b>CURRENT YTD</b>	<b>BUDGET</b>	<b>FORECAST</b>	<b>TARGET</b>
<b>1.54x</b>	<b>2.45x</b>	<b>2.08x</b>	<b>Greater than 1:1</b>
<b>Working Capital Ratio (excl. unearned rates revenue)</b>			
<b>3.97x</b>			



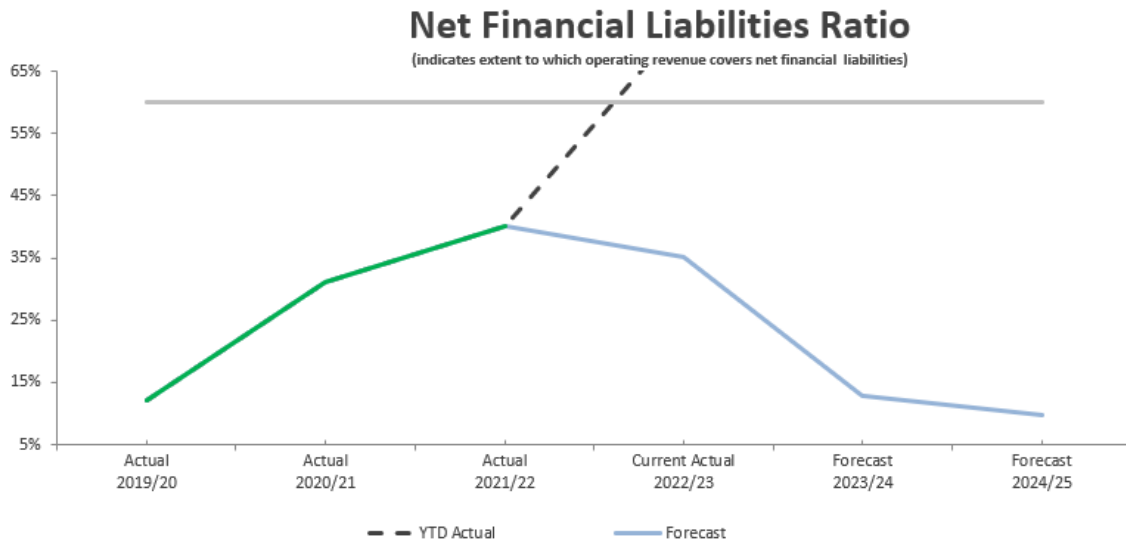
Net Financial Liabilities Ratio

The ratio shows the extent to which operating revenue covers net financial liabilities.

To account for the change in reporting of rates revenue, the ratio has also been presented excluding the liability for unearned rates revenue, as this does not recognise an obligation to pay, simply an accounting adjustment for reporting. The two will converge and be the same by June 2023, as all rates revenue is recognised on the Statement of Comprehensive Income.

Excluding unearned rates revenue provides a clearer picture, showing that the target ratio has been well exceeded.

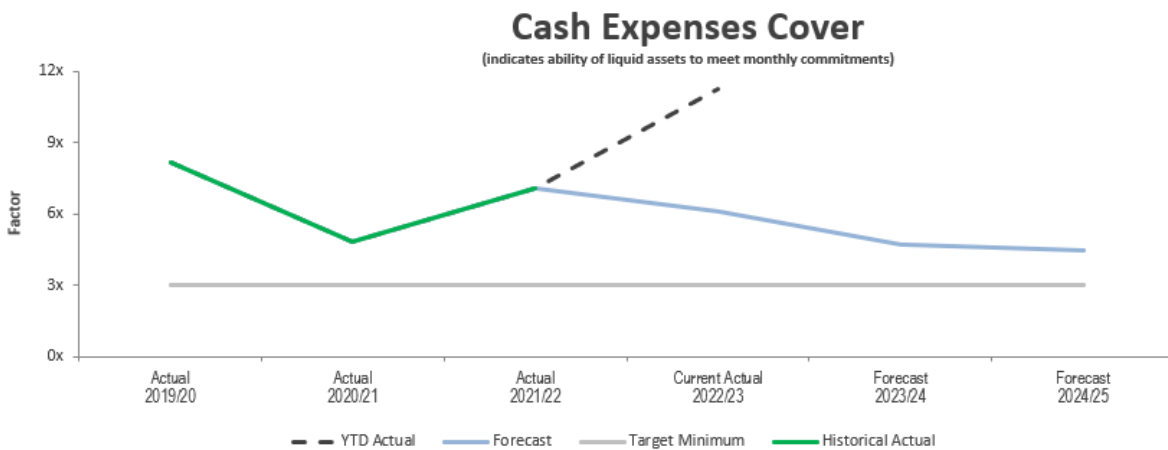
<b>Net Financial Liabilities Ratio</b>			
<b>CURRENT YTD</b>	<b>BUDGET</b>	<b>FORECAST</b>	<b>TARGET</b>
<b>72.93%</b>	<b>15.58%</b>	<b>35.10%</b>	<b>&lt; 60%</b>
<b>Net Financial Liabilities Ratio (excl. unearned rates revenue)</b>			
<b>6.57%</b>			



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.

<b>Cash Expenses Cover Ratio</b>			
<b>CURRENT YTD</b>	<b>BUDGET</b>	<b>FORECAST</b>	<b>TARGET</b>
<b>11.24x</b>	<b>5.00x</b>	<b>6.11x</b>	<b>&gt; 3x</b>



**Options, Risk and Opportunity Analysis:**

Nil

**Communication and Consultation:**

The report seeks specialist input from the following internal sources:

Investing activity – Team Leader Financial Operations  
Procurement and supply – Manager Contracts and Procurement  
Vacancies – Recruitment, Remuneration and Benefits Business Partner  
Capital expenditure – Manager Works Planning and Scheduling  
Outstanding rates and prepaid rates – 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:**

21 February 2023

**Attachments:**

1. Monthly Financial Statements for the period ending 31 January 2023
2. Operating Statements for the month end January 2023

**Tabled Items:**

Nil

**Report Prepared by:** Cost Analyst

### **G/4.3. NEW COMMERCIAL WASTE FEE AND CHARGE**

**Responsible Officer:** General Manager Finance Governance and Risk

**Council Meeting Date:** 21 February 2023

**File Ref:** FM7.1

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#### **Purpose:**

The purpose of this report is to seek the Council's endorsement for the introduction of two (2) new commercial waste charges to the 2022/2023 Register of Fees and Charges.

#### **Officer's Recommendation:**

That the 2022/2023 Register of Fees and Charges be amended by adding the following new commercial fees, to apply for the remainder of the current financial year:

1. Recyclable Waste Co-Mingled (Subject to Approval) (Commercial) - Benaraby Landfill at \$380 per tonne, Including GST; and
2. Special Disposal Bulky Asbestos Material (Subject to Approval) (Commercial) at \$522 per m3, Including GST.

#### **Background:**

This report proposes the adoption of two new fees and charges:

1. Recyclable Waste Co-Mingled (Subject to Approval) (Commercial) - Benaraby Landfill at \$380 per tonne, Including GST; and
2. Special Disposal Bulky Asbestos Material (Subject to Approval) (Commercial) at \$522 per m3, Including GST.

#### Commercial Co-Mingled Recyclable Waste

During November 2020, the Materials Recycling Facility (MRF) in Rockhampton was impacted by a fire at the facility and could no longer accept the region's co-mingled recyclables.

An interim contract was implemented by the region's Councils that resulted in a bulk haul arrangement for processing recycling out of the region. For Gladstone, this resulted in our kerbside recyclables being bulk hauled down to a facility in Brisbane.

The fire at the Rockhampton MRF also caused an impact on private commercial waste providers and their ability to provide cost-effective commercial recycling services, for demand above what Council provides. As Council commercial services are limited to the provision of a 240L bin (or multiples of), this has resulted in commercial customers with larger recycling service needs having reduced access to a suitable service, due to the higher cost associated with private commercial waste providers to transport recycling out of the region. The only current additional co-mingled recycling service provided by Council fees and charges is limited to a \$10 commercial charge per 240L bin received at Benaraby, Gladstone and Agnes Water only. This is to provide a service for small businesses who have additional small recycling disposal needs or for commercial businesses that do not have a Council kerbside service due to the mobile nature or location of the business within the region.



## GENERAL MEETING AGENDA 21 FEBRUARY 2023

The opportunity exists for Council to allow private commercial waste providers to bring commercial co-mingled recycling to Benaraby Landfill to be incorporated in recyclables being transported and processed as part of Councils existing interim recyclables processing contract.

As this opportunity supports greater recycling and diversion of waste from landfill in the Gladstone region, the recommended fees and charges are focused on cost recovery to ensure that the ratepayer is not subsidising business and industry activities. A standard "Waste outside of Region Surcharge" is applied to commercial waste, where commercial customers from outside of Gladstone LGA seek to utilise our waste assets. This surcharge would be applied in addition to the proposed new fee and charge. This surcharge is currently \$75.

Based on the existing cost to Council to manage, transport and process co-mingled recyclables the proposed fee and charge is \$380 per tonne.

As our receival and loading facilities have a capacity and the activity is on a haulage schedule, the activity will require prior approval. This will require commercial waste providers seeking to avail themselves of this service to apply to Council and to be approved. This will ensure that our existing core services are not impacted. This will mean that Council will hold the right to reject new and/or amended applications based on capacity limitations.

It is anticipated that this fee and charge would be included in future fees and charges and adjusted as required.

### Commercial Asbestos Material

Benaraby Landfill accepts commercial asbestos material (by approval) which is placed in the landfill cell Special Disposal Area. The current fee and charge for this service is \$261 and is on a per tonne basis. There is a current need to accept commercial asbestos material on a cubic meter basis due to an application previously received and currently rejected. The waste material requiring disposal is lightweight metal cabinets that have had an asbestos coating applied to them. Council may receive applications for similar waste materials from other customers in the future.

For disposal to landfill, the Benaraby Landfill environmental licence requires that (summarised):

1. Bulky items are crushed and compacted down to reduce the amount of airspace the waste occupies to achieve the longest life to a landfill cell.
2. Asbestos waste is placed in a special disposal area that is not compacted and location recorded to manage risk and prevent future disturbance.

Any bulky items coated in asbestos that are accepted must go into the landfill cell Special Disposal Area and cannot be crushed and compacted down. Due to the extreme light weight of the material requiring disposal, the existing fee and charge does not allow a reasonable recovery of costs relative to the airspace required to dispose of these items.

To generate the proposed per cubic meter fee and charge we have used some known and frequent transactions associated with asbestos material that provided a suitable conversion from the per tonne fee to a cubic meter. As an example, one (1) tonne of dense, asbestos contaminated soil equates to generally half (0.5) a cubic metre. As such the proposed fee and charge is \$522 per cubic metre, which is twice the per tonne rate for asbestos material.

### **Options, Risk and Opportunity Analysis:**

In terms of options, Council does not need to accept both waste types detailed in this report.

Introducing a commercial rate for “Recyclable Waste – Co-Mingled (Subject to Approval) (Commercial) - Benaraby Landfill will assist to divert waste from landfill and support the operational needs and social responsibility objectives of local industry and business in the Gladstone region.

Introducing a commercial rate for “Special Disposal – Bulky Asbestos Material (Subject to Approval) (Commercial) will allow Council to accept a waste material that has previously been rejected. This fee and charge will be applicable in the future and currently will provide the ability for a local commercial customer to adequately and safely dispose of regulated waste material, while allowing the cost of disposal to be adequately recovered.

Option 1 – Endorse the Officer’s Recommendation (recommended)

This option allows Waste Program Delivery to accept the two (2) waste materials in this report using the proposed fee and charge wording and price.

Option 2 – Endorse a varied fee and charge from those presented in the Officer’s Recommendation

This option allows Waste Program Delivery to accept the two (2) waste materials in this report using amended wording and/or price for one or both proposed new fees and charges.

Option 3 – Do not endorse one or both proposed new fees and charges

This option will not allow Waste Program Delivery to accept one or all of the waste materials in this report. This option represents no change to current operations for one or both waste materials.

### **Communication and Consultation:**

Internally the Operations and Revenue Services teams have been consulted.

### **Legal Strategy and Policy Implications:**

Activities that support the diversion of waste from landfill align with the Gladstone Regional Council Waste Management and Resource Recovery Strategy and the Queensland Waste Management and Resource Recovery Strategy, and associated targets.

### **Financial and Resource Implications:**

Both proposed fees and charges have been developed utilising the user pays principle and with the objective of fully recovering costs for the associated receipt, management and/or processing for the relevant waste material.

### **Summary:**

Two (2) new fees and charges are proposed to be introduced to allow Waste Program Delivery to accept commercial co-mingled recycling waste from private waste service providers and to accept bulky asbestos materials for disposal at Benaraby Landfill.

**GENERAL MEETING AGENDA 21 FEBRUARY 2023**

**Anticipated Resolution Completion Date:**

It is anticipated that customers will be able to avail themselves of the new fees and charges from March 2023.

**Attachments:**

1. Excerpt from 2022-2023 Waste Schedule of Fees and Charges - Existing

**Tabled Items:**

Nil

**Report Prepared by:** Manager Waste Program Delivery and Manager Revenue Services

## G/4.4. SOLE SUPPLIER NOT-FOR-PROFIT HOUSE

**Responsible Officer:** General Manager Finance Governance and Risk

**Council Meeting Date:** 21 February 2023

**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 exceptions to the requirement for written quotes or tenders. The use of this provision is sought in relation to Not-For-Profit and community group support.

### **Officer's Recommendation:**

That Council resolves, in accordance with Section 235(a) of the Local Government Regulation 2012, that it is satisfied that Not-For-Profit House is the only supplier reasonably available to Council to provide consolidated local support to not-for-profit organisations and community groups.

### **Background:**

Council's Community Development Strategy (the strategy) describes Council's vision for community development as being: *Strong, engaged, happy and vibrant communities through connections and partnerships.*

The Strategy focuses on five priority areas, from which all actions flow. These priority areas have been identified through research, engagement and in consultation with community representatives and staff. The priority action areas are capacity, place, connect, wellbeing and planning.

The Strategy guides the Council's five-year action plan (the plan) for the Gladstone Region. The action plan identifies specific actions, Council areas of responsibility, stakeholders and partners, timeframes and expected outcomes.

Two (2) such actions within the plan focus on the Connect Priority area, which aims to strengthen community connection, participation and activating communities.

This work involves the development of a volunteer management plan for the region in alignment with the Volunteer Strategy, to assist with succession planning, skills mapping, promotion of opportunities and linkages to community groups, clubs, and associations. Also identified as an action is the review of the Gladstone Region Volunteering Website, with intent to incorporate a volunteering page on Council's website and continue to promote existing and future volunteering opportunities.

Council officers approached this work initially with a review of volunteer trends and volunteerism in the Gladstone Region in collaboration with the Gladstone Neighborhood Centre and Care Army Connect Worker (Volunteering Queensland) and engagement with volunteers during 2022 National Volunteers Week. Through these engagements it was established that a collaborative and collective approach to addressing challenges being experienced by both volunteers and the organisations that rely on their support was essential to strengthen volunteerism across the region. With COVID-19 exacerbating the gradual fall in volunteer numbers, and baby boomers slowly retiring, there is a noticeable reduction in volunteerism across the sector.

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Council was approached by Not-for-Profit House to develop a region-wide framework for volunteerism to establish a clear direction for collectively building the volunteering sector across the Gladstone Region.

It should be noted that Council's strategic approach to delivering community development services is to not duplicate existing programs, nor compete with organisations that are delivering, or intending to deliver community development services.

### ***Framework for our Community Wellbeing, Volunteering, it's what we do***

The purpose of the Framework is to provide key stakeholders with an outline of the direction required to improve and develop volunteerism within this region.

Principles of the Framework:

- The Framework requires long-term investment to ensure its sustainability
- The volunteer workforce necessitates being valued just as the general workforce
- Volunteerism involves embedding it into our culture
- Collectivism includes doing it with and not for
- Aligning relevant programs to the framework
- Managing volunteers to grow through people performance

### ***Gladstone Region Volunteerism Website Development***

To support the delivery of the framework, officers will support the transition of the existing Gladstone Region Volunteering Website to Not for Profit House. This will be financially resourced by Gladstone Regional Council in partnership with the Gladstone Community and Neighborhood Centre, with remaining funds from the Gladstone Neighborhood and Care Army Connect Worker, Volunteering Queensland project. This project would require a contribution of \$10,000.00 from each of the three partners.

Initially, NFP House will redevelop their website to incorporate a Volunteering Portal to accommodate the community's demand and enquiries for volunteering. Further improvements secured through this funding would enhance the website's functionality to support the ongoing delivery of the volunteering framework.

### **Options, Risk and Opportunity Analysis:**

#### Option 1 – Approve Not-For-Profit House as a Sole Supplier - Preferred

Not-For-Profit House ('NFP House') is the only existing organisation in the region that can support the development of volunteering frameworks and support Not-For-Profit and community groups. They have developed a complex understanding of Volunteerism in the Gladstone Region and have collaborated with Council and Volunteering Queensland to develop this community led, co-designed approach to strengthen volunteerism in the region.

The organisation offers affordable services to the NFP and community group sector and help provide solutions to two familiar resource challenges felt by NFPs and community groups, time, and budget. Corporate partnerships enable NFP House to provide quality services at accessible rates to NFPs and community groups that might otherwise be outside of their financial reach.

In alignment with GRC's Community Development Strategy, officers have sought to partner with NFP House in the delivery and development of a Volunteering Framework, designed with a key objective of NFP House is to help reduce duplication and optimise community assets.

Through this partnership between NFP House and GRC (Gladstone Regional Council), Volunteerism in the Gladstone Region will benefit from a coordinated collaborative approach. It is anticipated the management

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of this partnership would be like that of the GAPDL (Gladstone Area Promotion and Development Limited) arrangement where a program of work is developed, tracked, and monitored.

Approval of this sole supplier would remain in place whilst NFP House are the only local provider of this service and initial projects are incomplete and/or partnership with Council is no longer required.

### Option 2 – Approve Expression of Interest Process

If Council does not endorse NFP House as a sole supplier, an open market Expression of Interest process could be undertaken to explore alternate options and providers to support Council's Community Development Strategy. The Expression of Interest would however include organisations outside of the Gladstone Region and could therefore result in adverse outcomes should a non-local organisation be considered for this partnership with Council.

An Expression of Interest process would take approximately 4 months to complete before the successful organisation could commence engagement with Council.

### **Communication and Consultation:**

Nil

### **Legal Strategy and Policy Implications:**

It is a requirement of the Local Government Regulation 2012 section 225 to invite written quotation or tenders where the supply of goods or services costs greater than \$15,000 ex GST. Section 235 of the regulation provides several exceptions to the requirement and relevant to this request is clause a) which states:

*The local government resolves it is satisfied that there is only 1 supplier who is reasonably available.*

### **Financial and Resource Implications:**

The Volunteer Framework has several objectives that will be delivered, including: -

#### 1. Undertake and support research and evaluation into volunteerism in the region

Through:

- ✓ Understanding the local economic value of volunteering
- ✓ Developing corporate volunteering opportunities
- ✓ Establishing retirees volunteering programs
- ✓ Determine the unmet demand in passion volunteering

#### 2. Deliver a well-crafted volunteer communication strategy

Through:

- ✓ Developing messaging around recognition of formal and informal volunteering, expectations of volunteers and normalising volunteering

#### 3. Maintain and grow existing numbers of volunteers in the region

Through:

- ✓ Assisting organisations to determine the tasks within their organisation
- ✓ Assessing the current situation of organisational volunteer management strategies
- ✓ Assessing the level of digital transformation within an organisation
- ✓ Determining the readiness of the organisation to improve

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- ✓ Support organisations with trained volunteer coordinators
- ✓ Matchmake volunteers to identified tasks
- ✓ Establishing trained volunteer coordinators to assist organisations

### 4. Motive and encourage potential volunteers

- ✓ Designing and implementing matchmaking volunteer programs including corporate volunteer programs, transition to retirement programs and programs aligned to the passions of potential volunteers
- ✓ Establishing programs for sectors that aren't currently support to volunteer
- ✓ Identifying high risk organisations that require volunteers and match make

The following financial outlays from Council are proposed:-

- \$135,000 ex GST to deliver identified actions of the Volunteer Framework as detailed above.

### **Summary:**

Enhancing volunteerism in the Gladstone Region is an identified action in Council's five-year Community Development Strategy.

In addition, in line with Council's strategic approach to community development service delivery, a partnership approach is proposed with Not-For-Profit House to deliver a Volunteer Framework for the region.

### **Anticipated Resolution Completion Date:**

Engagement with NFP House would commence in March 2023.

### **Attachments:**

1. Framework for Our Community Wellbeing. Volunteering, it's what we do – infographic
2. NFP House Strategic Infographic

### **Tabled Items:**

Nil

**Report Prepared by:** Manager Contracts and Procurement

## **G/4.5. TENDER RPQS 81-23 HIRE (WET & DRY) AND TRANSPORTATION OF PLANT, EQUIPMENT AND VEHICLES**

**Responsible Officer:** General Manager Finance Governance and Risk

**Council Meeting Date:** 21 February 2023

**File Ref:** PE1.1

---

### **Purpose:**

This report seeks resolution from Council to enter into a Register of Pre-Qualified Suppliers for the provision of Hire (Wet & Dry) and Transportation of Plant, Equipment and Vehicles.

### **Officer's Recommendation:**

That Council:

1. Endorse the Tender Evaluation Panel's recommendation and appoint the following (48) service providers on RPQS 81-23 Hire (Wet & Dry) and Transportation of Plant, Equipment and Vehicles:
  - AESTEC PTY LTD
  - AG Equip Pty Ltd
  - Avella Equipment
  - REMBERG PTY. LTD Avis Australia / Budget Rent a Car Australia
  - Berajondo Earthmoving and Haulage
  - Bitu-mill Pty Ltd
  - Black Wolf
  - Boyne Tannum Backhoe Hire
  - Childers Excavations
  - Coates Hire Operations Pty Limited
  - Conplant Pty Ltd
  - Ellis Stabilising Pty Ltd
  - Environmental Wastewater Catchment Services Pty. Ltd. ATF The E.W.C.S. Unit Trust trading as Enviro Sweep
  - FDH EQUIP PTY LTD
  - FlexiHire Pty Ltd
  - Georges Loader Hire Pty Ltd
  - Neverknow Holdings Pty Ltd as trustee for Neverknow Unit Trust trading as Earthworks Equipment Rental
  - Handy Hire Trading Pty Ltd
  - Hastings Deering (Australia) Limited
  - Australian Operation Training & Assessing Pty Ltd (John Jarvis)
  - JRT Civil Pty Ltd
  - KM & GJ Ahchay Dozer & Excavator Hire
  - K2 Plant Pty Ltd
  - Loftus Contracting
  - The Trustee for ND & EA Matherson Family Trust Trading as Matherson Crane Hire
  - McCosker Contracting Pty Ltd
  - Peck Constructions PTY LTD Trading as Miriam Vale Plant Hire
  - Mt Larcom Water Truck Hire
  - Onsite Rental Group Operations Pty Ltd



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- Parker's Liquid Waste Pty Ltd
- Pipe Management Australia Pty Ltd
- Power Pumping Pty Ltd
- Premiar Services Pty Ltd
- Ramik Industries PTY LTD
- Reliable Hire Aust Pty Ltd
- RoadPak Industries Pty Ltd
- Rollers Queensland
- Shaw Bobcat Hire Pty Ltd
- SHERRIN RENTALS PTY LTD
- The trustee for JBM trust trading as S.S.G Construction and Fabrications
- THE STABILISING PTY LTD
- Tutt Bryant Hire Pty Ltd
- Vactec Waste Solutions
- VE Group AU Pty Ltd
- Veolia Environmental Services (Australia) Pty Ltd
- WGH Civil Pty Ltd
- WJM Excavations Pty Ltd
- Wynweld

and

2. Authorise the Chief Executive Officer to enter into contracts with the above service providers for an initial term of one (1) year, with the option to extend the term for (4) further periods of one (1) year each at the discretion of GRC for Tender 81-23 Hire (Wet & Dry) and Transportation of Plant, Equipment and Vehicles.

### **Background:**

Council conducts a wide variety of services throughout the Gladstone Region and requires suitably qualified, experienced and capable Service Providers to support Council with projects and maintenance throughout the Gladstone Region.

The services that Council requires falls into one of the following subcategories:

- Provision of Dry Hire Plant, Equipment and Motor Vehicles - Equipment supplied for Council staff to operate.
- Provision of Wet Hire Plant and Equipment - Equipment and operator supplied to work under the direction of Council staff and on sites controlled by GRC personnel.
- Transportation of Plant, Equipment and Motor Vehicles - Transport of earthmoving equipment, vehicles and vehicle/machine recovery across the region.

Services that may be required in both rural and urban areas throughout the Gladstone Region and may include but not be limited to:

- Working in or around rural and urban roads (excluding Vegetation Management/ Slashing);
- Digging trenches;
- Replacing Softfall in playgrounds;
- Transporting Plant and/or equipment;
- Boring / Trenching Equipment (directional / under road);
- Working near overhead or underground power supply;
- Working on, or adjacent to, a road or railway; and
- Working in, over or adjacent to water.

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Council entered into RPQS 59-20 Supply of Wet and Dry Hire of Plant and Equipment with forty-seven (47) service providers in February 2020 and this contract expires on the 28<sup>th</sup> of February 2023.

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 service providers wishing to be added to the register.

### Options, Risk and Opportunity Analysis:

On 5 November 2022, 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 6 December 2022, with forty-eight (48) conforming submissions received.

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

Objective Evaluation Criteria	Weighting
Offer demonstrates Capability to meet GRC requirements and comply with all Legislative Requirements (specific to the portion/s being offered, refer to 4.1.2)	100%

\*Section 4.1.2 – Offers were able to be submitted for the following portion/s:

- Wet Hire Services;
- Dry Hire Services;
- Transportation Services; and
- Motor Vehicle Hire Services.

The 48 conforming offers were scored against the above evaluation criteria and were found to meet Council’s technical requirements for acceptance on this panel.

The tender evaluation panel therefore recommends the appointment of the 48 service providers to this RPQS, based on anticipated service requirements and presentation of the best overall value offers to Council.

Thirty-one (31) of the recommended service providers either have a head or branch office within the Gladstone Region.

The award of contracts to the recommended service providers, is subject to the successful negotiation of departures. Contracts will not be awarded to service providers that Council is unable to reach agreement with.

### Communication and Consultation:

A range of operations and maintenance personnel were involved in the development of the scope and evaluation of offers.

**Legal Strategy and Policy Implications:**

Council sought offers via VendorPanel in accordance with the Local Government Regulation 2012, Local Government Act 2009 and Council's Procurement Policy P-2021-01.

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.

The approximate expenditure under this contract is anticipated to be \$4,000,000 per year.

**Summary:**

N/A

**Anticipated Resolution Completion Date:**

The contracts will be awarded in February 2023, subject to successful negotiation of contractual departures with the recommended service providers.

**Attachments:**

1. CONFIDENTIAL RPQS 81-23 Offer Evaluation Report

**Tabled Items:**

Nil

**Report Prepared by:** Manager Contracts and Procurement

## G/4.6. CONSIDERATION OF IMPROVEMENT TO MCDONALD STREET, UBOBO

**Responsible Officer:** General Manager Strategic Asset Performance

**Council Meeting Date:** 21 February 2023

**File Ref:** CM 26.12

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### **Purpose:**

To consider a request from Boyne Valley Community Discovery Centre Incorporated to upgrade and maintain McDonald Street, Ubobo.

### **Officer's Recommendation:**

That in accordance with the Construction of Roads in Rural Areas Policy, Council resolves:

1. That the Boyne Valley Community Discovery Centre provides community benefit; and
2. A portion of McDonald Street, from the intersection of Hawke Street to 12 McDonald Street be sealed.

### **Background:**

Boyne Valley Community Discovery Centre is a camping, functions, and accommodation facility. The centre sits on land under the control of Boyne Valley Community Discovery Centre Inc (BVDC) as Trustee. BVDC applied for a Material Change of Use in 2003 for the proposed use of school camping facilities including dormitory style accommodation, 5 cabins, 6 caravan sites and amenities. This was assessed and approved by Calliope Shire Council. The Centre has an entrance and formed carpark off Hawke Street.

Hawke Street is classified under Council's Road Hierarchy as a 5U - Urban Residential Access and is sealed. Recreational vehicle access to the Centre's camping area at 15 McDonald Street. McDonald Street is classified as a 6R road – Road Reserve (unformed/unmade/track). 6R roads are not inspected or maintained by Council.



Figure 1 Aerial of location of Boyne Valley Discovery Centre



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The BVDCC has in the past, like other property owners or trustees who use an unformed or unmade track for access, taken responsibility for maintenance.

The President of the BVDCC has taken to Facebook and submitted a request to Council for the road to be maintained due to the impact of wet weather on the Centre's business and the inability of caravans to access the camping area. Last year for instance, "someone slipped and fell, and two vans couldn't turn into the Centre and were forced to reverse out over private property".

The committee has requested that the road be sealed as soon as possible. Photographs of the subject road dry and after a rain event are included below.



Figure 2 McDonald Street after rain



Figure 3 McDonald Street

### Options, Risk and Opportunity Analysis:

#### Option 1 - Do nothing

Council has a number of road reserves that function as property access for a small number of land holders, and it is uneconomical to improve or maintain all unformed roads. Given the provision in Council's Construction of Roads in Rural Areas Policy for Council to decide Community benefit, recommendation of this option could give the impression that officers do not identify the value the Centre provides the area.

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Option 2 - Upgrade a portion of McDonald Street from the intersection of Hawke Street to the adjoining property boundaries of 10 and 12 McDonald Street or approximately 80 meters.

The upgrade will include excavation and formation earthworks and placement of pavement to accommodate a 2-coat class 170 bitumen seal to a width of 6 meters, that is appropriate for the estimated traffic volumes and vehicle configurations. The intention is to minimise alterations to existing surfaces fronting the properties of 4,6,8,10 and 15 McDonald Street, and therefore eliminating the need to install drainage structures at driveways. Minor table drain works are expected fronting 15 McDonald Street from Hawke Street to the driveway of 15 McDonald Street.

### **Communication and Consultation:**

General Manager Customer Experience, Manager Development Services, and Manager Roads Program Delivery were consulted in the preparation of this report.

### **Legal Strategy and Policy Implications:**

Council's Construction of Roads in Rural Areas Policy sets out that Council will not undertake capital improvements on unmade, unformed, or formed roads within a public road reserve for the purpose of providing a landowner with access to their property. However, it also provides that if a benefit to the community can be demonstrated such as access to beaches, campgrounds and tourist attractions etc., Council may decide community benefit and thus any work by a specific Council resolution.

### **Financial and Resource Implications:**

Depending on the methodology used and whether crews are required to mobilise and establish in the area, the cost of a capital improvement to improve and seal the first 80 metres of McDonald Street could range between \$35,000 to \$50,000. Operational costs for ongoing reactive maintenance would need to be considered in future. None of the costs are currently budgeted and would require reallocation from other planned works.

### **Summary:**

Boyne Valley Community Discovery Centre Inc. have requested McDonald Street, Ubobo a 6R road – Road Reserve (unformed/unmade/track) to be upgraded and maintained to improve access to the Discovery Centre.

### **Anticipated Resolution Completion Date:**

Completion of works would be subject to planning, scheduling, and budget reallocations, but it is envisaged the work could be completed within this financial year.

### **Attachments:**

Nil

### **Tabled Items:**

Nil

**Report Prepared by:** General Manager Strategic Asset Performance

## G/4.7. PROPOSAL TO REQUEST TO ADD INDUSTRIAL AVENUE, PRODUCTION STREET AND TRADE STREET APPROVED PLACE NAMES REGISTER

**Responsible Officer:** General Manager Customer Experience

**Council Meeting Date:** 21 February 2023

**File Ref:** CM13.1

### Purpose:

The purpose of this report is to allow Council to consider a request to add Industrial Avenue, Production Street and Trade Street to the Approved Place Names Register and utilise for road naming within a new development.

### Officer's Recommendation:

That Council approves the application to include Industrial Avenue, Production Street and Trade Street to the Approved Place Names Register and utilise for road naming within a new development, DA/11/2018 and OPW/18/2022.

### Background:

Council received an application to add Industrial Avenue, Production Street and Trade Street to the Approved Place Name register from Economic Development Queensland. The proposed name will be utilised for street naming as part of the associated development application.

### 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).

Assessment Criteria	Comply	Comment
<b>Adding Name to Register</b>		
Uniqueness of Name	Compliant	Industrial Avenue, Production Street, Trade Street are not on or similar to names already on the Approved Place Names Register.
Source of Name	Compliant	Proposed names are based on a theme of the development.
Spelling/Form of Name	Compliant	One word and correct form/spelling
<b>Utilise Name</b>		
Purpose or need to name the Asset	Compliant	New roads associated with OPW/18/2022
Status of Name	Compliant	Not currently used
Name is appropriate to the area	Compliant	Proposed names are based on a theme of the development.

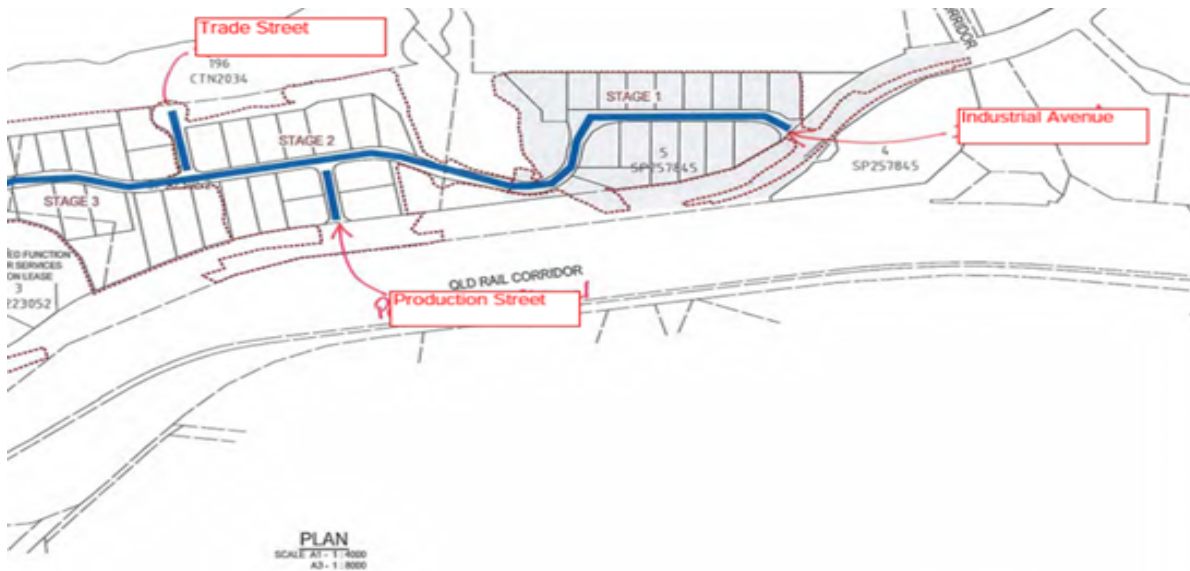


Figure One: Proposed plan for OPW/18/2022



Figure Two: GeoCortex Map of location

The Application meets the criteria to be added to the Approved Place Names Register to be utilised for road naming purposes.

**Communication and Consultation:**

Development Services, Geographical Information System (GIS), Strategic Asset Performance and Roads Operations have been consulted and have commented that there are no objections to the application.

**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:**

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

**Summary:**

Nil



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**Anticipated Resolution Completion Date:**

10 March 2023

**Attachments:**

1. CONFIDENTIAL – Application Form – Name Council Asset – Economic Development Queensland

**Tablet Items:**

Nil

**Report Prepared By:** Customer Solutions Officer

**G/4.8. PROPOSAL TO RENAME THE PORT CURTIS FORESHORE TRAIL TO RICHARD JOHNSON FORESHORE TRAIL**

**Responsible Officer:** General Manager Customer Experience

**Council Meeting Date:** 21 February 2023

**File Ref:** CM13.1

**Purpose:**

The purpose of this report is to allow Council to consider a request to rename the Port Curtis Foreshore Trail to Richard Johnson Foreshore Trail.

**Officer's Recommendation:**

That Council approves the application to rename Port Curtis Foreshore Trail to Richard Johnson Foreshore Trail in memory of Richard Johnson.

**Background:**

Council received an application to rename the Port Curtis Foreshore Trail to Richard Johnson Foreshore Trail in memory of Richard Johnson. Richard Johnson, referred to as 'Uncle' Richard, sadly passed away on the 18<sup>th</sup> December 2022. Uncle Richard is a descendant of the Gooreng Gooreng Nation and was a very well respected Elder in the Gladstone region.

Richard spoke fondly about this part of Gladstone and would often refer to this stretch of beach in the stories he shared with our community.

**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).

Assessment Criteria	Comply	Comment
<b>Adding Name to Register</b>		
Uniqueness of Name	Compliant	Name not currently in use.
Source of Name	Compliant	Local eminent person
Spelling/Form of Name	Compliant	
<b>Utilise Name</b>		
Purpose or need to name the Asset	Not Compliant	The trail is already named.
Status of Name	Compliant	Name not currently being used.
Name is appropriate to the area	Compliant	

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<b>Rename Asset</b>		
Dishonour of source of Name	Not Compliant	Proposal to rename the asset from 'Port Curtis Foreshore' is not due to the existing name being dishonoured.
Duplicate of Name within the Local Government Area	Not Applicable	



*Figure One: Aerial view of Trail (runs from the end of Bell Street, along The Esplanade).*

A search was conducted of the Gladstone City Council Agenda/Minute books and the following history timeline located:

- 1998 – Work for the Dole Program - An application was made for 8 participants to undertake work on the Port Curtis Foreshore Trail project.
- 1999 – The scheme will soon begin intensive works on the Port Curtis Foreshore Trail development.
- April 2001 – Grand opening.

Whilst the reason for naming the trail Port Curtis Foreshore Trail cannot be located within Councils records, the location of the trail is near the site of the former Port Curtis Government Residence and Domain, established in 1854-56 (now known as Friend Park).

**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:**

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

**Summary:**

Nil

**Anticipated Resolution Completion Date:**

8 March 2022

**Attachments:**

1. CONFIDENTIAL – Application Form – Rename Council Asset Port Curtis Foreshore Trail
2. CONFIDENTIAL – Application Additional Information

**Report Prepared By:** Customer Solutions Officer / Team Leader

**G/5. COUNCILLORS REPORT**

**G/6. URGENT BUSINESS**

**G/7. NOTICE OF MOTION**

**G/8. CONFIDENTIAL ITEMS**