



GLADSTONE
REGIONAL COUNCIL

**GENERAL MEETING NOTICE
AND AGENDA**

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

On Tuesday 16 January 2024

Commencing at 9.00am

**Mark Francis
CHIEF EXECUTIVE OFFICER, Acting**

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G/1. MAYORAL STATEMENT OF CURRENT ISSUES

G/2. CONFIRMATION OF MINUTES

G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 19 DECEMBER 2023

Responsible Officer: Chief Executive Officer

Prepared By: Executive Secretary

Council Meeting Date: 16 January 2023

File Ref: CM7.2

Purpose:

Confirmation of the minutes of the General Meeting held on 19 December 2023.

Officer's Recommendation:

That the minutes of the General Meeting of Council held on 19 December 2023 be confirmed.

Attachments:

1. Minutes of the General Meeting of Council held on 19 December 2023.

G/3. DEPUTATIONS

G/4. OFFICERS' REPORTS

G/4.1. RENAMING OF COUNCIL ASSET INFRASTRUCTURE - NEILL ROAD, ROSEDALE

Responsible Officer: General Manager Customer Experience

Prepared By: Manager Customer Solutions

Council Meeting Date: 16 January 2024

File Ref: CR13.1

Purpose:

For Council to consider a request to rename Neils Road, Rosedale to "Neill" Road on the Approved Place Names Register and utilise on the Council Asset "Road".

Officer's Recommendation:

That Council:

1. Decline the application to rename Neils Road, Rosedale to "Neill" Road on the Approved Place Names Register; and
2. Not utilise the name "Neill".

Summary:

Council received an application to rename Neils Road to "Neill" Road. The application has been assessed against the Council's Naming of Infrastructure Assets Corporate Standard and Policy and does not meet the requirements of Renaming of Council Infrastructure Asset. Of the five relevant criteria this application is assessed against, it is not compliant against 4 items.

Community consultation on this matter resulted in one approval, four objections and five non-responses for the 18 affected properties. The applicant has provided eight signatures from the affected parties as supporting documentation; however, because of how the survey is worded it is not clear if all signatures are supportive of the proposal. Please refer to the community consultation correspondence attached.

A Report was presented at Councils General meeting on 19 December 2023 where Councillors sought confirmation from the applicant on their preferred spelling. Applicant has advised preferred spelling is 'Neill Road' given that the apostrophe cannot be included in the spelling as per the Corporate Standard.

Link to Corporate Plan:

Connecting Communities - We work with you and for you, supporting the success of our communities.

Background:

The applicant states that the name has been spelled incorrectly and believes the road was intended to be named after the Neills family.

The Neills family has a long-standing history in the area. Historical records contain both spellings with 72 occasions spelled with one 'L' and four with two 'LL's'. Former Miriam Vale Shire Council records were located reflecting the name being spelled with one 'L', with no documentation being located indicating the introduction or approval of the name.

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There are 18 properties on Neils Road. Due to the rural nature of the addresses relevant to this application it is difficult to determine whether owners reside on the road or own the property but reside elsewhere.

The applicant provided eight signatures from residents on Neils Road. His request asks for a signature in both cases of approval or objection and although it appears that there are eight signatures of support, Officers cannot be 100% sure.

The remaining 10 property owners were contacted by Council to seek their approval or objection to the proposal which resulted in four objections, one approval and five with no response. Each of the approval and objection correspondences are attached.

A Report was presented at Councils General meeting on 19 December 2023 where Councillors advised they were likely to approve the renaming of the road, however wanted to confirm the applicants desired spelling due to the removal of punctuation marks. Contact was made with the applicant where it was confirmed the preferred spelling was 'Neill Road'.

Risk Management Summary:

Council has a moderate risk appetite for Reputational and Service Delivery Risks.

Based on the assessment of the application there is a risk to Council's Reputation and Service Delivery impacts if the application were approved.

Options and Opportunity Analysis:

Current property owners and residents will be impacted if this application is approved. Impacts include mailing address change, titles office changes for owners and residents, additionally changes for business programs that use street address register including main roads, insurances, electoral commission, Ergon, phone/internet providers etc.

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) and does not meet four out of the five applicable criteria.

	Comply	Comment
Rename Asset		
Discredit or dishonour of source of Name	Not Compliant	No supporting evidence was located to indicate the name Neil's has been discredited or dishonoured
Duplicate of Name within the Local Government Area	Not Compliant	Proposed name with this spelling is not currently on the Approved Names Place Register, however similar name exists and is currently utilised
Name no longer appropriate in historical or geographical terms	Not Compliant	There is no supporting evidence to indicate that the name is no longer appropriate
Factually incorrect information submitted with application	Not Compliant	No indication that factually incorrect information was submitted with application current or previous
New construction of Infrastructure	Not applicable	Proposal is to rename an existing asset
Names compliance with AS 4819:2011 (Road)	Compliant	Current and proposed names deemed appropriate

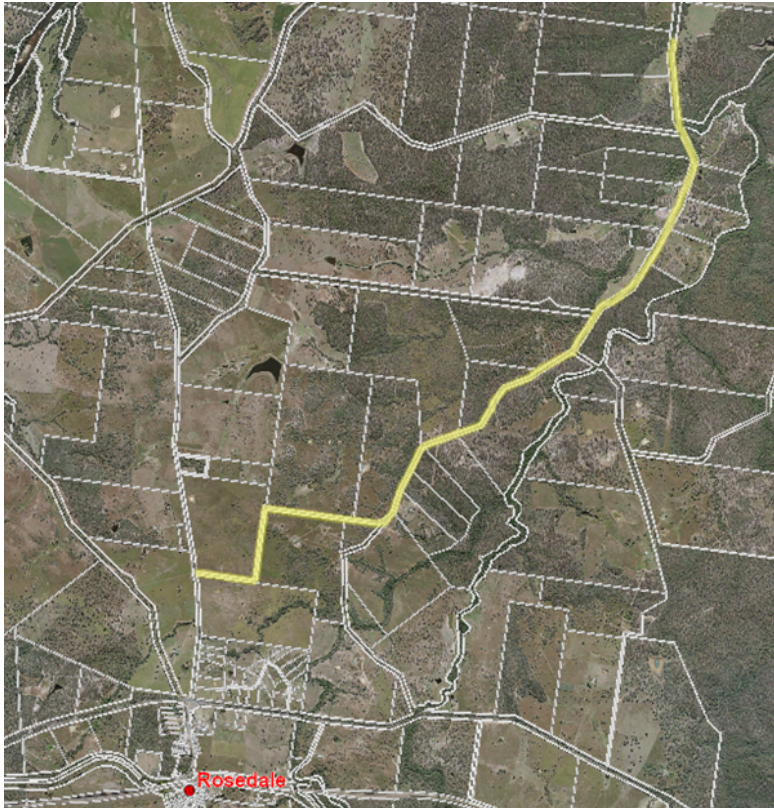


Figure One: Aerial view of Neils road Rosedale

Option 1 – Decline the Application

The application has been assessed against the requirements of the Council’s Naming of Infrastructure Assets Policy (P-2020-17) and Corporate Standard (CS-2020-20) and is not compliant with all aspects nor does it have comprehensive resident support.

Option 2 – Approve the application and use

Stakeholder Engagement:

Internal:

The Development Services, Operations and Assets and Environment Team have been consulted and have commented that there are no objections to the application.

Global Information System (GIS) advised objections to the renaming of Neils Road as there are numerous properties currently addressed as Neils Road and this change would have a significant impact to residents. In addition, the Register of Road Names of the former Miriam Vale Shire Council reflects the spelling Neils Road.

External:

Customer Solutions conducted additional Community Consultation by issuing letters to owners of the properties on Neils Road. These letters advised owners that Council has received an Asset naming application to change the name and requested that owners contact Council to provide their support or objection.

Legal and Regulatory Implications:

The application has been assessed against the requirements of the 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:

Should Council approve the application and use, there are costs associated with removal of existing signage, installation and maintaining new signage, as well as Council administrative requirements.

Anticipated Resolution Completion Date:

If declined the applicant will be notified within 2 weeks of the resolution date.

If approved the applicant will be notified and request will be submitted to relevant departments to undertake required works. Affected parties will also need to be notified of the decision prior to works being undertaken.

Attachments:

1. CONFIDENTIAL – Application – Naming of Council Asset Infrastructure – Neills Road
2. Community Consultation Correspondence (redacted)

G/4.2. NAMING COUNCIL ASSET INFRASTRUCTURE - PRESTIGE CLOSE

Responsible Officer: General Manager Customer Experience

Prepared By: Manager Customer Solutions

Council Meeting Date: 16 January 2024

File Ref: CR13.1

Purpose:

The purpose of this report is to allow Council to consider a request to utilise a name being 'Prestige' from the Approved Place Names Register.

Officer's Recommendation:

That Council approves the application to utilise the name 'Prestige' to name a Cul De Sac off Applin Place, Tannum Sands associated with DA/927/2013.

Summary:

An application was received to utilise the name 'Prestige' from the Approved Place Names register to name a Cul De Sac located off Applin Place, Tannum Sands. The proposal is to name the Cul De Sac 'Prestige Close' which is associated with DA/927/2013.

Link to Corporate Plan:

Connecting Communities - We work with you and for you, supporting the success of our communities.

Background:

Council received an application from Alan Maclean on behalf of Jankar Pty Ltd, to utilise the name 'Prestige' from the Approved Place Names Register within the proposed new Cul De Sac located off Applin Place, Tannum Sands. The applicant would like to name the Cul De Sac 'Prestige Close' associated with DA/927/2013.

Risk Management Summary:

Council has a moderate risk appetite for both Reputational and Legal and Regulatory risk.

Options and Opportunity Analysis:

Option 1 – Approve

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
Utilise Name		
Purpose or need to name the Asset	Compliant	Roads are unnamed within the new development
Status of Name	Compliant	Currently Available within the Approval Place Names Register
Name is appropriate to the area	Compliant	See Map below

Figure One: Aerial view of 9-13 Applin Place, Tannum Sands (location of DA/927/2013)



Option 2 - Refuse

This option is not in accordance with the Council’s Naming of Infrastructure Assets Policy (P-2020-17) and Corporate Standard (CS-2020-20).

Stakeholder Engagement:

Relevant Business Units have been consulted with no objections to the proposal.

Legal and Regulatory 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.

Anticipated Resolution Completion Date:

The Resolution will be completed in accordance with DA/297/2013, OPW/77/2021

Attachments:

1. CONFIDENTIAL – Application – Naming of Council Asset Infrastructure – Jankar Pty Ltd

G/4.3. 2023 GLADSTONE REGION YOUTH COUNCIL ADVISORY COMMITTEE ANNUAL REPORT

Responsible Officer: General Manager Community and Lifestyle

Prepared By: Community Development Officer

Council Meeting Date: 16 January 2024

File Ref: CC9.10

Purpose:

To present an overview of the work and achievements of the Gladstone Region Youth Council Advisory Committee (Youth Council) in 2023 and endorse the 2024 Youth Council members.

Officer's Recommendation:

That Council:

1. Receive the 2023 Gladstone Region Youth Council Advisory Committee Annual Report;
2. Receive the attached Gladstone Region Youth Council 2024 -2025 Action Plan; and
3. Endorse the appointment of 11 Gladstone Region Youth Council Advisory Committee members for 2024 as below:
 - Jiexi Zang (returning member)
 - Jakob Humphries (returning member)
 - Shriyanshi Sharma
 - Logan Althaus
 - Ava Hetherington
 - Matt Torres
 - Rosharne Cakau
 - Kyle Weekes
 - Holly Morton
 - Lochlain Cathcart
 - Naomi-Jon Redshaw

Summary:

The 2023 Gladstone Region Youth Council Advisory Committee (Youth Council) have been actively involved in meetings, training workshops, and events to better their understanding of local issues, to actively represent young people in the region and to contribute positively to the community. The Gladstone Region Youth Council (the Youth Council) acts as a formal Advisory Committee to Council on youth-related matters within the region.

Link to Corporate Plan:

Connecting Communities - We work with you and for you, supporting the success of our communities.

Background:

Council endorsed 11 members to the Youth Council at its General Meeting on 7 February 2023. During their tenure, Youth Council members have the chance to develop skills and knowledge in advocacy, leadership, governance and teamwork, while being mentored by Gladstone Regional Council staff.

Youth Council members meet on the first and third Monday of the month with members aged between 15 and 24 years and reside in the Gladstone Region. Youth Council endeavour to contribute to Council by providing a youth perspective on Council related matters, promote, encourage and advocate for the involvement of youth in the planning, development and implementation of programs and events throughout the year and by contributing to the wellbeing of local young people and the wider community.

The purpose of the Gladstone Region Youth Council 2024 - 2025 Action Plan (Action Plan) is to provide direction on future activities to be undertaken by the Youth Council to help address key issues faced by young people in the region. These issues were previously identified at the Youth Summit held in September 2022, which provided a forum for young people aged 15 to 25 years, from across the Gladstone Region, to advocate for issues and matters concerning them. All Youth Council activities are conducted under the guidance of Council's Community Development Officer.

Risk Management Summary:

Council has a moderate appetite for Reputational risk, and a moderate appetite for Regulatory and Legal risk. The Youth Council advocate on behalf of young people, actively engage with young people and the broader community and collaborate with others to create awareness and opportunities to participate to build the confidence and capability of young people in the region.

Options and Opportunity Analysis:

Option 1 – Adopt the Recommendation

This option will allow the Youth Council to continue to act on behalf of young people and provide the opportunity to influence the public governance of their Region. Adopting the recommendation will align with the current Gladstone Regional Council Corporate Plan goal of Connecting Communities and the Community Development Strategy 2021 - 2026 namely the objective to *'Partner and empower advisory groups, community organisations and individuals to develop initiatives that strengthen the region.'*

Option 2 – Reject the Recommendation

Officers can see no tangible opportunities in rejecting the request to endorse the aforementioned candidates for the Youth Council as it would remove a well-established, valuable youth development program, reducing youth engagement with Council and the community and create a misalignment with the current Corporate Plan and Community Development Strategy.

Stakeholder Engagement:

Expressions of interest for committee membership for 2024 were sought in several ways including social media, Gladstone Regional Council Website, local school newsletters, email distribution through local networks and community groups, and flyer distribution through 2023 members.

As advised in 2022 by Council's Governance Advisor, an interview process is unnecessary for returning members who have already demonstrated their commitment. New members attended an interview with an existing Youth Council member and representatives of Council's Community Partnerships team.

Legal and Regulatory Implications:

On 6 May 2014 Gladstone Regional Council endorsed the re-establishment of the Gladstone Region Youth Council. The Gladstone Region Youth Council is a formal Advisory Committee to Gladstone Regional Council and is recognised under the *Local Government Regulation 2012*, ss. 264-265.

Financial and Resource Implications:

In 2023/24 Council has allocated a budget of \$10,000 for the Youth Council activities and Council maintains control of finances, accounting, and administration of these funds. The Committee may recommend through delegated Officers how these funds will be apportioned to the Committee's annual program of activities.

Anticipated Resolution Completion Date:

16 January 2024

Attachments:

1. Gladstone Region Youth Council Advisory Committee 2023 Annual Report
2. Draft Gladstone Region Youth Council 2024 - 2025 Action Plan

G/4.4. LEASE OF A PORTION OF LOT 32 ON PL646 BYELLEE WETLANDS TO YARALLA SPORTS CLUB

Responsible Officer: General Manager Assets and Environment

Prepared By: General Manager Assets and Environment

Council Meeting Date: 16 January 2024

File Ref: CP8.2

Purpose:

To allow Councillors to consider leasing a portion of Lot 32 on PL646 forming part of Byellee Wildlife Reserve to Clava Ltd trading as Yaralla Sports Club.

Officer's Recommendation:

That Council:

1. Resolves that s236(1)(b)(ii) of the *Local Government Regulation 2012* applies to the proposed lease of part of Lot 32 on PL646 to Clava Ltd trading as Yaralla Sports Club ("Yaralla") on the following terms and conditions:
 - (a) An initial term of five years;
 - (b) An option for a further term of five years;
 - (c) At a rental of \$1.00 per annum payable on demand;
 - (d) An option to Yaralla to purchase the lease area for market value during the lease term provided that:
 - i. Yaralla, subject to the satisfaction of Council, has substantially commenced development of a golf course on the land adjoining the Lease Area; and
 - ii. Yaralla has obtained development approval, on terms satisfactory to both Yaralla and Council, for the reconfiguration of the boundaries of Lots 5 on RP601549, 32 on CP PL646, 1 on RP602679 and 31 on PL646;
 - (e) Such other terms and conditions that the Chief Executive Officer deems appropriate in the circumstances; and
2. Resolves that s236(1)(b)(ii) applies to the sale of land to Yaralla for market value pursuant to the option to purchase the lease area contained in the Lease; and
3. Authorises the Chief Executive Officer to negotiate, finalise and execute any and all matters associated with or in relation to the Lease.

Summary:

Yaralla Sports Club have requested to purchase approximately seven hectares of Lot 32 on PL646 from Council to provide sufficient area to deliver a championship level golf course design.

Link to Corporate Plan:

Accountable Council - We are providing good stewardship built on a foundation of trust.
Connecting Communities - We work with you and for you, supporting the success of our communities.
Resilient Economy - We play our part in supporting the success of our region.

Background:

Officers have previously considered a request to dispose of all or part of freehold land described as Lots 32 on PL646 and 5 on RP601549 adjacent to Yaralla’s proposed development and presented to Councillors in Information Sessions in August and September 2022. Councillors also had the benefit of additional information provided by Yaralla’s consultants in November 2022.

Risk Management Summary:

Officers initially were not in favour of disposal, given the land’s inclusion in the Byellee Wildlife Reserve, and the lack of clarity on the extent of development with consideration of risks associated with the two lots identified (Figure 1).



Figure 1 - lots 32 and 5 on PL64

The risks identified included:

- Risk to 58 bird species have been identified as using the wetlands and other habitats
- Significant loss of Council freehold land and loss or an area containing Reef regrowth vegetation; High-Value regrowth area containing endangered regional ecosystems; and loss of remnant vegetation containing “Of-concern regional ecosystems”
- Disposal of portion of this land reduces the overall potential benefits of “blue-carbon” sink (sequester carbon from the atmosphere)
- Nature of the proposed operation and potential to generate run-off of water high in nutrients and chemicals from fertilisers and pesticides into fish habitat and wetland areas.

The clarification that the request to the purchase was restricted to approximately 7 hectares of Lot 32 on PL646 (figure 2), lowers the risk of the disposal on the purpose and benefit of the Wildlife Reserve, which was the basis of officers’ initial refusal.

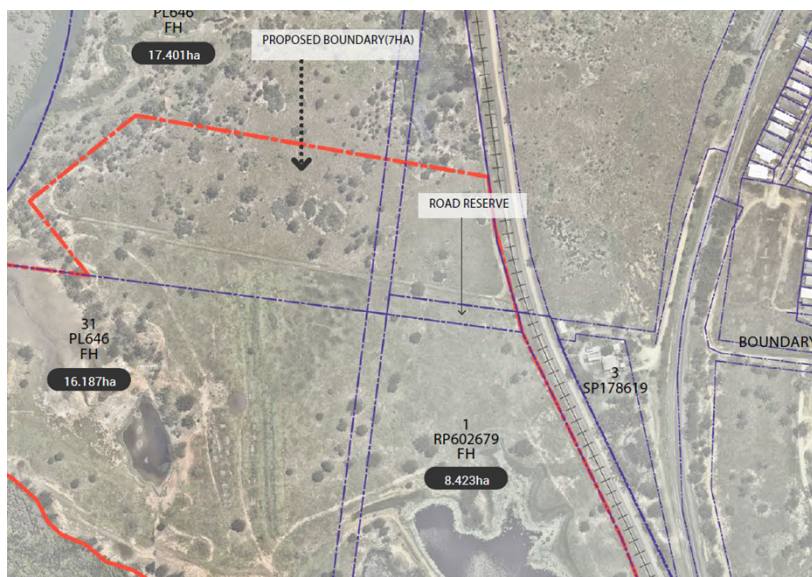


Figure 2 - Proposed acquisition

Information provided by Yaralla and their consultants regarding the nature of the operation and their proposed environmental stewardship of the land has further reduced the risk profile. The environmental impact and loss of amenity associated with the new proposal is reduced and the potential benefit to the community with the proponent able to optimise their project is considerable.

Options and Opportunity Analysis:

Option 1 – The Officer’s Recommendation

Council resolves to dispose of a portion of the land to Yaralla. For Council to enter a lease with an option to buy, Council must resolve that the exemption in s236(1)(b)(ii) of the *Local Government Regulation 2012* applies to the lease and option to purchase the land.

Option 2 – Reject the request

Council may elect to reject the request to lease and control the land which, according to Yaralla, would compromise the development, potentially reducing the viability and attractiveness of the development.

Stakeholder Engagement:

Strategic Property Management, Asset Planning, Environment and Conservation and Governance teams have been consulted and contributed to this recommendation. A draft lease has been negotiated with Yaralla and conditional Owner’s Consent provided to their consultants for the lodgement of a DA over a portion of Council land.

Legal and Regulatory Implications:

Under s227 of the *Local Government Regulation 2012* (“LGR”), Council cannot dispose of a valuable non-current asset contract (a contract for the lease or sale of freehold land) unless it first invites written tenders or offers the non-current asset for sale by auction. In this instance there are two applicable exceptions to s227 of the LGR:

- Section 236(1)(b)(ii), where the valuable non-current asset is disposed of to ... a community organisation; and
- Section 236(1)(c)(iv), where the valuable non-current asset is disposed of to an owner of adjoining land and the land is not suitable to be offered for disposal by tender or auction for a particular reason i.e. the location and size of the land.

Financial and Resource Implications:

The lease period is proposed to be at peppercorn rate of \$1.00 on demand, with the option for purchase of the land to be at market value.

Anticipated Resolution Completion Date:

The proposed start date of the lease, if resolved, is 1 July 2024.

Attachments:

Nil

G/4.5. TENDER RPQS 89-24 TRAFFIC MANAGEMENT SERVICES

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Manager Contracts and Procurement (Acting)

Council Meeting Date: 16 January 2024

File Ref: FM21.1

Purpose:

This report seeks resolution from Council to enter into Register of Pre-Qualified Supplier agreements for Traffic Management Services.

Officer's Recommendation:

That Council:

1. Endorse the Tender Evaluation Panel's recommendation to appoint the following six service providers on RPQS 89-24 Traffic Management Services and enter contracts for a term of two years with the option to extend for two further periods of one year, to a maximum of four years in total:

Primary Providers:

- Workforce Road Services Pty Ltd

Secondary Providers:

- Arid to Oasis Traffic Solutions Pty Ltd;
- East Coast Traffic Controllers Pty Ltd;
- Linemark Traffic Control Pty Ltd;
- Shield Services Group Pty Ltd as Shield Traffic; and
- Traffic Management Group; and

2. Authorise the Chief Executive Officer to negotiate, finalise and execute any and all matters associated with or in relation to the contracts.

Summary:

An open market tender was conducted in accordance with s232 of the *Local Government Regulation 2012*, and the Officer's Recommendation is to appoint six service providers to the Register of Pre-Qualified Suppliers ('RPQS') 89-24 Traffic Management Services for a period of up to four years.

Link to Corporate Plan:

Accountable Council - We are providing good stewardship built on a foundation of trust.
Delivering Value - We work efficiently to deliver value for your rates.

Background:

Council requires regular supply of traffic control and traffic management planning services to assist Council with projects and maintenance throughout the Gladstone Region that include:

- Traffic control services – including scheduled, short notice/emergency response; and
- Traffic management planning services – including Traffic Management Plans (TMPs), Traffic Guidance Schemes (TGSs) and Traffic Management Designs (TMDs).

Risk Management Summary:

Council has a moderate appetite for Service Delivery and Financial risks and a low appetite for Health Safety and Wellbeing risks.

The intent of this RPQS is to mitigate risks associated with delaying maintenance activities, to conduct tender processes to appoint service providers and to make available to maintenance crews the materials they require to undertake safe and compliant maintenance activities.

Options and Opportunity Analysis:

To reduce the risk that Council will not being able to access service providers required to complete maintenance activities, Council is seeking to establish a register of suppliers that have been assessed by internal subject matter experts.

An RPQS provides Council with efficiencies when engaging service providers as follows:

- I. s232 of the *Local Government Regulation 2012*, allows Council to enter into contracts with suppliers for engagements \$15,000 ex GST and over, without the need for a formal quoting or tender process.
- II. The suppliers on an RPQS were appointed according to the requirements of Council’s Procurement Policy, including meeting safety requirements, local content, and value for money.
- III. Suppliers and their personnel relevant to potential future works will be managed in Council’s Contractor Management System (‘Beakon’) including inductions, licensing, and insurances.
- IV. Employees can request quotes from suppliers on an RPQS to ensure value for money is achieved.
- V. Engagements will be approved via Purchase Orders in accordance with Council’s Register of Financial Delegations; which means any engagements over \$500,000 ex GST will be brought to Council for approval.

On 21 October 2023, Council released an Invitation to Tender (ITT) to the open market via VendorPanel in accordance with the tender process requirements set out in s228 of the *Local Government Regulation 2012*.

The tender closed on 14 November 2023, with seven (7) offers received.

The seven (7) offers were evaluated by a panel of subject matter experts, based on the following criteria disclosed in the ITT:

Objective Evaluation Criteria	Weighting
Offer demonstrates understanding of the scope and GRC’s requirements and includes a Resourcing Plan which addresses all aspects of the scope and GRC’s requirements.	30%
Nominated past projects performed meet GRC’s experience requirements	40%
Proposed Key Personnel have the qualifications and experience required by GRC	30%

Six (6) of the offers were evaluated as meeting Council's requirements for acceptance onto this panel. The Tender Evaluation Panel, based on anticipated service requirements and presentation of the best overall offers to Council, recommends the appointment of the following six (6) services providers to this RPQS:

- (a) Primary Provider:
 - Workforce Road Services Pty Ltd

- (b) Secondary Providers:
 - Arid to Oasis Traffic Solutions Pty Ltd;
 - East Coast Traffic Controllers Pty Ltd;
 - Linemark Traffic Control Pty Ltd;
 - Shield Services Group Pty Ltd as Shield Traffic; and
 - Traffic Management Group

Appointment to an 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.

Stakeholder Engagement:

A range of personnel from Council were involved in the preparation to tender.

Legal and Regulatory 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 interest of probity, an amendment to the evaluation methodology and/or criteria may require referral back to tenderers so 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 the pre-registration of service providers/suppliers only, it does not commit financial resources. Engagements with service providers/suppliers 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 \$9,000,000 ex GST per year or \$36,000,000 ex GST over the potential 4-year term.

Anticipated Resolution Completion Date:

The contracts will be awarded in February 2024.

Attachments:

1. CONFIDENTIAL RPQS 89-24 Final Evaluation Outcome

G/4.6. TENDER RPQS 84-24 PIPE RELINING SERVICES

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Manager Contracts and Procurement (Acting)

Council Meeting Date: 16 January 2024

File Ref: FM:21.1

Purpose:

This report seeks resolution from Council to enter into Register of Pre-Qualified Supplier agreements for Pipe Relining Services.

Officer's Recommendation:

That Council:

1. Endorse the Tender Evaluation Panel's recommendation to appoint the following four (4) Providers on RPQS 84-24 Pipe Relining Services and enter into contracts for a term of one year with the option to extend for three further periods of one year to a maximum of four years in total:
 - DrainAway Pty Ltd;
 - Interflow Pty Ltd;
 - CQ Relining Pty Ltd trading as Nuflow Central Queensland; and
 - Pipe Management Australia Pty Ltd; and
2. Authorise the Chief Executive Officer to negotiate, finalise and execute any and all matters associated with or in relation to the contracts.

Summary:

An open market tender was conducted in accordance with s232 of the *Local Government Regulation 2012*, and the officer's recommendation is to appoint four (4) service providers to the Register of Pre-Qualified Suppliers (RPQS) 84-24 Pipe Relining Services for a period of up to four (4) years.

Link to Corporate Plan:

Accountable Council - We are providing good stewardship built on a foundation of trust.
Delivering Value - We work efficiently to deliver value for your rates.

Background:

Council is required to engage suitably qualified service providers to provide rehabilitation (relining) of sewer pipelines to protect the internal surfaces from deterioration, restore structural integrity, prevent infiltration of groundwater or exfiltration of sewage and/or reduce root ingress through the Gladstone Region.

Risk Management Summary:

Council has a moderate risk appetite for Financial and Service Delivery risk.

The intent of the RPQS is to mitigate risks associated with the delaying of maintenance activities, to conduct a tender process to appoint service providers to the approved panel and to make available to maintenance crews the materials they require to undertake maintenance activities.

Options and Opportunity Analysis:

To reduce the risk that Council will not be able to access services providers required to complete maintenance activities, Council is seeking to establish a register of suppliers that have been assessed by internal subject matter experts.

An RPQS provides council with efficiencies when engaging service providers as follows:

- I. s232 of the *Local Government Act 2012*, allows council to enter into contracts with service providers for engagements \$25,000 ex GST and over, without the need for formal quoting or tender process.
- II. The suppliers on an RPQS have been appointed in accordance with the requirements of Council’s Procurement Policy including meeting safety requirements and value for money.
- III. Service Providers and their personnel relevant to future works will be managed in councils Contract Management System (‘Beakon’) including inductions, licensing and insurances.
- IV. Employees can request quotes from service providers on an RPQS to ensure value for money is achieved.
- V. Engagements will be approved by purchase orders in accordance with councils register of financial delegation: which means any engagement over \$500,000 ex GST will be brought to Council for approval.

On 21 October 2023 Council released an Invitation to Tender (ITT) to the open market via VendorPanel in accordance with the tender process requirements set out in s228 of the *Local Government Regulation 2012*.

The tender closed on 14 November 2023, with four (4) offers received.

The four (4) offers were evaluated by a panel of subject matter experts, based on the following criteria disclosed in the ITT:

Objective Evaluation Criteria	Weighting
Lead times meet GRC timing requirements	15%
Offer demonstrates capability to meet GRC’s requirements and understanding of the Scope of Work	40%
Nominated past projects performed meet GRC’s experience requirements	30%
Proposed Key Personnel have the qualifications and experience required by GRC	15%

GLADSTONE REGIONAL COUNCIL GENERAL MEETING AGENDA 16 JANUARY 2024

All offers were evaluated as meeting Council's requirements for acceptance onto this panel. The Tender Evaluation Panel, based on anticipated service requirements and presentation of the best overall offers to Council, recommends the appointment of the following four (4) services providers to this RPQS:

- DrainAway Pty Ltd;
- Interflow Pty Ltd;
- CQ Relining Pty Ltd trading as Nuflow Central Queensland; and
- Pipe Management Australia Pty Ltd

Appointment to an 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.

Stakeholder Engagement:

A range of personnel from Council were involved in the preparation to tender.

Legal and Regulatory 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 the 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 reevaluation.

Financial and Resource Implications:

Appointment to an RPQS is based on the pre-registration of service providers/suppliers only, it does not commit financial resources. Engagements with service providers/suppliers 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 anticipated expenditure under this contract is \$500,000 ex GST per year or \$2,000,000 ex GST over the potential 4-year term.

Anticipated Resolution Completion Date:

The contracts will be awarded in February 2024.

Attachments:

1. CONFIDENTIAL RPQS 84-24 Final Evaluation Outcome

G/4.7. TENDER PSA 75-24 PROPERTY SERVICES

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Manager Contracts and Procurement (Acting)

Council Meeting Date: 16 January 2024

File Ref: FM21.1

Purpose:

This report seeks resolution from Council to enter into a Preferred Supplier Agreement for various Property Services.

Officer's Recommendation:

That Council:

1. Endorse the Tender Evaluation Panel's recommendation to appoint the following eight service providers on PSA 75-24 Property Services and enter into contracts for a term of one year with the option to extend for three further periods of one year to a maximum of four years in total:
 - **Automatic Doors, Roller Doors, and Shutters** – JC Donovan Holding Pty Ltd trading as Larsen's Lifts.
 - **Fire System Compliance** – SJ Enterprises QLD Pty Ltd t/a Firelec
 - **Lifts** – Mechanical Equipment Services Pty Ltd
 - **Onsite Sewerage and Septic Systems** – Atkin Plumbing and Gasfitting Pty Ltd
 - **Pest Control** – Rentokil Pest Control (QLD) Pty Ltd
 - **Security Services** – Trevssec Pty Ltd
 - **Legislated Electrical Testing** – CPJ Electrical Pty Ltd t/a Platinum Electricians Gladstone
 - **Washroom Services** – J.J.Richards & Sons Pty Ltd t/a JJ's Health & Hygiene; and
2. Authorise the Chief Executive Officer to negotiate, finalise and execute any and all matters associated with or in relation to the contracts.

Summary:

An open market tender was conducted in accordance with s232 of the *Local Government Regulation 2012*, and the officer's recommendation is to appoint eight (8) service providers to the Preferred Supplier Agreement (PSA) 75-24 Property Services for a period of up to four (4) years.

Link to Corporate Plan:

Accountable Council - We are providing good stewardship built on a foundation of trust.
Delivering Value - We work efficiently to deliver value for your rates.

Background:

Council operates facilities throughout the Gladstone Region. These facilities are critical to deliver essential services to the community and include locations such as community centres, offices, depots, halls, wastewater treatment plants and transfer stations. These locations require a varied range of maintenance services to be undertaken.

Risk Management Summary:

Council has a moderate appetite toward Service Delivery, Financial and Reputational risks and a low appetite for Health Safety and Wellbeing risks.

The intent of the PSA is to mitigate risks associated with delaying maintenance activities. to conduct tender processes to appoint service providers and to make available to property services suitable service providers.

Options and Opportunity Analysis:

To reduce the risk that Council will not being able to access services providers required to complete maintenance activities, Council is seeking to establish a register of suppliers that have been assessed by internal subject matter experts.

On 14 October 2023, Council released an Invitation to Tender (ITT) to the open market via VendorPanel in accordance with the tender process requirements set out in s228 of the *Local Government Regulation 2012*.

The tender closed on 9 November 2023, with twenty-two (22) offers received across the various property services.

The twenty-two (22) offers were evaluated by a panel of subject matter experts, based on the following criteria disclosed in the ITT:

Objective Evaluation Criteria	Weighting
Proposed Program meets GRC’s requirements	20%
Tenderer demonstrates capability to deliver the nominated services and understanding of the scope and GRC’s requirements and includes a Resourcing Plan which addresses all aspects of the scope and GRC’s requirements.	40%
Nominated past performance meet GRC’s experience requirements	25%
Proposed Key Personnel have the qualifications and experience required by GRC	15%

The Tender Evaluation Panel, based on anticipated service requirements and presentation of the best overall offers to Council, recommends the appointment of the following eight (8) services providers to this PSA:

- **Automatic Doors, Roller Doors, and Shutters** – JC Donovan Holding Pty Ltd trading as Larsen’s Lifts.
- **Fire System Compliance** – SJ Enterprises QLD Pty Ltd t/a Firelec
- **Lifts** – Mechanical Equipment Services Pty Ltd
- **Onsite Sewerage and Septic Systems** – Atkin Plumbing and Gasfitting Pty Ltd
- **Pest Control** – Rentokil Pest Control (QLD) Pty Ltd
- **Security Services** – Trevssec Pty Ltd
- **Legislated Electrical Testing** – CPJ Electrical Pty Ltd t/a Platinum Electricians Gladstone
- **Washroom Services** – J.J.Richards & Sons Pty Ltd t/a JJ’s Health & Hygiene

The award of contracts to eight (8) suppliers is subject to the successful negotiation of contract terms. Appointment to a PSA 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 suppliers.

Stakeholder Engagement:

A range of personnel from Council's Property Services team were involved in the preparation of the tender and contributed to the evaluation of the offers received.

Legal and Regulatory Implications:

Council sought offers via VendorPanel in accordance with the *Local Government Regulation 2012*, *Local Government Act 2009*, and Council's Procurement Policy P2021-01.

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 the 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 a PSA is based on the pre-registration of service providers only, 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 expected to be \$2,520,000 ex GST over the contract term.

Anticipated Resolution Completion Date:

The contracts will be awarded in February - March 2024

Attachments:

1. CONFIDENTIAL PSA 75-24 Final Evaluation Outcome - Automatic Doors
2. CONFIDENTIAL PSA 75-24 Final Evaluation Outcome - Roller Doors
3. CONFIDENTIAL PSA 75-24 Final Evaluation Outcome - Electrical Testing
4. CONFIDENTIAL PSA 75-24 Final Evaluation Outcome - Fire Systems
5. CONFIDENTIAL PSA 75-24 Final Evaluation Outcome - Lifts
6. CONFIDENTIAL PSA 75-24 Final Evaluation Outcome - Onsite Sewerage
7. CONFIDENTIAL PSA 75-24 Final Evaluation Outcome - Pest Control
8. CONFIDENTIAL PSA 75-24 Final Evaluation Outcome - Security Services
9. CONFIDENTIAL PSA 75-24 Final Evaluation Outcome - Washroom Services

G/4.8. TENDER RPQS 86-24 SUPPLY AND DELIVERY OF CIVIL INFRASTRUCTURE MATERIALS

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Manager Contracts and Procurement (Acting)

Council Meeting Date: 16 January 2024

File Ref: FM21.1

Purpose:

This report seeks resolution from Council to enter into Register of Pre-Qualified Supplier agreements for the Supply and Delivery of Civil Infrastructure Materials.

Officer's Recommendation:

That Council:

1. Endorse the Tender Evaluation Panel's recommendation to appoint the following thirteen (13) Service Providers/Suppliers on RPQS 86-24 Supply and Delivery of Civil Infrastructure Materials and enter contracts for a term of one year with the option to extend for three further periods of one year, to a maximum of four years in total:
 - Berajondo Pty Ltd ATF Sal Bonanno Family Trust trading as Berajondo Earthmoving & Haulage;
 - Grycan Pty Limited ATF The Blomfield Family Trust T/A Blomfield Excavations;
 - Butlers Yarwun Quarries Pty Ltd;
 - Downer EDI Works Pty Ltd;
 - EJ AUSTRALIA PTY LTD;
 - Five Elements International Pty Ltd;
 - Grant & Thurecht G.D & G.E & J.G & W.G Trading as Mini Excavations;
 - GRI Road Services Pty Ltd;
 - Ingal Civil Products;
 - Barion P/L trading as Perma-Patch Australia;
 - Regional Quarries Australia Pty Ltd;
 - Grey Vort Pty Ltd; and
 - Fulton Hogan; and
2. Authorise the Chief Executive Officer to negotiate, finalise and execute any and all matters associated with or in relation to the contracts.

Summary:

An open market tender was conducted in accordance with s232 of the *Local Government Regulation 2012*, and the officer's recommendation to appoint thirteen (13) Service Providers to the Register of Pre-Qualified Suppliers (RPQS) 86-24 Supply and Delivery of Civil Infrastructure Materials for a period of up to four (4) years.

Link to Corporate Plan:

Accountable Council - We are providing good stewardship built on a foundation of trust.
Delivering Value - We work efficiently to deliver value for your rates.

Background:

Council requires the supply and delivery of various Civil Infrastructure materials to assist with Council projects and maintenance throughout the Gladstone Region. Supply and delivery will be required under this RPQS.

Risk Management Summary:

The intent of the RPQS is to allow access to service providers within the market, reducing Council exposure caused by delaying access to materials not held by Council.

Options and Opportunity Analysis:

To reduce the risk that Council will not be able to access service providers or materials required to complete projects and maintenance activities, Council is seeking to establish a register of suppliers that have been assessed by internal subject matter experts.

An RPQS provides Council with efficiencies when engaging service providers as follows:

- I. S232 of the *Local Government Regulation 2012*, allows Council to enter into contracts with suppliers for engagements \$15,000 ex GST and over, without the need for a formal quoting or tender process,
- II. The suppliers on an RPQS have been appointed in accordance with the requirements of Council's Procurement Policy including meeting safety requirements, local content and value for money.
- III. Suppliers and their personnel relevant to potential future works, will be managed in Councils Contractor Management System ('Beakon') including inductions, licensing, and insurances.
- IV. Employees can request quotes from suppliers on an RPQS to ensure value for money is achieved.
- V. Engagement will be approved via Purchase Orders in accordance with Council's Register of Financial Delegations; which means any engagements over \$500,000 ex GST will be brought to Council for approval.

On 11 November 2023, Council released an Invitation to Tender (ITT) to the open market via VendorPanel in accordance with the tender process requirements set out in s228 of the *Local Government Regulation 2012*.

The tender closed on 5 December 2023, with seventeen (17) offers received.

The seventeen (17) offers were evaluated by a panel of subject matter experts, based on the following criteria disclosed in the ITT:

Objective Evaluation Criteria	Weighting
Offer demonstrates capability to meet GRC's requirements and understanding of the Scope of Work	85%
Nominated past projects performed meet GRC's experience and requirements	15%

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Thirteen (13) of the offers were evaluated as meeting Council's requirements for acceptance onto this panel. The Tender Evaluation Panel, based on anticipated service requirements and presentation of the best overall offers to Council, recommends the appointment of the following thirteen (13) services providers to this RPQS:

- Berajondo Pty Ltd ATF Sal Bonanno Family Trust trading as Berajondo Earthmoving & Haulage;
- Grycan Pty Limited ATF The Blomfield Family Trust T/A Blomfield Excavations;
- Butlers Yarwun Quarries Pty Ltd;
- Downer EDI Works Pty Ltd;
- EJ AUSTRALIA PTY LTD;
- Five Elements International Pty Ltd;
- Grant & Thurecht G.D & G.E & J.G & W.G Trading as Mini Excavations;
- GRI Road Services Pty Ltd;
- Ingal Civil Products;
- Barion P/L trading as Perma-Patch Australia;
- Regional Quarries Australia Pty Ltd;
- Grey Vort Pty Ltd; and
- Fulton Hogan

Appointment to an 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.

Stakeholder Engagement:

A range of personnel from Council's Roads team were involved in the preparation of the tender and contributed to the evaluation of the offers received.

Legal and Regulatory 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 reevaluation.

Financial and Resource Implications:

Appointment to an RPQS is based on the pre-registration of service providers/suppliers only, it does not commit financial resources. Engagements with service providers/suppliers 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 \$1,000,000 ex GST per year or \$4,000,000 ex GST over the potential 4-year term.

Anticipated Resolution Completion Date:

The contracts will be awarded in February 2024.

Attachments:

1. CONFIDENTIAL RPQS 86-24 Final Evaluation Outcome

G/4.9. TENDER 15567 RECYCLABLE TRANSPORT SERVICES

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Manager Contracts and Procurement (Acting) and Manager Waste Program Delivery

Council Meeting Date: 16 January 2024

File Ref: FM 21.1

Purpose:

This report seeks resolution from Council to enter into contract with Kriaris Transport Pty Ltd the provision of Recyclable Transport Services for the local government area.

Officer's Recommendation:

That Council:

1. Endorse the Tender Evaluation Teams's recommendation to enter a contract for Recyclable Transport Services with Kriaris Transport Pty Ltd for a term of four years with the option to extend for four further periods of one year, to a maximum of eight years in total.
2. Authorise the Chief Executive Officer to negotiate, finalise and execute any and all matters associated with or in relation to the contract.

Summary:

A tender process has been undertaken in collaboration with CQRoC Councils (Rockhampton Regional Council, Livingstone Shire Council, Banana Shire Council) for Recyclable Transport Services.

Link to Corporate Plan:

Delivering Value - We work efficiently to deliver value for your rates.

Background:

Council requires the services of a suitably qualified contractor to provide recyclable transport services to ensure the continuity of recycling services for the local government area. Officers from Gladstone Regional Council, Livingstone Shire Council, Banana Shire Council and Rockhampton Regional Council have been working collaboratively to deliver a solution for the community.

At its General Meeting of 1 August 2023 Council resolved (Resolution GM/23/5066):

"That Council

1. *Endorse the Combined Officer Evaluation Panel recommendation to divide the original MRF tender into two separable portions and:*
 - a. *To award the processing element to the preferred bidder Re.Group Pty Ltd; and*
 - b. *To not award the transport element under the current process*
2. *Continue collaboration with relevant CQRoC Councils to commence a new joint procurement process for bulk transport of recyclables only; and*

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3. *Delegates authority under section 257 of the Local Government Act 2009 to the Chief Executive Officer to negotiate, finalise and execute any and all matters associated with the contract for the Materials Recovery Facility Processing services to the preferred bidder for a period of 4 years initially with a further 4 x 1-year options. “*

A Tender for Recyclable Transport Services was published on the participating Council’s websites and uploaded to the Queensland Government QTenders website on 1 September 2023. Tender submissions closed at 2:00pm on Friday 29 September 2023.

Tender submissions have now been evaluated by a Tender Evaluation Panel consisting of officers from Gladstone Regional Council, Livingstone Shire Council, Banana Shire Council and Rockhampton Regional Council.

Risk Management Summary:

Council has a Moderate Risk Appetite for Service Delivery and Reputational Risks. Waste Management is included in Council’s Corporate Risk Register as a Medium Risk.

The award of this tender is essential to ensure the continuity of waste services, in particular waste recycling services for the local government area.

Options and Opportunity Analysis:

The Tender Evaluation Panel’s evaluation is documented in the Tender Evaluation Report annexed to this report as a confidential attachment.

Two submissions were received and proceeded to evaluation:

1. Kriaris Transport Pty Ltd; and
2. Remondis Australia Pty Ltd.

The submissions were evaluated against the evaluation criteria detailed in the tender documentation which included:

	Evaluation Criteria	Weighting
1	Corporate Capacity and Insurance	Mandatory -Nil weighting
2	Management Systems	Mandatory -Nil weighting
3	Capability	20%
4	Methodology	23%
5	Performance Management	15%
6	Contractor Regional Content	12%
7	Price	30%

The submissions were scored against the evaluation criteria as follows:

Rated Position	Weighted Total Scores	Name of Tenderer
1	100	Kriaris Transport Pty Ltd
2	95.65	Remondis Australia Pty Ltd

The Combined Officer Evaluation Panel, comprising of one representative from each participating Council, recommended that the price evaluation methodology be evaluated by an external third-party industry expert to ensure that submitted pricing, calculations and fuel pricing elements were sufficient. The evaluation also provided the approximate annual expenditure for each Council, based on existing payload performance as opposed to ideal maximum payload, as was provided in tender submissions. This evaluation determined the price calculation methodology is appropriate and accurately reflects the schedule of rates offered.

The terms and conditions of contract with the preferred tenderer will be similar, if not identical, for the separate contracts to be signed by each Council.

It is the Officer's Recommendation that the submission from Kriaris Transport Pty Ltd presents the best overall offer to Council.

Stakeholder Engagement:

Representatives from the CQRoC Councils being Rockhampton Regional Council, Livingstone Shire Council, and Banana Shire Council have been working collaboratively.

Central Highlands Regional Council progressed with their own transport arrangement.

Legal and Regulatory Implications:

This procurement has been undertaken in accordance with the provisions of the Local Government Act 2009 and Local Government Regulation 2012.

The combined procurement process that has been undertaken was sanctioned by ACCC.

While the procurement process was combined, the services provided by Kriaris Transport Pty Ltd will be managed in accordance with individual agreements with each respective Council.

Financial and Resource Implications:

It is anticipated that this contract will commit Council to a current approximate expenditure of \$650,000 per annum, before any indexation and pricing adjustments which may apply under the contract and not considering the anticipated reduced tonnage of wine and spirit bottles received by Council due to the expanded Container Refund Scheme over the initial four-year term and four options for yearly extensions to that initial term. This cost estimate is based on supplied rates combined with Council's historic average payload per service, as identified by the price evaluation assessment.

Whilst this is a separate contract to 14963 – Recyclables Processing Services, when the separable external costs for recyclables processing are combined, this results in an approximate annual commitment of \$1,100,000. The anticipated combined costs are similar to that of existing annual expenditure.

Improvement to Council's historic payload and an anticipated 8% reduction in the tonnage collected by Council recycling services due to diversion of wine and spirit bottles represent opportunities to decrease combined transport and processing costs during the life of the contract.

Anticipated Resolution Completion Date:

It is anticipated that contracts will be issued for execution by the end of January 2024. Contract commencement will be 5 February 2024.

Attachments:

1. CONFIDENTIAL – Tender 15567 Evaluation Report

G/4.10. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 31 DECEMBER 2023

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Management Accounting Specialist

Council Meeting Date: 16 January 2024

File Ref: FM15.1

Purpose:

This report seeks Council adoption of the Monthly Financial Statements for the year 2023-24 to date, for the period ended 31 December 2023.

Officer's Recommendation:

That Council adopt the Monthly Financial Statements attached to the officer's report for the 2023-24 year to date, for the period ended 31 December 2023 as required under Section 204 Local Government Regulation 2012.

Summary:

N/A

Link to Corporate Plan:

Accountable Council - We are providing good stewardship built on a foundation of trust.

Background:

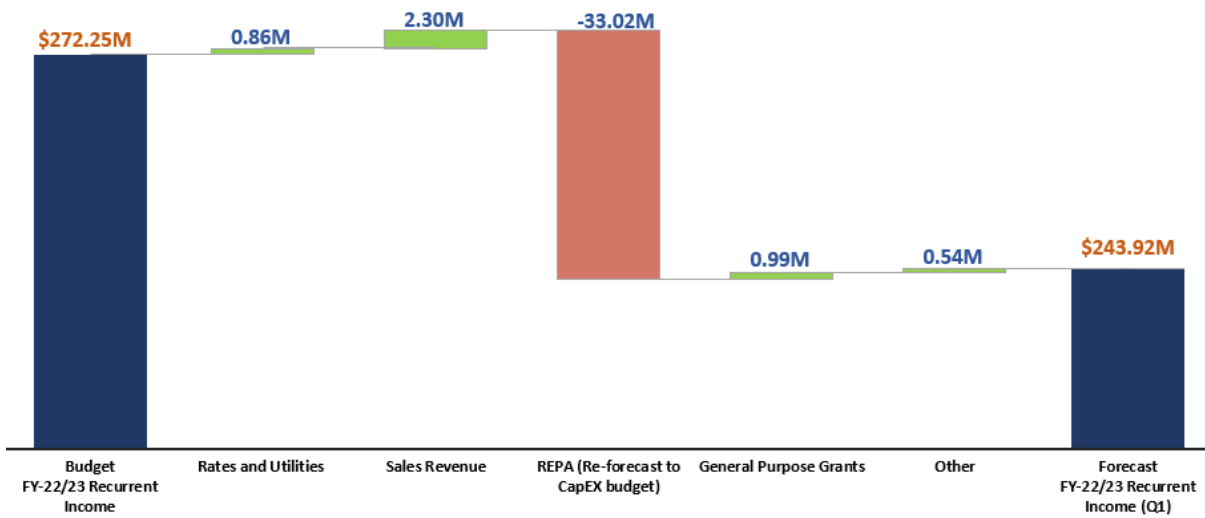
The 2023-24 budget was adopted on 20 June 2023. Council officers have undertaken a forecasting process, resulting in a forecast operating surplus of \$7.1m compared to the budgeted operating surplus of \$5.9m.

Major movements between budget and forecast are as follows:

Revenue:

- Increase in rates revenue +\$0.9m. Relates to changes in property data due to subdivisions, amalgamations, valuation objection impacts and revaluations including a reduction in the anticipated general discount uptake.
- Increase in sales revenue +\$2.3m, due to updated Road Maintenance Performance Contract (RMPC) recoverable works contract with revised rates. This will be offset by increased expenditure relating to recoverable works activities.
- Decrease in Reconstruction of Essential Public Assets (REPA) grant income -\$33.0m. Re-forecast majority of REPA activities to capital works. This information was not available at the time of budget preparation and this movement will be offset by decreased expenditure relating to REPA activities.
- Increase grants income +\$0.3m Lowmead/Baffle creek bushfire, Disaster Recovery Funding Agreements (DRFA) funding. This is offset by increased expenditure relating to the bushfire.
- Increase in general purpose grant +\$1.0m, updated grant allocation as per 2023-24 Financial Assistance Grant Allocations from QLD state development.

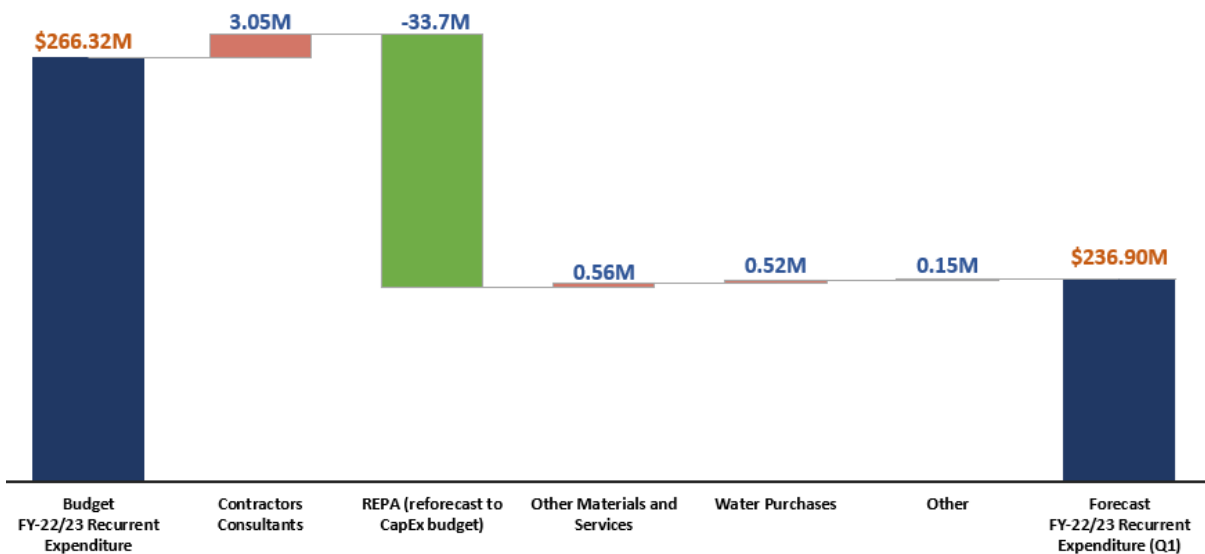
Budget to Forecast (Q1) Revenue Bridge (Major Movements)



Expenditure

- Increase in contractor and consultant expenditure (+\$3.0m). Additional contractor costs relating to RMPC works with revenue offsetting these expenses (\$2.3m), as well as increased costs for Yarwun discharge pipeline works and smoke testing for Gladstone Wastewater Treatment Plant (WWTP) network.
- Decrease REPA (-\$33.7m). Re-forecast majority of REPA activities to capital works.
- The majority of other materials and services forecasted expenditure relates to Baffle creek and Lowmead fires (\$0.3m) coupled with year-to-date materials and services costs relating to RMPC works.
- Water Purchases (+\$0.5m) Industry water leaks have been detected, to be offset by recouped water consumption charges.

Budget to Forecast (Q1) Expenditure Bridge (Major Movements)



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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.

The percentage of year passed (pro-rata rate) as at 31 December 2023 is 50.14%

Major movements and variances to forecast, as well as points of interest are as follows:

Statement of Income and Expenditure

Income

Recurrent Revenue

Total recurrent revenue	2023-24	Actual as %
Actual	\$98.9m	
Budget	\$272.2m	36.33%
Forecast	\$243.9m	40.55%

Of note:

Net rates and utility charges	2023-24	Actual as %
Actual	\$74.1m	
Budget	\$181.4m	40.82%
Forecast	\$182.3m	40.62%

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 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 \$15.0m have been granted 2023-24 for payments received by the due date.

Water consumption revenue will be raised upon completion of the water meter reading cycles during the year (July-December 2023 and January-June 2024).

Total interest revenue	2023-24	Actual as %
Actual	\$3.5m	
Budget	\$4.8m	72.32%
Forecast	\$4.8m	72.49%

Interest revenue at a rate of 5.15% has been received from Queensland Treasury Corporation for the month of December and current term deposit rates are yielding up to a 5.41% return to Council.

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QTC interest is currently yielding favourably, however has been conservatively reviewed in the Q1 forecast allowing for a tapering off in the second half of the year with a reduction to cash balances as Council meets its expenditure and debt obligations.

Sales revenue	2023-24	Actual as %
Actual	\$5.5m	
Budget	\$3.3m	169.59%
Forecast	\$5.6m	99.73%

The Q1 forecast was adjusted to reflect the Dawson Highway Drynan Drive Intersection recoverable works project rollover for both revenue and expenses, however the final claim amount was still pending. Further updates will be undertaken in the Q3 forecast.

In addition, RMPC recoverable works revenue has been updated in the Q1 forecast. Budget numbers were based on historical unit rates pending an updated two-year contract thus conservative estimates were applied at the time of doing the budget. Any revenue anticipated to be attained has been largely offset by the associated operating expenditure relating to recoverable work activities.

Income tax equivalents	2023-24	Actual as %
Actual	\$0.1m	
Budget	\$14.1m	0.42%
Forecast	\$14.1m	0.42%

The budget for 2023-24 includes \$13.8m from the Gladstone Area Water Board (GAWB), based on a significantly improved position reported by GAWB. This income is generally confirmed and paid in the final quarter of the year.

The remaining forecast relates to income tax equivalents from the Gladstone Airport Corporation (GAC), which are received and recognised after the end of each quarter. Q2 payment will be recognised in January due to timing of payment.

General purpose grant	2023-24	Actual as %
Actual	\$0.2m	
Budget	\$9.0m	2.27%
Forecast	\$10.0m	2.05%

Council received confirmation of the Financial Assistance Grant allocations for the 2023-24 year. An advance payment of \$9.5m was received in June 23, representing 100% of the Financial Assistance Grant allocations for the 2023-24 year.

The grant allocation has been updated in the Q1 forecast as per anticipated 2024-25 Cash Financial Assistance Grant Allocations from QLD state development with the amount expected in June 2024. When further information is provided regarding the timing of these payments, the amount may be adjusted in the Q3 forecast.

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Grants, subsidies, contributions and donations (excluding the general-purpose grant)	2023-24	Actual as %
Actual	\$2.9m	
Budget	\$36.7m	7.94%
Forecast	\$4.0m	73.31%

During budget preparation, REPA funding approvals were still pending, with amounts being allocated to the operating budget. It has since been established that an estimated 98% of REPA work carried out by GRC or external contractor, Loftus is capital in nature. Capital revenue and expenditure are captured in the Q1 capital forecast, with operating revenue and contractor costs removed as a profit and loss line item.

Grants revenue has also been updated in the Q1 forecast to capture the DRFA funding application for counter disaster operations, which has been activated for the Lowmead/Baffle creek bushfire. Expenses have been revised to offset revenue.

Capital Revenue

Capital revenue	2023-24	Actual as %
Actual	\$6.4m	
Budget	\$19.6m	32.85%
Forecast	\$45.6m	14.13%

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 grants revenue has been updated in the Q1 forecast based on forecasted expenses for the projects.

Capital grants revenue budgeted, forecast and recognised for significant projects is detailed below.

As per the note above REPA funding has been captured in the Q1 capital forecast. A more comprehensive breakdown of the REPA projects is detailed under capital expenditure.

Project	Budget	Forecast	Actual
State Government Grants & Subsidies			
TBG - Bonsai House Utility Services	\$1.8m	\$1.0m	\$0.1m
Tom Jeffrey Memoria Park Bridger Renewal	\$1.0m	\$0.6m	\$0.6m
Agnes Street New Carpark	\$0.3m	\$0.4m	\$0.1m
Gladstone Sewer Manhole Replacement	\$0.4m	\$0.4m	-
AWWTP Back Up Generator Supply	\$1.0m	\$1.0m	-
REPA Projects	-	\$29.6m	\$2.7m
Other State Government Funding	\$4.8m	\$4.3m	\$0.8m

Project	Budget	Forecast	Actual
Federal Government Grants & Subsidies			
Miriam Vale Community Centre Upgrade	\$1.7m	\$1.7m	\$0.2m
Apex Park Retaining Wall Renewal	\$0.4m	\$0.3m	-
Red Rover Road Bridge Renewal	\$0.5m	\$0.4m	\$0.1m
Round Hill Road Pavement Renewal	\$1.5m	-	\$0.0m
Glenlyon/Tank/ Derby Streets Traffic Calming Scheme	\$0.7m	\$0.4m	-
Lowmead Road Safety and Sealing Upgrade	\$4.1m	\$3.3m	\$0.3m
Asphalt overlays	\$0.1m	\$0.8m	\$0.7m
Other Federal Government Funding	\$0.2m	\$0.3m	\$0.4m

Expenditure

Recurrent expenditure

Total recurrent expenditure	2023-24	Actual as %
Actual	\$116.7m	
Budget	\$266.3m	43.83%
Forecast	\$236.9m	49.28%

Of note:

Employee benefits	2023-24	Actual as %
Actual	\$37.1m	
Budget	\$72.2m	51.32%
Forecast	\$72.1m	51.39%

Employee benefits are the largest component of Councils recurrent expenditure. A vacancy rate of 8.5% has been factored into the 2023-24 budget. The average vacancy rate year to date is 7.6%.

Consultants	2023-24	Actual as %
Actual	\$1.7m	
Budget	\$6.7m	25.86%
Forecast	\$6.7m	26.05%

The consultants' forecast includes \$1.8m relating to the Works Delivery Improvement Plan. It is anticipated that most of this expenditure will be incurred in the second half of the year.

GLADSTONE REGIONAL COUNCIL GENERAL MEETING AGENDA 16 JANUARY 2024

Other significant consultant forecasts include:

- Strategic Information and Technology - \$0.6m – current spend \$0.1m
- Asset Planning - \$1.2m – current spend \$0.6m

Contractors	2023-24	Actual as %
Actual	\$15.1m	
Budget	\$57.6m	26.27%
Forecast	\$26.9m	56.13%

The Q1 forecast for contractors has been revised with majority of REPA costs moved to Capital Expenditure.

Activities with significant contractor forecasts include:

- Water & Sewerage - \$7.7m - current spend \$3.9m
- Waste - \$6.6m - current spend \$3.0m
- Parks & Cemeteries - \$2.9m - current spend \$1.3m
- Roads - \$2.1m - current spend \$0.7m
- Recoverable Works - \$2.3m - current spend \$4.2m. Offset by sales revenue. At the time of completing the Q1 forecast the finalisation of recoverable works on Drynan Drive Intersection were still ongoing. This will be updated in the Q3 forecast.

Property Expenses	2023-24	Actual as %
Actual	\$1.6m	
Budget	\$4.2m	37.97%
Forecast	\$4.4m	36.21%

Property expenses for Corporate Buildings and Facilities lags marginally year to date. Primarily due to

- Corporate Cleaning - \$1.9m - current spend of \$0.6m
- Property repairs and maintenance – \$1.1m – current spend \$0.4m

Software Expenses	2023-24	Actual as %
Actual	\$1.5m	
Budget	\$3.8m	38.36%
Forecast	\$3.9m	38.09%

Software expenses for lag marginally year to date. This is mainly due to timing of software subscriptions payments due in the second half of the year and expected CPI cost increases.

Statement of Financial Position

	Current Value	Budget	Variance (Actual to Budget)	Forecast	Variance (Actual to Forecast)
Year-to-date Assets	\$2.9b	\$2.8b	4.06%	\$2.8b	2.15%
Year-to-date Liabilities	\$283.8m	\$179.7m	57.94%	\$184.1m	54.15%
Year-to-date Liabilities (excl. unearned rates revenue)	\$196.1m	\$179.7m	9.14%	\$184.1m	6.52%

Liabilities have been presented both including and excluding unearned rates revenue. The two will converge and be the same by June 2024, as all rates revenue is recognised on the profit and loss.

The forecast for assets and liabilities reflects the expected positions at 30 June 2024.

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

- Cash to decrease as expenses are incurred and loan repayments are made.
- Receivables to decrease as rates are paid.
- Property, plant and equipment balances to move based on in year capital additions and disposals.
- Unearned rates revenue to decrease as recognised on the profit and loss each month.
- Borrowings to decrease as loan repayments are made.

Capital Expenditure

Regular forecasting is undertaken by the project delivery team. The current estimate of capital expenditure for the 2023-24 year is \$104.4m, including \$29.6m REPA projects.

An updated Q1 forecast is provided throughout the tables and graphs below.

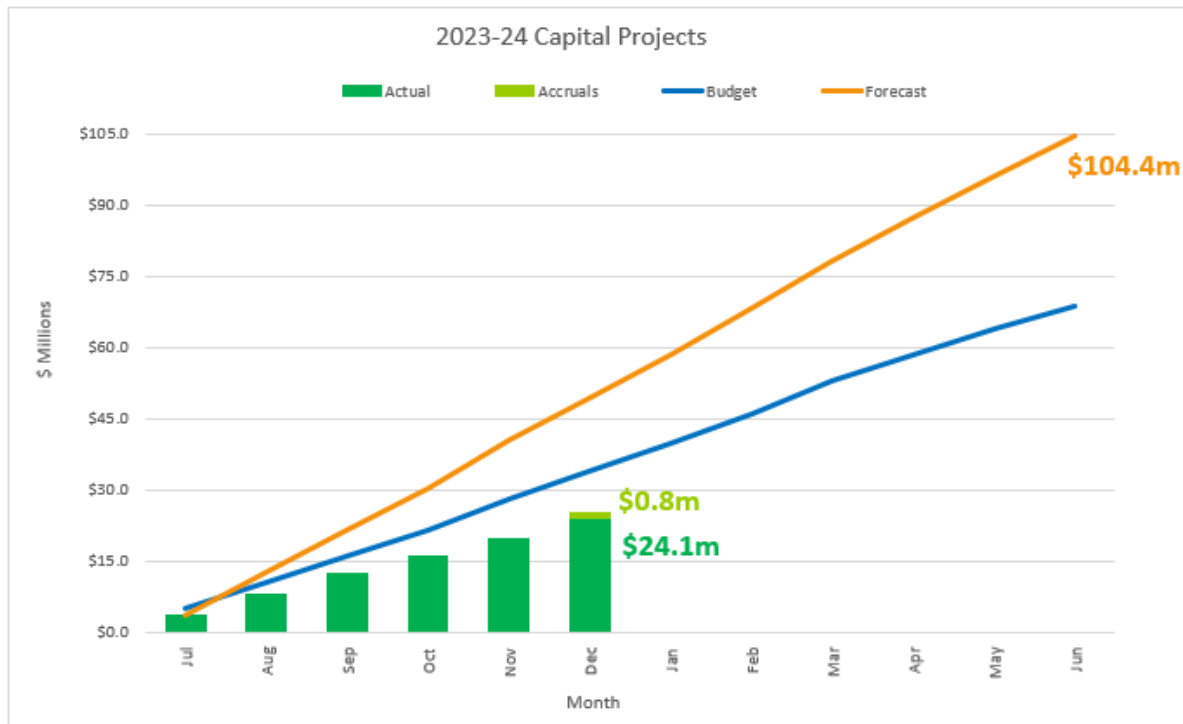
	Actual	Budget	Actual as % of Budget	Forecast	Actual as % of Forecast
Year to date capital expenditure	\$24.9m	\$68.6m	36.31%	\$104.4m	23.87%

GLADSTONE REGIONAL COUNCIL GENERAL MEETING AGENDA 16 JANUARY 2024

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

Group	YTD Actual	Budget	Actual as % of Budget	Forecast	Actual as % of Forecast
Roads	\$9.6m	\$22.9m	42%	\$28.1m	34%
Roads-REPA	\$2.7m	\$0.0m	0%	\$29.6m	9%
Sewerage	\$2.9m	\$12.4m	24%	\$12.9m	23%
Delivery Support and Performance	\$2.3m	\$6.0m	38%	\$6.1m	37%
Property Assets	\$2.8m	\$6.1m	47%	\$6.3m	45%
Asset Governance	\$0.0m	\$2.1m	0%	\$2.0m	0%
Waste	\$0.0m	\$1.0m	5%	\$1.0m	5%
Parks	\$1.2m	\$3.5m	33%	\$3.4m	34%
Community & Lifestyle	\$0.0m	\$0.9m	5%	\$0.9m	5%
Water	\$1.4m	\$5.7m	24%	\$5.6m	24%
Strategic Projects	\$0.8m	\$6.0m	13%	\$6.2m	13%
Other	\$1.1m	\$1.9m	60%	\$2.3m	49%
Total	\$24.9m	\$68.6m	36.31%	\$104.4m	23.87%

Accrual estimates of \$0.8m have been included in the actuals, to account for major claims relating to December work.



REPA

REPA projects in progress are detailed below (capital and operating):

Submission	Approved Funding amount	YTD Expenditure	YTD Claims Received	YTD work yet to be claimed	Percent complete
South	\$14.3m	\$2.8m	\$3.0m	-\$0.1m	20.61%
Central	\$1.6m	\$0.3m	\$0.3m	-	19.02%
Western	\$12.7m	\$0.7m	\$0.7m	-\$0.1m	5.22%
Sealed Roads	\$1.6m	\$0.1m	\$0.2m	-\$0.1m	7.01%
Granite Creek	\$1.7m	\$0.1m	\$0.1m	-	1.96%
REPA Admin	-	-\$0.0m	-	\$0.0m	
TOTAL	\$31.9m	\$4.2m	\$4.5m	-\$0.3m	

Granite Creek \$4.9m has been postponed to the 24-25 capital budget. This is reflected in the Q1 capital forecast, and a funding amendment request has been submitted to DRFA.

YTD claims received is showing higher than expenditure due to \$0.4m of management fee costs which occurred in the 2022-23 financial year, the funding claim being submitted in 2023-24.

Outstanding Rates

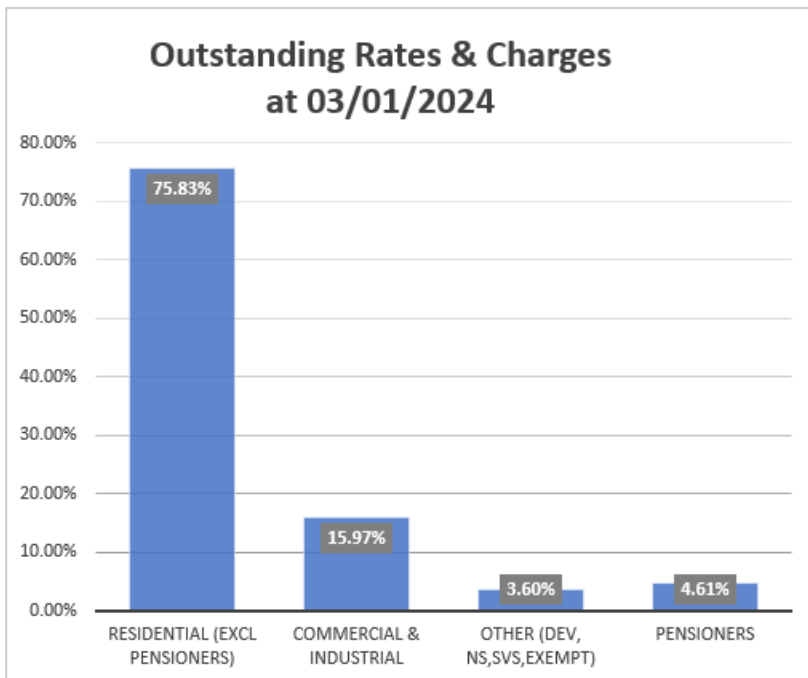
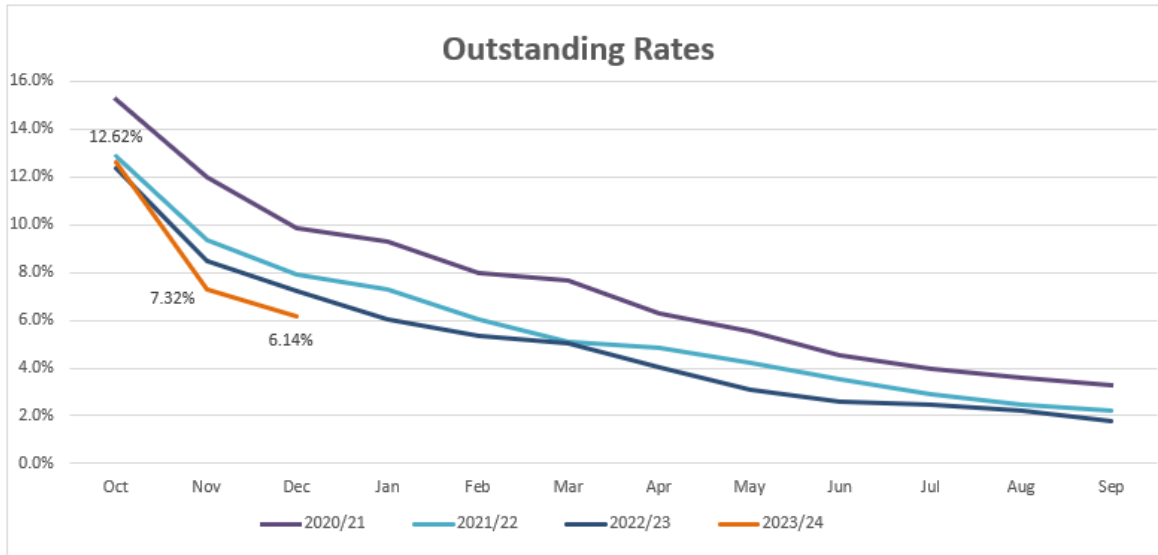
Outstanding rates, as a percentage of gross rates levied 2022-23, and collectible, is at 6.14% at the end of December 2023, compared to 7.25% for the same period last year 2022-23.

Of the \$12.3m of outstanding rates 15.97% relates to commercial/ industrial assessments and 84.03% represents residential assessments.

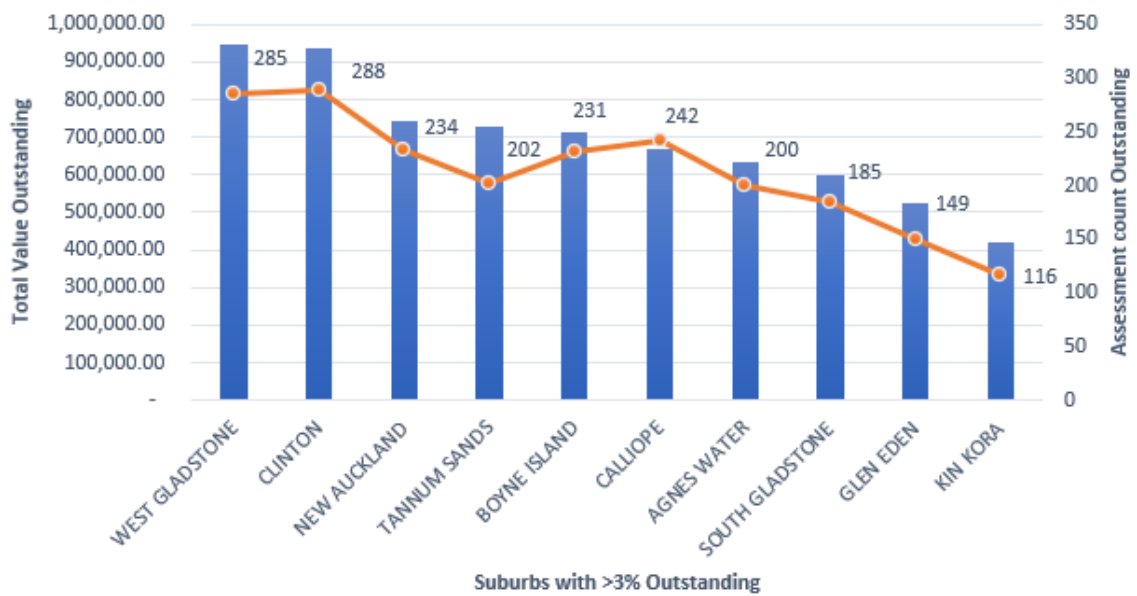
These figures include \$6.3m of rates that are currently being repaid under an authorised payment plan, for which there were 93 commercial/industrial assessments and 2176 residential assessments. A total of 2269 assessments, which is an increase from 2087 assessments in November 2023 (this movement is a result of new arrangements entered into since rates notices were issued).

The debt administration procedure this year included email and SMS as part of the reminder process. This yielded a 40% increase (592 assessments) on payment arrangements from prior year, which equates to an additional \$1.6m under payment plans in 2023-24.

There were 5,525 ratepayers who had paid their rates in advance, totalling \$6.6m.



Residential Rates & Charges Outstanding > 3% per Suburb



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.

In recognition of the diversity of local governments throughout Queensland a new Financial Management (Sustainability) Guideline 2023 has been released. This guideline will take effect from the 2023-24 annual statutory financial reporting period.

Key updates from the 2013 monitoring and reporting framework are:

- Grouping of similar Councils for sustainability monitoring and reporting to better reflect the varied drivers and circumstances of the sector.
- Expanding of the number of financial sustainability measures from three to nine
- Revision of targets for each measure based on councils allocated grouping.
- A small number of contextual measures with no targets have been included.
- To normalise the impacts of one-off events, all ratios, apart from two, are reported on a rolling 5-year average basis as well as single year result.

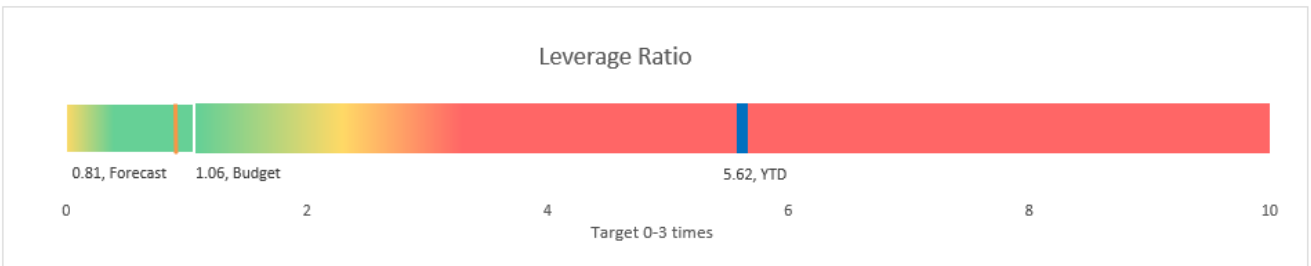
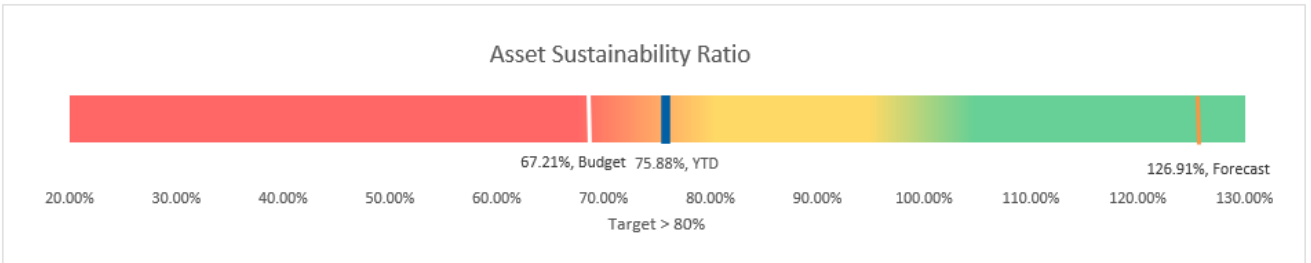
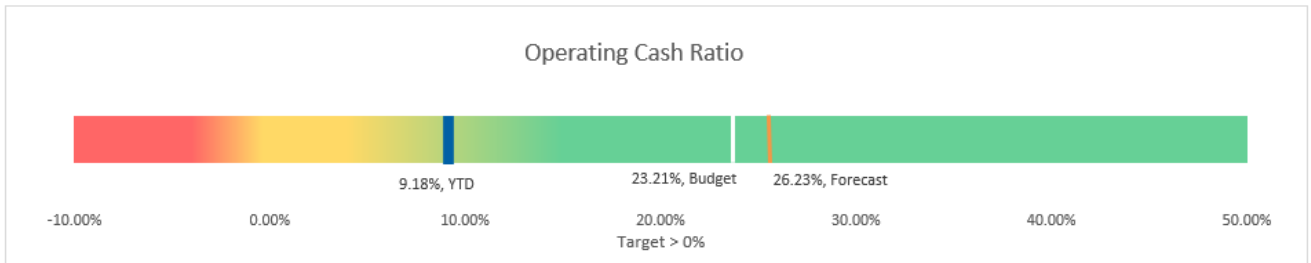
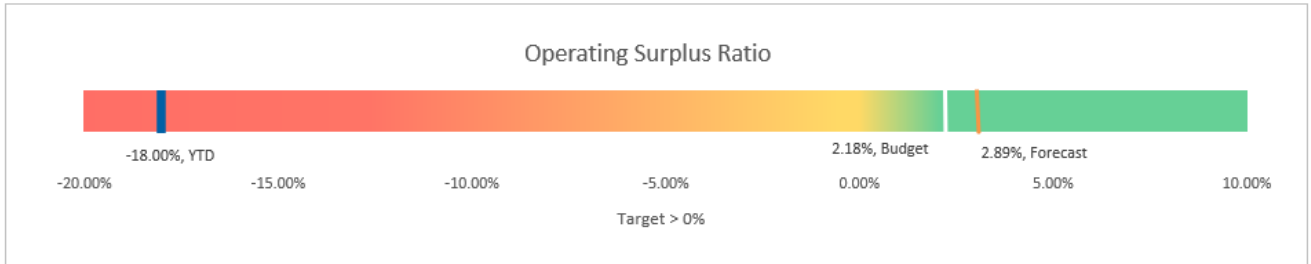
The December monthly report includes five of the nine ratio measures, with further measures to be introduced throughout the year.

GLADSTONE REGIONAL COUNCIL GENERAL MEETING AGENDA 16 JANUARY 2024

Ratio Explanation	Target	2023-24 Budget	2023-24 Forecast	Current YTD		5 Year Average		Commentary
Financial Capacity								
<p>Council Controlled Revenue Ratio: Council controlled revenue is an indicator of councils financial flexibility, ability to influence its operating income, and capacity to respond to unexpected financial shocks.</p> <p>A higher council-controlled ratio indicates a stronger ability to generate revenue without relying on external sources. Councils with a high ratio generally have a healthy rate base and are better able to respond to unexpected financial obligations such as natural disaster recovery. A lower council-controlled revenue ration indicates that a council has limited capacity to influence its operating revenue and that it is more reliant on external (and usually less reliable) sources of income such as grant finding, sales and recoverable works contracts and rental income.</p> <p><u>This ratio is contextual only therefore has no target measure</u></p>		73.42%	82.33%	84.05%		84.68%		<p>Although there is no target for this ratio, the high 5 year average indicates Council's strong position to generate revenue without heavy reliance on other external sources.</p> <p>The current year to date result is trending closer to the 5 year average as council forecasted operating revenue is updated and no longer compares to budget.</p>
Operating Performance								
<p>Operating Surplus Ratio: The operating surplus ratio is an indicator of the extent to which operating revenues generated cover operational expenses. Any operating surplus would be available for capital funding or other purposes.</p> <p>An operating surplus ratio below 0% is an indication that a councils operating expenses exceed its revenue. An operation deficit in any one year is not a cause for concern if, over the long term, a council achieves a balanced operating result or small surplus.</p> <p><u>Target measured over a five-year average</u></p>	> 0%	2.18%	2.89%	-18.00%	●	-9.32%	●	<p>The negative 5 year average is primarily due to the QTC loan restructure and recognition of a deferred liability for bulk water purchases in 2020-21.</p> <p>The current year result is affected by minimal dividend and grant income recognised to date. As both the dividend and financial assistant grant is expected in the last quarter of the year this ratio may continue on a negative trend, however the operating surplus is forecast to be positive in 2023-24.</p>
<p>Operating Cash Ratio: The operating cash ratio is a measure of a councils ability to cover its core operational expenses and generate a cash surplus excluding depreciation, amortisation and finance costs.</p> <p>A positive operating surplus indicates that a council is generating surplus cash from its core operations, which suggests that council has the ability to self-fund expenditure requirements. A negative operating cash ratio is a significant indicator of financial sustainability challenges and potential future liquidity issues as , all other things being equal, a negative result means that a councils cash position is declining and revenue are not offsetting the cost of core operational requirements</p> <p><u>Target measured over a five-year average</u></p>	> 0%	23.21%	26.23%	9.18%	●	20.44%	●	<p>The YTD ratio is indicative of cash flow variations throughout the year, however both the budgeted and 5 year average result of this ratio reflects the continuing strong cash position of Council proportional to operating costs.</p>
Asset Management								
<p>Asset Sustainability Ratio: The asset sustainability ratio approximates the extent to which the infrastructure assets managed by council are being replaced as the reach the end of their useful lives</p> <p>An asset sustainability ratio close to 100% suggests that a council is spending enough on the renewal of its assets to compensate for the deterioration in its asset base as loosely proxied by its reported depreciation, which outcomes too far below this level being potentially indicative of underspending against capital replacement requirements</p> <p><u>Target measured over a five-year average</u></p>	> 80%	67.21%	126.91%	75.88%	●	77.29%	●	<p>Infrastructure renewals have accounted for 79.8% of capital expenditure YTD with the balance on new and upgrade projects. REPA projects have been revised to capital works in the Q1 forecast. As these projects are for renewal works the asset sustainability ratio forecastd result has increase substantially. Depreciation of these assets are predicted to occur in Q4, therefore the full impact of depreciation will only be incurred in FY-24/25.</p>

GLADSTONE REGIONAL COUNCIL GENERAL MEETING AGENDA 16 JANUARY 2024

Debt Servicing Capacity							
<p>Leverage Ratio:</p> <p>The leverage ratio is an indicator of a councils ability to repay its existing debt. It measures the relative size of the councils debt to its operating performance.</p> <p>A higher leverage ratio indicates an increasingly limited capacity to support additional borrowings due to already high debt levels and/or decreasing operational performance, while a lower ratio indicates the opposite.</p> <p><u>Target measured over a five-year average</u></p>	0-3 times	1.06	0.81	5.62	●	1.29	<p>The results of this ratio are affected by the current operating deficit, however it is forecast to be within target in 2023-24, reflecting Councils ongoing ability to manage its debt.</p> <p>This position is reinforced with each year that no new borrowings are undertaken.</p>



Stakeholder Engagement:

This report seeks specialist input from relevant internal sources.

Legal and Regulatory Implications:

Council is required to receive an update at least monthly relative to its financial position, Section 204 Local Government Regulation 2012.

Anticipated Resolution Completion Date:

N/A

Attachments:

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

G/4.11. CANCELLATION OF GENERAL MEETING 19 MARCH 2024

Responsible Officer: General Manager Finance Governance and Risk

Prepared By: Manager Governance and Risk

Council Meeting Date: 16 January 2024

File Ref: CM7.2

Purpose:

To allow Council to consider the cancellation of the 19 March 2024 General Meeting.

Officer's Recommendation:

That the General Meeting for 19 March 2024 be cancelled.

Summary:

The local government quadrennial election is due to be held on 16 March 2024. This report proposes to cancel the General Meeting scheduled for 19 March 2024.

Link to Corporate Plan:

Accountable Council - We are providing good stewardship built on a foundation of trust.

Background:

Council has previously resolved that General Meetings are to be held on the first and third Tuesday of each month. General Meetings have been scheduled for 5 March 2024, 19 March 2024 and 2 April 2024.

Section 160 of the Local Government Act 2009 (LGA) provides that councillors remain in office and are required to perform the duties of a councillor until the conclusion of the election. Four councillors have advised that they will not be running for re-election.

Due to the proximity of the election, it is proposed to cancel the General Meeting scheduled for 19 March 2024.

Risk Management Summary:

The cancellation of the General Meeting scheduled for 19 March 2024 will not impact Council's risk profile and is consistent with Council moderate appetite for Financial, Regulatory and Legal, and Service Delivery risks.

Options and Opportunity Analysis:

Should Council adopt the Officer's Recommendation, officers will advertise the cancellation of the meeting in accordance with the provisions of the LGA and Local Government Regulation 2012 (LGR). The business has been preparing for the caretaker period and it is not anticipated that this will impact service delivery.

Alternatively, Council may elect to proceed with the meeting of 19 March 2024.

Stakeholder Engagement:

The following internal stakeholders have been consulted in the preparation of this report:

- Chief Executive Officer
- General Manager Finance Governance and Risk

Legal and Regulatory Implications:

Council must meet at least once per month (s257 of the *LGR*) and s160 of the LGA provides that a councillor's term ends at the conclusion of the quadrennial election.

Caretaker Period is due to commence on 29 January 2024 and Council is restricted from making any Major Policy Decisions during Caretaker Period.

Council is required to hold a Post Election meeting within 14 days after the conclusion of the election which will be facilitated by the calling of a Special Meeting.

Financial and Resource Implications:

There are no financial or resource implications associated with this report.

Anticipated Resolution Completion Date:

If Council adopts the Officer's Recommendation, an updated meeting schedule will be published on Council's website and at 101 Goondoon Street, Gladstone by 17 January 2024.

Attachments:

Nil.

G/5. COUNCILLORS REPORT

G/6. URGENT BUSINESS

G/7. NOTICE OF MOTION

G/8. CONFIDENTIAL ITEMS