



# AGENDA

## Coordination Committee Meeting

**Thursday 26 April 2018**

commencing at 10.30am

Strathpine Chambers  
220 Gympie Road, Strathpine

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### **COUNCILLOR:**

NOTICE IS HEREBY GIVEN, that a meeting of the Coordination Committee will be held on Thursday 26 April 2018 commencing at 10.30am in Strathpine Chambers, 220 Gympie Road, Strathpine to give consideration to the matters listed on this agenda.

Daryl Hitzman  
Chief Executive Officer

20 April 2018

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**Membership = 13**  
Mayor and all Councillors

**Quorum = 7**

[Agenda for public distribution](#)

## LIST OF ITEMS

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SUPPORTING INFORMATION	
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### 3 CORPORATE SERVICES SESSION (Cr M Constance)

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## ATTENDANCE & APOLOGIES

### Attendance:

#### Committee Members:

Cr Allan Sutherland (Mayor) (Chairperson)

#### Officers:

### Apologies:

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**The Mayor is the Chairperson of the Coordination Committee.**

**Coordination Committee meetings comprise of Sessions chaired by Council's nominated Spokesperson for that portfolio, as follows:**

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Session	Spokesperson
1 Governance	Cr Allan Sutherland (Mayor)
2 Planning & Development	Cr Mick Gillam
3 Corporate Services	Cr Matt Constance
4 Asset Construction & Maintenance	Cr Adam Hain
5 Parks, Recreation & Sport	Cr Koliانا Winchester
6 Lifestyle & Amenity	Cr Denise Sims
7 Economic Development, Events & Tourism	Cr Peter Flannery
8 Regional Innovation	Cr Darren Grimwade
9 General Business	Cr Allan Sutherland (Mayor)

**1 GOVERNANCE SESSION**

**(Cr A Sutherland, Mayor)**

**ITEM 1.1  
COUNCIL INVESTMENT POLICY - REGIONAL**

*Meeting / Session:* 1 GOVERNANCE  
*Reference:* A16800887 : 11 April 2018 - **Refer Supporting Information A16352349  
(Official Version A8495862)**  
*Responsible Officer:* HK, Executive Support Officer (EPS Executive Services)

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**Executive Summary**

Council regularly reviews its Policies for applicability, continuing effect and consistency with related documents and the law.

The purpose of this report is to seek Council's consideration of Policy 2150-007- Investment.

**OFFICER'S RECOMMENDATION**

That the Investment Policy be adopted, as appearing in the supporting information to this report.

ITEM 1.1 COUNCIL INVESTMENT POLICY - REGIONAL - A16800887 (Cont.)

**REPORT DETAIL**

**1. Background**

Under the Local Government Regulation 2012 Council is required to prepare and adopt an investment Policy.

In accordance with the review triggers, Council reviews its Policies for applicability, continuing effect and consistency with related documents and the law.

**2. Explanation of Item**

As part of Council's review process, it has been necessary to update the Investment Policy for relevance, references made to legislation and other administrative amendments.

The proposed changes to the policy are to remove the time limit around the use of Queensland Investment Corporation managed funds to reflect the likely timeframes if Council was to invest funds.

**3. Strategic Implications**

3.1 Legislative/Legal Implications

Council's Policies are established and maintained in accordance with the *Local Government Act 2009*.

Section 191 of the Local Government Regulation 2012 states;

- (1) A local government must prepare and adopt an investment policy.
- (2) The investment policy must outline:
  - (a) the local government's investment objectives and overall risk philosophy; and
  - (b) procedures for achieving the goals related to investment stated in the policy

3.2 Corporate Plan / Operational Plan

Strengthening Communities: Strong local governance - strong leadership and governance.

3.3 Policy Implications

This report seeks the adoption of amended Policy 2150-004 - Investment.

3.4 Risk Management Implications

This Policy ensures that Council fulfils all relevant legal obligations.

3.5 Delegated Authority Implications

There are no delegated authority implications associated with this report.

3.6 Financial Implications

There are no financial implications arising as a direct result of this report.

3.7 Economic Benefit

There are no economic benefit implications arising as a direct result of this report.

3.8 Environmental Implications

There are no environmental implications arising as a direct result of this report.

3.9 Social Implications

There are no social implications arising as a direct result of this report.

3.10 Consultation / Communication

Manager Financial & Project Services, Chief Executive Officer and Councillors.

***SUPPORTING INFORMATION***

**Ref: [A16352349](#)**

The following list of supporting information is provided for:

**ITEM 1.1**

**COUNCIL INVESTMENT POLICY - REGIONAL**

***#1 2150-007 - Investment Policy DRAFT***

**#1 2150-007 - Investment Policy DRAFT**



Policy: 2150-007

## Investment Policy

### Head of Power

*Local Government Act 2009*

### Related Legislation

Local Government Regulation 2012

*Statutory Bodies Financial Arrangements Act 1982*

Statutory Bodies Financial Arrangements Regulation 2007

### Objective

To provide Council with an investment framework aimed at maximising the return on funds invested within approved risk guidelines and to ensure the security of funds. To ensure capital preservation of the investment portfolio and maintain sufficient liquidity to meet all reasonably anticipated cash flow requirements.

### Definitions

Unless otherwise indicated, all terms used in this Policy are to have the meanings outlined in the *Local Government Act 2009*, the Local Government Regulation 2012, the *Statutory Bodies Financial Arrangements Act 1982*, and the Statutory Bodies Financial Arrangements Regulation 2007.

**CEO** means Council's Chief Executive Officer.

**Instruments of a non-cash nature** include, but are not limited to, shares, managed funds, Collateralised Debt Obligations (CDOs), debentures and derivative based instruments.

**Law** includes Council policies and local laws.

### Application

This Policy applies to the investment of all surplus funds held by Council and undertaken in accordance with the *Statutory Bodies Financial Arrangements Act 1982*.

### Policy Statement

It is Council's policy to use its investment powers under the *Statutory Bodies Financial Arrangements Act 1982*, (SBFAA) and the Statutory Bodies Financial Arrangements Regulation 2007, (SBFAR), to earn interest revenue on its surplus funds as a supplement to its other sources of revenue.

### **Council's investment powers**

Under the SBFAA and the SBFAR, Council is allocated a Category 2 investment power and is obligated to hold a low risk portfolio.

Under section 40 of the *Local Government Act 2009*, Council also has power to conduct a beneficial enterprise, which may involve investing funds in the enterprise, subject to the limitations specified in that Act.

The type and term of investments to be made under this policy are to be in accordance with the SBFAA and the *Local Government Act 2009*. With a few exceptions, (such as investments in Queensland Treasury Corporation (QTC) and Queensland Investment Corporation (QIC) managed funds where the risk is deemed commensurate with fixed interest returns), investing in any instruments of non-cash nature is prohibited.



*Policy: 2150-007 - Investment Policy*

The types of investments and terms which may be made under this policy are therefore limited to:

- Traditional cash term deposits with institutions holding a Standard & Poors' short term rating better than A-2. Terms are generally between 90 days and 365 days. Terms greater than 365 days are permissible under this policy however the current practice is to limit terms to no greater than 365 days.
- Deposits with QTC including: Capital Guaranteed Cash Fund, QTC Debt Offset Facility, QTC Fixed Rate Deposit and QTC Working Capital Facility. These are funds held at call.
- Government Stock or Government Securities guaranteed by the Commonwealth. Terms would be no greater than 3 years.
- Deposits with the QIC.
- Beneficial enterprises in accordance with the *Local Government Act 2009*. Terms for such investments would need to be established once the beneficial enterprise is known.

**Investment Grading**

For this policy, Council's investments are categorised as either long or short term with the appropriate rating categories determined according to the investment grading used by Standard and Poor's Rating Agency (website [http://www.standardandpoors.com/aboutcreditratings/RatingsManual\\_PrintGuide.html](http://www.standardandpoors.com/aboutcreditratings/RatingsManual_PrintGuide.html)). Table 1 below summarises the correlation between rating category, investment quality and credit worthiness used in the Standard and Poor's' methodology.

**Table 1**

Standard & Poors' Investment Grading			
Long Term Rating	Short Term Rating	Investment Quality	Credit worthiness
AAA	A-1+	Prime	Credit Risk almost non-existent
AA+		High Grade	Safe investment – low risk of failure
AA			
AA-	A-1	Upper Medium Grade	Safe investment, unless unforeseen events should occur in the economy at large or in that particular field of business
A+			
A			
A	A-2	Lower Medium Grade	Medium safe investment. Occurs often when economy has deteriorated. Problems may arise
A-			
BBB+			
BBB			

**Investment Portfolio Mix**

In accordance with the above investment grading methodology, Council funds are to be invested in line with the portfolio mix outlined in Table 2 below.

**Table 2**

Type of investment	Long Term Rating	Short Term Rating	Maximum % Investment in any one Institution	Minimum % of Total Allowable Investments	Maximum % of Total Allowable Investments
Cash	QTC AA+	Capital Guaranteed	100%	10%	100%
Cash	AAA to AA-	A-1+	50%	0%	85%
Cash	A+ to A	A-1	25%	0%	50%
Cash	A to BBB	A-2	15%	0%	15%
Cash (QIC)	N/A	N/A	50%	0%	50%
Unitywater #	BBB+	N/A	Amounts set by resolution	Amounts set by resolution	Amounts set by resolution





*Policy: 2150-007 - Investment Policy*

Type of investment	Long Term Rating	Short Term Rating	Maximum % Investment in any one Institution	Minimum % of Total Allowable Investments	Maximum % of Total Allowable Investments
Other Business Enterprises	N/A	N/A	Amounts set by resolution	Amounts set by resolution	Amounts set by resolution

# Unitywater’s long-term rating is assessed by QTC not Standard and Poor’s

Table 2 indicates the maximum percentage of funds that may be invested under each rating category and the maximum or minimum (if applicable) percentage of funds that may be invested with each individual institution.

At a minimum Council will hold 10% of its funds in the form of cash which can be called on at no cost within 0 to 7 days. The remaining 90% of funds will be held in cash term deposits with varying fixed term periods in accordance with the category 2 investment powers granted under the SBFAA.

The investment that Council has in the Northern SEQ Distributor-Retailer Authority, (Unitywater), is determined according to the regulated asset base (RAB) as at 30 June 2010. The investment will be in the form of equity and debt in Unitywater. QTC assess the long-term rating of Unitywater using the Standard and Poor’s scale however no short-term rating is applied.

**Management and Review of Portfolio**

In accordance with the SBFAA, where any funds/securities held are downgraded such that they no longer fall within Council’s adopted investment strategy framework, they are to be divested within 28 days or, where compliance with that timetable is either impractical or financially unviable, they are to be divested as soon as is reasonably practicable.

The portfolio is expected to achieve a market average rate of return and take into account risk tolerance, current interest rates, budget considerations and the economic cycle.

The Financial and Project Services Department is responsible for managing the investment function of Council with due care, diligence and skill and is to establish and maintain appropriate systems and controls aimed at ensuring that Council’s investments continue to fall within the ranges outlined in table 2 and are being appropriately managed.

Employees must refrain from personal activities that may conflict with the proper execution and management of the investment portfolio. Employees must disclose to the CEO any conflicts of interest that may arise in accordance with Council Policy 2150-011 Conflict of Interest.

The approval of investment decisions is to be in accordance with delegation levels approved by the CEO.

The Financial and Project Services Department is to undertake regular reviews (at least annually) of Council’s investment portfolio with the express aim of optimising its interest earnings against risk exposure.

The Financial and Project Services Department must report to Council quarterly on the performance of the investment portfolio.

**Related Documents**

This Policy complements and is to be implemented in conjunction with other Council policies and directives including but not limited to:

Council Policy 2150-011 - Conflict of Interest.



Policy: 2150-007 - Investment Policy

**Review Triggers**

This Policy will be reviewed for applicability, continuing effect and consistency with related documents and the Law when any of the following occurs:

- (1) The related documents are amended.
- (2) The related documents are replaced by new documents.
- (3) Amendments affecting the scope and effect of a Policy of this nature are made to the Law.

Otherwise, this Policy is to be reviewed at least once every two years for relevance and effectiveness.

**Responsibility**

This Policy is to be:

- (1) implemented by the Manager Financial and Project Services; and
- (2) reviewed and amended in accordance with the "Review Triggers" by the Manager Financial and Project Services.

<b>Policy: 2150-007 Investment Policy</b>		<b>Official Version: A8495862</b>	
<b>Document Control</b>			
<b>Version / Reviewed</b>	<b>Version Adoption (Council meeting / Minute Page) Reviewed (revision comment)</b>	<b>Date</b>	<b>Word version reference</b>
Version 1	Coordination Committee (10/2181)	7.9.2010	A3598270
Version 2	Coordination Committee (11/800)	3.5.2011	A3311422
Version 3	Coordination Committee (13/1759)	24.9.2013	Version of A8495862
Version 4	Coordination Committee (13/2863)	17.12.2013	A8785121
Version 5	Coordination Committee (14/2417)	16.12.2014	A10258320
Reviewed	May 2015 - no amendment required	May 2015	A11950149
Reviewed	February 2016 - no amendment required	February 2016	Register noted
Version 6	DRAFT	.2018	A16352349

**2 PLANNING & DEVELOPMENT SESSION**

**(Cr M Gillam)**

No items for consideration.

**3 CORPORATE SERVICES SESSION**

**(Cr M Constance)**

No items for consideration.

**4 ASSET CONSTRUCTION & MAINTENANCE SESSION**

**(Cr A Hain)**

**ITEM 4.1**

**NORTH LAKES - NORTH LAKES DRIVE - ROAD REHABILITATION - DIVISION 4**

*Meeting / Session:* 4 ASSET CONSTRUCTION & MAINTENANCE  
*Reference:* A16692754 : 13 March 2018 - Refer **Confidential Supporting Information A16673114**  
*Responsible Officer:* SAM, Principal Engineer (ECM Project Management & Construction)

**Executive Summary**

Tenders were invited for the 'North Lakes - North Lakes Drive - Road Rehabilitation (MBRC007131)' project. The tender closed on 7 March 2018, with a total of seven conforming tenders received.

It is recommended that Council award the contract to Aramira Civil Engineering Pty Ltd for the sum of \$600,006.93 (excluding GST) as this tender was evaluated as representing the best overall value to Council.

**OFFICER'S RECOMMENDATION**

That the tender for 'North Lakes - North Lakes Drive - Road Rehabilitation (MBRC007131)' be awarded to Aramira Civil Engineering Pty Ltd for the sum of \$600,006.93 (excluding GST).

ITEM 4.1 NORTH LAKES - NORTH LAKES DRIVE - ROAD REHABILITATION - DIVISION 4 - A16692754 (Cont.)

**REPORT DETAIL**

**1. Background**

The project is located at North Lakes Drive, between Anzac Avenue and Memorial Drive, North Lakes. The project scope includes pavement rehabilitation and drainage renewal works. The works will be undertaken at night to minimise disruption to local businesses and the travelling public.

The works are expected to commence in June/July 2018 and take seven weeks to complete, which includes an allowance for wet weather.



**Figure 1: Location plan - North Lakes Drive - road rehabilitation**

**2. Explanation of Item**

Tenders for the 'North Lakes - North Lakes Drive - Road Rehabilitation (MBRC007131)' project closed on 7 March 2018 with a total of seven conforming tenders received. The tenders were assessed by the assessment panel in accordance with Council's Purchasing Policy and the selection criteria as set out in the tender documents.

*ITEM 4.1 NORTH LAKES - NORTH LAKES DRIVE - ROAD REHABILITATION - DIVISION 4 - A16692754 (Cont.)*

All tenderers and their evaluation scores are tabled below (ranked from highest to lowest):

RANK	TENDERER	EVALUATION SCORE
1	Aramira Civil Engineering Pty Ltd	96.19
2	Allroads Pty Ltd	94.25
3	AllenCon Pty Ltd	91.85
4	G&H Plant Hire Pty Ltd	89.16
5	Civlec Pty Ltd	86.90
6	Creggs Asphalt Pty Ltd	86.30
7	Aqua Project Solutions Pty Ltd	66.88

**Aramira Civil Engineering Pty Ltd** submitted a comprehensive tender and demonstrated their experience on projects of a similar scale and complexity. At the 16 March 2018 tender clarification meeting, Aramira Civil Engineering Pty Ltd provided significant detail about their construction methodology; confirmed an overall project duration of seven weeks (including an allowance of 15 days for wet weather) and demonstrated a strong understanding of all the project requirements.

**Allroads Pty Ltd** submitted a comprehensive tender and demonstrated their construction methodology and experience on projects of a similar scale and complexity. The tendered construction program of works was of 14 weeks' duration inclusive of rain days. There were no additional benefits for the higher price.

**AllenCon Pty Ltd** submitted a comprehensive tender and demonstrated their construction methodology and experience on projects of a similar scale and complexity. The tendered construction program of works was of four weeks' duration plus an allowance for rain days. There were no additional benefits for the higher price.

### **3. Strategic Implications**

#### **3.1 Legislative/Legal Implications**

Due to value of work being greater than \$200,000, Council called a public tender for the work through the LG Tender system in accordance with the *Local Government Act 2009*.

#### **3.2 Corporate Plan / Operational Plan**

This project is consistent with the Corporate Plan outcome - Valuing Lifestyle: Diverse transport options - an integrated regional transport network.

#### **3.3 Policy Implications**

This project has been sourced in accordance with the provisions of the following documents:

- Council's Procurement Policy 10-2150-006
- *Local Government Act 2009*
- Local Government Regulation 2012 Chapter 6.

#### **3.4 Risk Management Implications**

The project risk has been assessed and the following issues identified. The manner in which the possible impact of these risks are minimised is detailed below:

*Financial Risks:*

- a. A third-party review of financial status has been carried out and the recommended tenderer was rated '*satisfactory*'.

ITEM 4.1 NORTH LAKES - NORTH LAKES DRIVE - ROAD REHABILITATION - DIVISION 4 - A16692754 (Cont.)

*Construction Risks:*

- a. The contractor will provide a program of works, traffic management plan, and safety plan and will be required to fence off the areas where construction is being undertaken to meet relevant workplace health and safety requirements as part of the contract, including safe work method statements.
- b. The contractor has demonstrated their understanding of constructability challenges and their technical capability to complete the works.
- c. It was identified that all works were needed to be undertaken as night works to reduce impacts on traffic. The contractor has provided a methodology and demonstrated their understanding that all works will be carried out at night and that 2 lanes in each direction will be open during construction.

3.5 Delegated Authority Implications

There are no delegated authority implications arising as a direct result of this report.

3.6 Financial Implications

Council has identified a total of \$780,000 (excluding GST) in the draft 2018/19 Capital Projects Program for this project (101202).

Tender price (construction)	\$ 600,006.93
Contingency (10%)	\$ 60,000.69
QLeave	\$ 2,850.00
	-----
Total project cost	\$ 662,857.62
	=====

The estimated ongoing operational/maintenance costs are \$1,200 per F/Y for maintenance of landscaping, roads and drains.

The budget amount for this project is sufficient.

3.7 Economic Benefit

The road rehabilitation will extend the pavement life and accommodate expected traffic growth.

3.8 Environmental Implications

An Environmental Management Plan will be provided to Council by the successful tenderer, detailing the management of environmental matters affecting the project during construction.

3.9 Social Implications

The road rehabilitation has been designed to improve the safety, rideability and structural integrity of the pavement on North Lakes Drive, North Lakes for all road users ensuring road network reliability.

3.10 Consultation / Communication

Adjacent businesses defined by the approved distribution area will be notified of the works and expected construction timeframe prior to commencement via a project notice and project signs. Variable Message Signs will be implemented to notify traffic of the works and any expected changes to traffic conditions. Weekly communication with adjacent businesses will be undertaken by Council's project manager during the construction phase to inform on progress. The Divisional Councillor has been consulted and is supportive of the project and the consultation plan.

**SUPPORTING INFORMATION**

**Ref: A16673114**

The following list of supporting information is provided for:

**ITEM 4.1**

**NORTH LAKES - NORTH LAKES DRIVE - ROAD REHABILITATION - DIVISION 4**

***Confidential #1 Tender Evaluation***



**ITEM 4.2**  
**TENDER - WASTE MAINTENANCE SERVICES - REGIONAL LOCATIONS**  
**MBRC007264 - REGIONAL**

*Meeting / Session:* 4 ASSET CONSTRUCTION & MAINTENANCE  
*Reference:* A16745809 : 10 April 2018 - Refer **Confidential** Supporting Information  
**A16823428**  
*Responsible Officer:* BM, Coordinator Waste Operations (ECM Waste Services)

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**Executive Summary**

Tenders were invited for the supply of waste maintenance services at regional locations. The tender MBRC007264 closed on 13 March 2018 with a total of two tender responses received. The contract services are required from time to time in emergency situations and to deal with the removal of hazardous materials.

It is recommended that the tender for *Waste Maintenance Services - Regional Locations (MBRC007264)* be awarded to Brett's Slashing Pty Ltd for the period 1 May 2018 until 30 April 2021 for the annual sum of \$125,060 (excluding GST), subject to rise and fall provisions in the contract; with options to extend for a further two x one-year periods at Council's discretion. The offer from Brett's Slashing Pty Ltd's was evaluated as representing the best overall value to Council.

**OFFICER'S RECOMMENDATION**

That the tender for *Waste Maintenance Services - Regional Locations (MBRC007264)* be awarded to Brett's Slashing Pty Ltd for the annual sum of \$125,060 (excluding GST), subject to rise and fall provisions in the contract from 1 May 2018 until 30 April 2021; with options to extend for a further two x one-year periods at Council's discretion.

ITEM 4.2 TENDER - WASTE MAINTENANCE SERVICES - REGIONAL LOCATIONS MBRC007264 - REGIONAL - A16745809 (Cont.)

**REPORT DETAIL**

**1. Background**

From time to time, Council requires pre-arranged or priority services for tasks including:

- the removal of illegal dumps of regulated waste including such items as asbestos and tyres;
- removal of large dead animals requiring plant and equipment;
- working at Council and community events, including the collection of litter and delivery and/or servicing of bins;
- litter control on public roads;
- slashing of grass and minor landscaping at waste facilities; and
- other duties (i.e. public toilet cleaning), if required.

The contractor is required to provide both scheduled and ad-hoc services on a seven days per week arrangement and may from time to time include after-hours work to remove large dead animals that have been killed as a result of a traffic accident. The successful contractor must be suitably qualified to carry out the services including:

- operation of heavy plant and equipment;
- traffic control;
- approvals for the transport of regulated waste i.e. asbestos and tyres;
- operators trained in the company's WHS management system;
- procedures in dealing with the health risks associated with the collection and secure burial of deceased diseased animals (i.e. bats and horses); and
- safe handling and disposal of illegally dumped hazardous waste and chemicals.

**2. Explanation of Item**

Tenders were advertised on 17 February 2018 and closed on 13 March 2018 with a total of two conforming tender responses received. The tenders were assessed by the evaluation panel in accordance with Council's Procurement policy and the selection criteria as set out in the tender documents.

The table below lists the tenderers and their evaluation scores (ranked from highest to lowest).

Rank	Tenderer	Evaluation Score
1	Brett's Slashing Pty Ltd	100
2	Patriot Tankers Pty Ltd	81.36

A summary of the tenderers' submissions, in order of ranking, is listed below.

**Brett's Slashing Pty Ltd** received the highest ranking from the evaluation panel based on the selection criteria. The company currently undertakes the services described, which will expire on 30 April 2018. The contractor performance reports undertaken on the company indicate a consistently high standard of service and willingness to provide services promptly and efficiently.

**Patriot Tankers Pty Ltd** submitted a comprehensive tender to allow an assessment and received the second highest ranking from the evaluation panel. The company provides environmental management solutions to the mining, oil and gas, tunnelling drilling, utilities, construction, industrial and commercial sectors. The price element and list of available equipment provided in the submission by Patriot Tankers Pty Ltd was not considered as the most advantageous to Council.

ITEM 4.2 TENDER - WASTE MAINTENANCE SERVICES - REGIONAL LOCATIONS MBRC007264 - REGIONAL - A16745809 (Cont.)

### 3. Strategic Implications

#### 3.1 Legislative/Legal Implications

Due to the value of work being greater than \$200,000, Council called a public tender for the work through the LG Tender System in accordance with the *Local Government Act 2009*.

#### 3.2 Corporate Plan / Operational Plan

This project is consistent with the Corporate Plan outcome - Valuing Lifestyle: Healthy natural environment - a clean and healthy environment.

#### 3.3 Policy Implications

This contract has been procured in accordance with the provisions of the following documents:

- Council's Procurement Policy 10-2150-006
- *Local Government Act 2009*
- Local Government Regulation 2012 Chapter 6.

#### 3.4 Risk Management Implications

The risk has been assessed and the following issues identified. The manner in which the possible impact of these risks are minimised is detailed below.

The successful contractor must supply their own public liability insurance and work health and safety management plan to minimise any risks associated with carrying out the services. A third-party review of the company's financial status has been undertaken on the recommended tenderer. The company was rated as marginal; however, due to the type of work undertaken by the contractor, this is an acceptable risk to Council as the services mainly involve the supply of personnel.

#### 3.5 Delegated Authority Implications

There are no delegated authority implications arising as a direct result of this report.

#### 3.6 Financial Implications

The schedule of rates for these services are based on an hourly rate for various tasks, working Monday to Sunday for a three-year period and may from time to time include after-hours call outs. All services will be requested by relevant waste officers on an as required basis.

This project will be debited to the following project numbers:

- Project No: 20139 – Public Place Bins
- Project No: 20140 - Litter Control
- Project No: 20716 – Event Services
- Project No: 20717 – Clean up Australia Day Campaign
- Project No: 20718 – Public Toilet Cleaning

The budget amount is sufficient.

#### 3.7 Economic Benefit

The engagement of a contractor to supply services on a set schedule of rates allows Council the expedient access to an experienced and qualified contractor enabling accurate planning and pricing in the most cost effective manner.

#### 3.8 Environmental Implications

Removal of roadside litter, dead animals, hazardous waste (asbestos and chemicals) and illegal dumps helps reduce environmental impacts in various locations throughout the region. This meets the requirements of Council's Sustainability Policy and Waste Reduction and Recycling Plan.

*ITEM 4.2 TENDER - WASTE MAINTENANCE SERVICES - REGIONAL LOCATIONS MBRC007264 - REGIONAL - A16745809 (Cont.)*

3.9 Social Implications

Removal of illegal dumps eliminates unsightly rubbish from the immediate surroundings. Licenced contractors are also able to remove illegal dumps of regulated waste in a prompt manner which helps keep the public safe from the risks associated with illegal discarding of hazardous waste.

3.10 Consultation / Communication

Consultation was held with Procurement Services throughout the tendering and evaluation assessments to ensure compliance with Council's Procurement Policy and tender evaluation process.

**SUPPORTING INFORMATION**

**Ref: A16823428**

The following list of supporting information is provided for:

**ITEM 4.2**

**TENDER - WASTE MAINTENANCE SERVICES - REGIONAL LOCATIONS MBRC007264 - REGIONAL**

***Confidential #1 Tender Evaluation***

**5 PARKS, RECREATION & SPORT SESSION**

**(Cr K Winchester)**

**ITEM 5.1**

**CABOOLTURE REGIONAL AQUATIC CENTRE (CRALC) GYM FEES - DIVISION 3**

*Meeting / Session:* 5 PARKS, RECREATION & SPORT  
*Reference:* A16828196 : 18 April 2018  
*Responsible Officer:* BP, Coordinator Regional Leisure Venues (CES Property & Commercial Services)

**Executive Summary**

The current management lease for the Caboolture Regional Aquatic Leisure Centre (CRALC) expires on 30 April 2018 after which time the facility reverts to Council operation.

Council will be undertaking major repair works to the aquatic components of the facility resulting in the closure of all pools for an extended period. The fitness facility at CRALC will remain open during the period that the pools are closed, as such it is necessary to determine an appropriate fee schedule for facility users during this period.

**OFFICER'S RECOMMENDATION**

That the schedule of fees for the fitness facility at Caboolture Regional Aquatic Leisure Centre (CRALC) as contained in the body of this report be approved to take effect from 1 May 2018 and remain in place until completion of project works.

*ITEM 5.1 CABOOLTURE REGIONAL AQUATIC CENTRE (CRALC) GYM FEES - DIVISION 3 - A16828196 (Cont.)*

**REPORT DETAIL**

**1. Background**

At the Coordination Committee meeting held 27 March 2018, Council awarded a tender for building renewal and maintenance works for the Caboolture Regional Aquatic Leisure Centre (CRALC).

The aquatic components of CRALC are required to be closed for an extended period to permit these works to be undertaken. Council will continue to operate the “dry” components at CRALC including the existing gym facilities, for the duration of the renewal and maintenance works. During this period, officers will seek tender submissions for the external operation of the facility upon completion of the works.

**2. Explanation of Item**

Council has engaged contractor on a fee-for-service basis to operate the gym facilities on its behalf during the renewal and maintenance works period. Accordingly, it is necessary for Council to determine fees for gym entry and memberships during this period.

Council officers have proposed the fees having regard for the lack of availability of the pools and associated aqua-aerobics classes which were previously part of the gym entry and memberships.

Council officers have also applied the same discount structure for seniors and disability users as has been used at its pools as well as the Caboolture Pool and Fitness Centre - Gym.

Membership	Adult	Senior and Disability Concession
Casual - per day	\$13.00	\$11.00
Weekly	\$15.00	\$12.00
10 Visit Pass (expires 31 December 2018)	\$100.00	\$80.00
1 month pass	\$100.00	\$80.00
3 month pass	\$150.00	\$120.00

**3. Strategic Implications**

3.1 Legislative/Legal Implications

There are no legislative or legal implications arising as a direct result of this report.

3.2 Corporate Plan / Operational Plan

Strengthening Communities: Healthy and supportive communities - a healthy and inclusive community.

3.3 Policy Implications

There are no policy implications arising as a direct result of this report.

3.4 Risk Management Implications

There are no risk management implications arising as a direct result of this report.

3.5 Delegated Authority Implications

There are no delegated authority implications arising as a direct result of this report.

3.6 Financial Implications

A lower return on operation of CRALC will be experienced during the renewal and maintenance works period.

3.7 Economic Benefit

There are no broad economic benefits arising as a direct result of this report.

3.8 Environmental Implications

There are no environmental implications arising as a direct result of this report.

# Moreton Bay Regional Council

*ITEM 5.1 CABOOLTURE REGIONAL AQUATIC CENTRE (CRALC) GYM FEES - DIVISION 3 - A16828196 (Cont.)*

3.9 Social Implications

The setting of these fees will enable the local community to continue to access quality health and fitness facilities.

3.10 Consultation / Communication

Councillor Division 2

Director Community and Environmental Services



**6 LIFESTYLE & AMENITY SESSION**

**(Cr D Sims)**

No items for consideration.

**7 ECONOMIC DEVELOPMENT, EVENTS & TOURISM SESSION**

**(Cr P Flannery)**

No items for consideration.

**8 REGIONAL INNOVATION**

**(Cr D Grimwade)**

No items for consideration.

**9 GENERAL BUSINESS**

**ANY OTHER BUSINESS AS PERMITTED BY THE MEETING CHAIRPERSON.**

**CLOSED SESSION (Confidential items)**

*(Resolution the meeting be closed under s275 of the Local Government Regulation 2012)*

**ITEM C.1 – CONFIDENTIAL**  
**REVIEW OF CORPORATE STRUCTURE - REGIONAL**

**Meeting / Session:** 1 GOVERNANCE

**Reference:** A16810286 : 12 April 2018 – Refer **Confidential Supporting Information**  
**A16810284**

**Responsible Officer:** DH, Chief Executive Officer (CEOs Office)

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**Basis of Confidentiality**

Pursuant to s275 (1) of the Local Government Regulation 2012, clause (b), as the matter involves industrial matters affecting employees.

**Executive Summary**

Pursuant to the *Local Government Act 2009*, (Act), the Council must have an organisational structure that is appropriate to the performance of its responsibilities.

The organisational structure has been one of continuous progression since amalgamation to enable the ongoing delivery of services as efficiently and effectively as possible. This report provides recommendations for Council in relation to changes which will contribute to the Council's goals for operational savings and effective and sustainable service delivery.