



# AGENDA

## Coordination Committee Meeting

**Wednesday 7 November 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 Wednesday 7 November 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

2 November 2018

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**Membership = 13**  
Mayor and all Councillors

**Quorum = 7**

[Agenda for public distribution](#)

## LIST OF ITEMS

### 1 GOVERNANCE SESSION (Cr A Sutherland, Mayor)

- ITEM 1.1** **5**  
ADOPTION OF MEETING SCHEDULE FOR THE PERIOD JANUARY TO DECEMBER 2018  
- REGIONAL  
REPORT DETAIL  
SUPPORTING INFORMATION  
#1 Meeting Schedule January-December 2019

### 2 PLANNING & DEVELOPMENT SESSION (Cr M Gillam)

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

- ITEM 3.1** **22**  
QUARTER 1 OPERATIONAL PLAN REVIEW FOR 2018/19 - REGIONAL  
REPORT DETAIL  
SUPPORTING INFORMATION  
#1 Quarter 1 Operational Plan Review 2018/19

### 4 ASSET CONSTRUCTION & MAINTENANCE SESSION (Cr A Hain)

- ITEM 4.1** **48**  
SCARBOROUGH - SCARBOROUGH BEACH PARK - PATHWAY RECONSTRUCTION -  
DIVISION 5  
REPORT DETAIL  
SUPPORTING INFORMATION  
Confidential #1 Tender Assessment

- ITEM 4.2** **54**  
MBRC - WATERWAY AND RAIN GAUGES PROGRAM - FLOODED ROAD WARNING  
SYSTEM - REGIONAL  
REPORT DETAIL  
SUPPORTING INFORMATION  
Confidential #1 Tender Assessment

- ITEM 4.3** **62**  
TENDER - LANDFILL GAS INFRASTRUCTURE UPGRADE - BUNYA, CABOOLTURE AND  
DAKABIN WASTE MANAGEMENT FACILITIES - REGIONAL  
REPORT DETAIL  
SUPPORTING INFORMATION  
Confidential #1 Tender Assessment

- ITEM 4.4** **67**  
MOUNT SAMSON ROAD, SAMSONVALE - EMERGENT ROAD/DRAINAGE  
RECONSTRUCTION WORKS - DIVISION 11  
REPORT DETAIL

**5 PARKS, RECREATION & SPORT SESSION (Cr K Winchester)**

**ITEM 5.1** **70**

NEW LEASE - PENINSULA PADRES BASEBALL CLUB INC - DIVISION 5

REPORT DETAIL

SUPPORTING INFORMATION

#1 Peninsula Padres Baseball Club Inc, Talobilla Park - Existing lease area and proposed new lease area

**ITEM 5.2** **75**

NEW LEASE - LIONS CLUB OF SANDSTONE POINT INC. - DIVISION 1

REPORT DETAIL

SUPPORTING INFORMATION

#1 Lions Club of Sandstone Point Inc. - Proposed new lease area, Community Complex and current storage area

**6 LIFESTYLE & AMENITY SESSION (Cr D Sims)**

**7 ECONOMIC DEVELOPMENT, EVENTS & TOURISM SESSION (Cr P Flannery)**

**8 REGIONAL INNOVATION (Cr D Grimwade)**

**9 GENERAL BUSINESS**

**CLOSED SESSION (Confidential items)**

**ITEM C.1 – CONFIDENTIAL** **81**

RENEWAL OF LEASE AT B/184 STATION ROAD, BURPENGARY - DIVISION 2

REPORT DETAIL

SUPPORTING INFORMATION

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## ATTENDANCE & APOLOGIES

### Attendance:

#### Committee Members:

Cr Allan Sutherland (Mayor) (Chairperson)

#### Officers:

### Apologies:

Cr Darren Grimwade

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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)

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**1 GOVERNANCE SESSION**

**(Cr A Sutherland, Mayor)**

**ITEM 1.1**

**ADOPTION OF MEETING SCHEDULE FOR THE PERIOD JANUARY TO DECEMBER 2018 - REGIONAL**

*Meeting / Session:* 1 GOVERNANCE  
*Reference:* A17768218 : 30 October 2018 - **Refer Supporting Information A17777974**  
*Responsible Officer:* KC, Team Leader Meeting Support (CEO Executive Services)

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**Executive Summary**

Pursuant to s277 of the Local Government Regulation 2012, Council must, at least once in each year, publish in a newspaper circulating generally in its area a notice of the days and times when its general (ordinary) meetings, and Standing Committee meetings, will be held.

A proposed Meeting Schedule for the period January to December 2019 is provided for consideration and adoption.

**OFFICER'S RECOMMENDATION**

1. That the Meeting Schedule for the period January to December 2019, be adopted, as outlined in supporting information #1.
2. That the Meeting Schedule for the period January to December 2019 be advertised in accordance with s277 of the Local Government Regulation 2012.

*ITEM 1.1 ADOPTION OF MEETING SCHEDULE FOR THE PERIOD JANUARY TO DECEMBER 2018 - REGIONAL - A17768218 (Cont.)*

## **REPORT DETAIL**

### **1. Background**

To satisfy the legislative requirement to adopt and publish a list of Council general (ordinary) and standing committee meetings each year, a proposed Meeting Schedule for the period January to December 2019 has been prepared for consideration.

### **2. Explanation of Item**

At its Post-election meeting held 18 April 2016, Council resolved that its General Meetings be conducted weekly generally on a Tuesday commencing at 10.30am, with such meetings being held on a rotational basis at the three existing administration offices and that the Coordination Committee meeting be conducted as part of the General Meeting agenda.

During 2019, the Redcliffe Chambers will not be available for meetings due to major works being undertaken as part of the Redcliffe Administration Centre Art Gallery and Community Space project. As such, Redcliffe cannot be included in the normal meeting rotation and all meetings will be rotated between Strathpine and Caboolture offices.

The Meeting Schedule for the period January to December 2019 has been prepared on this basis and is provided in supporting information #1 for consideration.

### **3. Strategic Implications**

#### 3.1 Legislative/Legal Implications

Council meetings are conducted in accordance with the Local Government Regulation 2012.

#### 3.2 Corporate Plan / Operational Plan

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

#### 3.3 Policy Implications

There are no policy implications in relation to this matter.

#### 3.4 Risk Management Implications

There are no identifiable risks in this matter.

#### 3.5 Delegated Authority Implications

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

#### 3.6 Financial Implications

Advertising costs have been included in the 2018/19 budget.

#### 3.7 Economic Benefit

There is no identifiable economic benefit 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

The proposed Meeting Schedule has been drafted in consultation with the Mayor, Councillors and Chief Executive Officer.

**SUPPORTING INFORMATION**

**Ref: [A17777974](#)**

The following list of supporting information is provided for:

**ITEM 1.1**

**ADOPTION OF MEETING SCHEDULE FOR THE PERIOD JANUARY TO DECEMBER 2018 -  
REGIONAL**

***#1 Meeting Schedule January-December 2019***

# Moreton Bay Regional Council

ITEM 1.1 ADOPTION OF MEETING SCHEDULE FOR THE PERIOD JANUARY TO DECEMBER 2018 - REGIONAL - A17768218 (Cont.)

**#1 Meeting Schedule January - December 2019**

## Moreton Bay Regional Council

### MEETING SCHEDULE JANUARY – DECEMBER 2019

General and Standing Committee Meetings

(S) = Strathpine / (C) = Caboolture



<b>JANUARY 2019</b>		<b>JUNE 2019</b>		<b>OCTOBER 2019</b>	
29	General & Coordination Committee Meeting 10.30am (S)	3 Mon	<b>SPECIAL GENERAL MEETING Adopt 2019/20 Budget (1.00pm) (S)</b>	8	General & Coordination Committee Meeting 10.30am (C)
<b>FEBRUARY 2019</b>		4	General & Coordination Committee Meeting 10.30am (S)	22	General & Coordination Committee Meeting 10.30am (S)
5	General & Coordination Committee Meeting 10.30am (C)	11	General & Coordination Committee Meeting 10.30am (C)	29	General & Coordination Committee Meeting 10.30am (C)
12	General & Coordination Committee Meeting 10.30am (S)	18	General & Coordination Committee Meeting 10.30am (S)	<b>NOVEMBER 2019</b>	
19	General & Coordination Committee Meeting 10.30am (C)	25	General & Coordination Committee Meeting 10.30am (C)	6 Wed	General & Coordination Committee Meeting 10.30am (S)
26	General & Coordination Committee Meeting 10.30am (S)	<b>JULY 2019</b>		12	General & Coordination Committee Meeting 10.30am (C)
<b>MARCH 2019</b>		2	General & Coordination Committee Meeting 10.30am (S)	19	General & Coordination Committee Meeting 10.30am (S)
5	General & Coordination Committee Meeting 10.30am (C)	23	General & Coordination Committee Meeting 10.30am (C)	26	General & Coordination Committee Meeting 10.30am (C)
12	General & Coordination Committee Meeting 10.30am (S)	30	General & Coordination Committee Meeting 10.30am (S)	<b>DECEMBER 2019</b>	
19	General & Coordination Committee Meeting 10.30am (C)	<b>AUGUST 2019</b>		3	General & Coordination Committee Meeting 10.30am (S)
26	General & Coordination Committee Meeting 10.30am (S)	6	General & Coordination Committee Meeting 10.30am (C)	12 Thurs	General & Coordination Committee Meeting 9.00am (S)
<b>APRIL 2019</b>		13	General & Coordination Committee Meeting 10.30am (S)		
2	General & Coordination Committee Meeting 10.30am (C)	20	General & Coordination Committee Meeting 10.30am (C)		
9	General & Coordination Committee Meeting 10.30am (S)	27	General & Coordination Committee Meeting 10.30am (S)		
30	General & Coordination Committee Meeting 10.30am (C)	<b>SEPTEMBER 2019</b>			
<b>MAY 2019</b>		3	General & Coordination Committee Meeting 10.30am (C)		
7	General & Coordination Committee Meeting 10.30am (S)	10	General & Coordination Committee Meeting 10.30am (S)		
14	General & Coordination Committee Meeting 10.30am (C)	17	General & Coordination Committee Meeting 10.30am (C)		
21	General & Coordination Committee Meeting 10.30am (S)	24	General & Coordination Committee Meeting 10.30am (S)		
28	General & Coordination Committee Meeting 10.30am (C)				

**Recess to January 2020**



**2 PLANNING & DEVELOPMENT SESSION**

**(Cr M Gillam)**

No items for consideration.

**3 CORPORATE SERVICES SESSION**

**(Cr M Constance)**

**ITEM 3.1**

**QUARTER 1 OPERATIONAL PLAN REVIEW FOR 2018/19 - REGIONAL**

*Meeting / Session:* 3 CORPORATE SERVICES  
*Reference:* A17742897 : 23 October 2018 - **Refer Supporting Information A17743388**  
*Responsible Officer:* DC, Accounting Services Manager (CEO Accounting Services)

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**Executive Summary**

The purpose of this report is to present the Quarter 1 Operational Plan Review for 2018/19.

**OFFICER'S RECOMMENDATION**

That the Quarter 1 Operational Plan for 2018/19 be received.

*ITEM 3.1 QUARTER 1 OPERATIONAL PLAN REVIEW FOR 2018/19 - REGIONAL - A17742897 (Cont.)*

## **REPORT DETAIL**

### **1. Background**

The Council adopts an Operational Plan every financial year as part of the Annual Budget. In accordance with the Local Government Regulation 2012 the Operational Plan must be reported on every quarter.

### **2. Explanation of Item**

Councils Operational Plan is segregated into Operational Departments that have several Key Performance Indicators (KPI's) that are reported on.

This is the first quarter progress report on how the Departments are performing in achieving their KPI's. KPI's represent an annual target and can be several different performance measures. Where applicable, a commentary on the progress toward the KPI is provided.

### **3. Strategic Implications**

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

In accordance with section 174 of the Local Government Regulation 2012 the Council is required to prepare and report on a quarterly basis the progress towards implementing the annual Operational Plan.

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

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

#### **3.3 Policy Implications**

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

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

Operationally there are a wide number of risks that can impact on the delivery of the Operational Plan. These risks are recorded in the Councils Enterprise Risk Management Register and managed accordingly by each Department.

#### **3.5 Delegated Authority Implications**

There are no delegated authority implications arising as a direct result of 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**

Council, The Executive Management Team, Managers and other key Council officers were involved in preparing the quarterly report.

***SUPPORTING INFORMATION***

**Ref: [A17743388](#)**

The following list of supporting information is provided for:

**ITEM 3.1**

**QUARTER 1 OPERATIONAL PLAN REVIEW FOR 2018/19 - REGIONAL**


***#1 Quarter 1 Operational Plan Review 2018/19***

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ITEM 3.1 QUARTER 1 OPERATIONAL PLAN REVIEW FOR 2018/19 - REGIONAL - A17742897 (Cont.)

**#1 Quarter 1 Operational Plan Review 2018/19**

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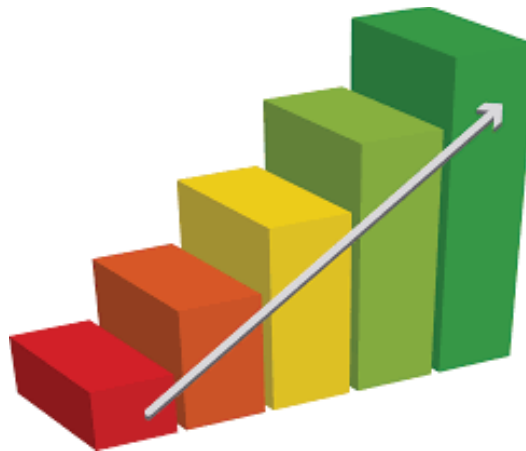
# Quarter 1

# Operational Plan Review

# 2018/19

ITEM 3.1 QUARTER 1 OPERATIONAL PLAN REVIEW FOR 2018/19 - REGIONAL - A17742897 (Cont.)

# Department Performance



ITEM 3.1 QUARTER 1 OPERATIONAL PLAN REVIEW FOR 2018/19 - REGIONAL - A17742897 (Cont.)

Department: **Financial and Project Services**

Department Performance			
Description	Units of Measure	KPI Target	YTD KPI Achieved
Availability of corporate information systems during business hours	%	99.00	99.98
Internal customer satisfaction with corporate information systems	%	90.00	88.00
Availability of council's website	%	99.00	100.00
Obtain an unmodified external audit opinion for 2017/18	%	100.00	0.00
Liquidity - Target working capital ratio to be greater than 3	#	3.00	5.54
Maximise interest revenue on surplus cash invested with QTC and other financial institutions	%	2.50	2.52
Liquidity - Target cash expenses cover to be greater than 6 months	#	6.00	58.80
Fiscal Flexibility - Target interest cover to be greater than 6 months	#	6.00	20.70
Amount of outstanding rates (excluding prepayments) at the end of each quarter	%	3.00	2.65

**Performance Commentary**

Strong cash balances are driving the very strong liquidity ratios. Fiscal flexibility is also very strong. Interest returns from cash invested will continue to be less than 3% due to the low interest rate environment. The 2017/18 external audit is expected to be completed in October 2018.

ITEM 3.1 QUARTER 1 OPERATIONAL PLAN REVIEW FOR 2018/19 - REGIONAL - A17742897 (Cont.)

Department: **Human Resources**

Department Performance			
Description	Units of Measure	KPI Target	YTD KPI Achieved
Disputes that go to the Commission resolved in council's favour	%	90.00	100.00
Timeframe to fill a position no longer than 9 weeks	%	80.00	89.80

**Performance Commentary**

Commission  
Two matters were heard in the commission, neither have been finalised at this stage.

Recruitment  
5 out of 49 positions exceed 9 weeks to recruit.



ITEM 3.1 QUARTER 1 OPERATIONAL PLAN REVIEW FOR 2018/19 - REGIONAL - A17742897 (Cont.)

Department: **Legal Services**

Department Performance			
Description	Units of Measure	KPI Target	YTD KPI Achieved
Litigation satisfactorily resolved	%	90.00	82.00
Legal advice provided within agreed timeframes	%	100.00	95.00
Compliance with statutory and policy timeframes for Right To Information and Information Privacy applications and Complaints	%	95.00	97.00

**Performance Commentary**

Right to Information and Information Privacy application processing timeframes are generally being met. The timeframe for one Administrative Action complaint was not met. Two out of 11 finalised litigation matters were not resolved satisfactorily. The majority of legal advice was provided within agreed timeframes, however, priority work created by special projects, emergent issues and court/litigation matters has led to the need to prioritise with some consequent delay for lower priority matters.

ITEM 3.1 QUARTER 1 OPERATIONAL PLAN REVIEW FOR 2018/19 - REGIONAL - A17742897 (Cont.)

Department: **Strategy and Engagement**

Department Performance			
Description	Units of Measure	KPI Target	YTD KPI Achieved
Customer satisfaction with Council sponsored and run events	%	80.00	89.80
Council media releases utilised by media organisations	%	80.00	93.00

**Performance Commentary**

Events:

Council run or sponsored events continued to maintain a high-level of positive community feedback.

Five council run events were conducted during the reporting period including three Australian Citizenship Ceremonies and two divisional events - Pine Rivers Park Teddy Bears Picnic and the Interschool Disc Golf Tournament.

Pine Rivers Park Teddy Bears Picnic attracted large audience of more than 3000 people, with feedback highlighting 96% satisfaction with the event.

Council worked closely with MBRIT on seven sponsored events during the quarter including Jetty 2 Jetty Fun Run, Redcliffe Garden and Lifestyle Expo, Business Conference Series 3 with Steve Baxter, Caboolture Family Fun Day, Redcliffe KiteFest, Scarborough Originals (September) and the inaugural Moreton Bay Food and Wine Festival.

Jetty 2 Jetty recorded its highest ever participation and a 98.9% satisfaction response. Similarly, the inaugural Moreton Bay Food and Wine Festival attracted over 30,000 people with more than 86% of people satisfied with their experience. KiteFest attendance was impacted by inclement weather, with one of the festival's days cancelled.

Together, these events catered for an estimated 63,000 patrons with an average satisfaction rating of 89.8%.

Media:

72 media releases were produced during the reporting period, with 93% of these published by media. A highlight was the announcement of works on the University of the Sunshine Coast's newest campus at the Mill at Moreton Bay which gained print, broadcast and television publicity.

ITEM 3.1 QUARTER 1 OPERATIONAL PLAN REVIEW FOR 2018/19 - REGIONAL - A17742897 (Cont.)

Department: Office Of The CEO Directorate

Department Performance			
Description	Units of Measure	KPI Target	YTD KPI Achieved
Internal audit plan progressed as scheduled	%	100.00	100.00
Audit recommendations implemented	%	90.00	100.00

**Performance Commentary**

Internal Audit:

Audit plan is on schedule subject to additions and deletions which have been brought to the attention of audit committee and subsequently noted by council.

Audit recommendations are being implemented in line with targeted dates.

ITEM 3.1 QUARTER 1 OPERATIONAL PLAN REVIEW FOR 2018/19 - REGIONAL - A17742897 (Cont.)

Department: **Engineering, Construction and Maintenance Directorate**

**Department Performance**

Description	Units of Measure	KPI Target	YTD KPI Achieved
CCTV cameras and equipment to be fully operational	%	94.00	98.24
CCTV footage requests processed within 5 business days	%	95.00	90.00
Hours of disaster management training undertaken	#	1,000.00	212.00
Number of disaster management exercises conducted	#	4.00	0.00
Numbers of Local Disaster Coordination Centre personnel meeting core training levels	#	90.00	120.00
Compliance of Local Disaster Management Plan with Emergency Management Assurance Framework	%	100.00	100.00
Number of Asset Protection Zone planned burns completed	#	11.00	5.00
Number of Strategic Fire Advantage Zone planned burns completed	#	16.00	16.00
Number of Land Management Zone planned burns completed	#	8.00	6.00

**Performance Commentary**

CCTV Cameras operational - Q4 - 968 cameras in total, 17 not working - 98.24%; YTD - 98.24%

QPS CCTV footage requests - Q1 - 60 police requests received and 54 completed within 5 business days; YTD - 60 requests completed at 90%

The Public Safety and Security team received and processed the following general footage requests in Q1:

- Internal - 41
- External - 1
- QPS - 60

Disaster Management Training - YTD - 27 persons trained (212hrs)

Disaster Management Exercises - YTD - 0 persons (0.0hrs). No exercises planned for the quarter.

Fire Management planned burn program 2018/19 - YTD - 18 burns for 172 hectares of council owned land. 27 of 35 fuel management areas burned (77% of target completed)

- Asset Protection Zone blocks - 5 (of 11)
- Strategic Fire Advantage Zone blocks - 16 (of 16)
- Land Management Zone blocks - 6 (of 8)

120 staff meet the minimum core training requirements for disaster management - 101 LDCC and 19 evacuation centre staff.

Council's Local Disaster Management Plan (LDMP) is compliant with the Inspector-General Emergency Management's (IGEM) Emergency Management Framework (EMAF) as assessed on 28 August 2018.

ITEM 3.1 QUARTER 1 OPERATIONAL PLAN REVIEW FOR 2018/19 - REGIONAL - A17742897 (Cont.)

Department: **Waste Services**

Department Performance			
Description	Units of Measure	KPI Target	YTD KPI Achieved
Kerbside waste and recyclable waste bins collected as scheduled	%	100.00	99.96
Total tonnage of general and recyclable waste collected from kerbside bins that is recycled	%	22.00	23.77
Total tonnage of waste collected at waste facilities from residential and commercial premises (excluding kerbside bins collection) that is recycled	%	45.00	53.55

**Performance Commentary**

The Kerbside collection can never reach 100% as not every household presents their bins to the kerbside every week. The KPI should be amended to waste industry best practice 95% . The reporting of bins not presented is misleading and does not reflect reality.

ITEM 3.1 QUARTER 1 OPERATIONAL PLAN REVIEW FOR 2018/19 - REGIONAL - A17742897 (Cont.)

Department: **Project Management and Construction**

Department Performance			
Description	Units of Measure	KPI Target	YTD KPI Achieved
Percentage of capital works program completed	%	100.00	25.00

**Performance Commentary**

Capital Projects to be delivered by PMC in 18/19 are valued at \$116M, currently \$18M in actuals has been achieved (16% of capital budget delivered with 25% works on ground) with a further \$58M in commitments.

ITEM 3.1 QUARTER 1 OPERATIONAL PLAN REVIEW FOR 2018/19 - REGIONAL - A17742897 (Cont.)

Department: **Infrastructure Planning**

Department Performance			
Description	Units of Measure	KPI Target	YTD KPI Achieved
Planning projects are completed in the financial year prior to design	%	95.00	0.00
Customer requests addressed within the set response time	%	95.00	95.60

**Performance Commentary**

Planning Projects:

Within the 18/19 budget a total of 8 projects require planning prior to design or construction; 5 Operational & 3 Capital. Progress against each of the projects is identified below.

Operational:

106789 Meldale - Way Street - Boat Ramp Renewal	10% complete	Finalisation Date: March 2019
101415 Petrie - North Coast Railway Line - Drainage Investigation	15% complete	Finalisation Date: December 2018
102238 Sandstone Point - Kal-ma-kuta Drive Park - Drainage Investigation	95% complete	Finalisation Date: December 2018
102173 Toorbul - Esplanade - Foreshore Works 1	20% complete	Finalisation Date: March 2019
102219 Toorbul - Esplanade - Foreshore Works 2	20% complete	Finalisation Date: March 2019

Capital:

101295 Brendale - Nolan Park - BMX Precinct	40% complete	Finalisation Date: June 2019
101300 Narangba - Harris Ave Sports Complex - Tennis	5% complete	Finalisation Date: June 2019
102214 Scarborough - Scarborough Cliffs - Stabilisation Works	90% complete	Finalisation Date: December 2018

Customer Requests.

For the period 1 June to 30 September the following breakdown is provided:  
DW&CP - of 99 received 91 were completed within time, for 91.9%  
P&RP - of 85 received all were completed within time.

ITEM 3.1 QUARTER 1 OPERATIONAL PLAN REVIEW FOR 2018/19 - REGIONAL - A17742897 (Cont.)

Department: **Integrated Transport Planning and Design**

Department Performance			
Description	Units of Measure	KPI Target	YTD KPI Achieved
Design program is completed in the financial year prior to construction	%	95.00	58.00

**Performance Commentary**

2019/20 design program 58% YTD completed as per the PMC Gantt Chart.



ITEM 3.1 QUARTER 1 OPERATIONAL PLAN REVIEW FOR 2018/19 - REGIONAL - A17742897 (Cont.)

Department: **Asset Maintenance**

Department Performance			
Description	Units of Measure	KPI Target	YTD KPI Achieved
Fleet - Heavy fleet, plant and equipment is maintained in accordance with programmed maintenance service schedules	%	95.00	91.00
Fleet - Compliance with all Queensland Transport Statutory Regulations	%	100.00	100.00
Fleet - Small equipment is maintained in accordance with programmed maintenance service schedules	%	95.00	96.00
Operations - Programmed roads maintenance activities completed in accordance with schedule	%	100.00	100.00
Operations - Road network customer requests completed within level of service timeframes	%	95.00	94.60
Operations - Programmed stormwater maintenance activities completed in accordance with schedule	%	100.00	100.00
Operations - Stormwater network customer requests completed within level of service timeframes	%	95.00	98.50
Operations - Programmed maritime facilities maintenance activities completed in accordance with schedule	%	100.00	100.00
Operations - Customer requests for marine related services completed within level of service timeframes	%	95.00	100.00
Operations - Programmed parks maintenance activities (mowing and landscaping) completed in accordance with schedule	%	100.00	100.00
Operations - Parks customer requests completed within level of service timeframes	%	95.00	98.30
Operations - Programmed parks inspection activities (playgrounds) completed in accordance with schedule	%	100.00	100.00
Building and Facilities - Graffiti removal requests completed in accordance with timeframes	%	95.00	90.00
Building and Facilities - Programmed buildings and facilities maintenance activities completed in accordance with schedule	%	100.00	100.00
Building and Facilities - Customer requests addressed within the set response time	%	95.00	92.50
Fleet - Light fleet is maintained in accordance with programmed maintenance service schedules	%	95.00	94.00

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ITEM 3.1 QUARTER 1 OPERATIONAL PLAN REVIEW FOR 2018/19 - REGIONAL - A17742897 (Cont.)

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## Performance Commentary

Operations: Parks mowing schedules are within agreed frequency time frames for this time of year. The drier weather has allowed for mulching programs to be delivered on time prior to the mowing schedules ramping up. Road schedules are all on track. Roads customer requests are slightly down on target however this has improved from previous reports and it is expected this improvement will continue through the next quarter.

Fleet: Servicing programs being undertaken for Heavy, Light Fleet and Small equipment are in accordance with Fleets implemented maintenance schedules and manufactures servicing specifications. Small equipment maintenance schedules are back on track and work continues in Heavy and Light fleet to ensure all operators present their fleet items within times specified by the Fleet Department. Fleet are now reviewing the important KPI of reactive vs proactive maintenance activities. For the last quarter, reports have shown a 70/30% Proactive/Reactive Maintenance split. The focus of decreasing reactive maintenance is ongoing. Fleet replacement is in progress and in accordance with the 18/19 replacement program, the remaining two trailer mounted ACM machines for Waste will arrive in Brisbane 22nd of October, this will be the last two assets to be received for the 17/18 replacement program.

B&F: Graffiti is currently tracking at 90%.

Programmed maintenance is tracking on target to be completed by the EOFY across all 24 maintenance & compliance contracts. Reactive maintenance completion is presently tracking at 92.5%. The failure to meet agreed KPI's here has been discussed with all Officers and improvement is expected heading into the next quarter.

ITEM 3.1 QUARTER 1 OPERATIONAL PLAN REVIEW FOR 2018/19 - REGIONAL - A17742897 (Cont.)

Department: **Customer and Cultural Services**

Department Performance			
Description	Units of Measure	KPI Target	YTD KPI Achieved
Customer satisfaction with library services and programs	%	90.00	96.00
Number of exhibitions delivered by Council's galleries	#	60.00	15.00
Number of exhibitions delivered by Council's museums	#	12.00	3.00
Customer satisfaction with gallery exhibitions and programs	%	90.00	93.00
Customer satisfaction with museum exhibitions and programs	%	90.00	96.00
Customer satisfaction with call centre service	%	95.00	95.00
Customer calls resolved at the first point of contact	%	90.00	97.00
Customer satisfaction with Customer Service Centre service	%	95.00	99.00
Customer enquiries resolved at the first point of contact	%	90.00	96.00

**Performance Commentary**

**Galleries & Museums**

Galleries delivered 15 exhibitions during the first quarter with a satisfaction rate of 93%. Exhibitions included Black Dog, Blue Butterflies, 15 Artists and the touring exhibition People Like Us.

Museums delivered 3 exhibitions with a satisfaction rate of 96%. Exhibitions included Dancing in Fetters: the culture of convict dance, The Streets We Live In and Winston Family Heritage Collection.

**Libraries**

Customer satisfaction surveys were undertaken at the Albany Creek, Strathpine and Mobile branches. Customers feedback included enjoying activities as well as quiet spaces to read and meet and customers were complimentary about the knowledge and expertise of library staff and the Quick Pick collection of popular titles.

**Customer Service Centres**

Of the 266 surveys returned, 99% of customers were either Very Satisfied or Satisfied with the Customer Service Officer's service. 96% of customers' enquiries were resolved at first point of contact.

ITEM 3.1 QUARTER 1 OPERATIONAL PLAN REVIEW FOR 2018/19 - REGIONAL - A17742897 (Cont.)

Department: **Property and Commercial Services**

Department Performance			
Description	Units of Measure	KPI Target	YTD KPI Achieved
Number of scheduled Redcliffe Cultural Centre compliance audits	#	4.00	1.00
Usage of Redcliffe Cultural Centre is within forecast rates	%	90.00	89.00
Number of scheduled Hub Learning and Business Centre compliance audits	#	4.00	1.00
Usage of Hub Learning and Business Centre is within forecast rates	%	90.00	98.00
Tenancy rate of leased commercial/retail buildings	%	95.00	95.00
Tenancy rate of leased residential buildings	%	95.00	100.00
Number of scheduled swimming pool compliance audits	#	48.00	28.00
Number of scheduled QSEC compliance audits	#	4.00	1.00
Usage of QSEC is within forecast rates	%	90.00	100.00
Usage of MSEC is within forecast rates	%	90.00	100.00
Patronage of swimming pools is within forecast rates	%	90.00	90.00
Number of scheduled MSEC compliance audits	#	4.00	1.00
Number of scheduled caravan park compliance audits (4 x 6 audits and 2 x 2 audits)	#	28.00	7.00
Patronage of caravan parks is within forecast rates	%	80.00	82.50

**Performance Commentary**

MSEC, QSEC, HUB and RCC: facility audits are on track (1 per quarter)

RCC: general centre attendance on target.

Caravan Park occupancy: Remains constant

Residential tenancies: All habitable premises are leased.

Commercial tenancies: Majority of commercial tenancies are leased - only vacancies are 700m2 within the Corso resulting from realignment of tenancy boundaries and increasing the number of available tenancies as a result.

ITEM 3.1 QUARTER 1 OPERATIONAL PLAN REVIEW FOR 2018/19 - REGIONAL - A17742897 (Cont.)

Department: **Regulatory Services**

Department Performance			
Description	Units of Measure	KPI Target	YTD KPI Achieved
Private certifier referrals are responded to within statutory timeframes	%	100.00	98.20
Building Compliance & Development customer requests responded to within required timeframes	%	90.00	94.75
Plumbing assessments responded to within statutory timeframes	%	100.00	98.90
Public Health and Local Laws customer requests responded to within required timeframes	%	90.00	94.07
Regulated parking programs are completed as scheduled	%	100.00	100.00
Food safety inspections are completed as scheduled	%	100.00	100.00
Public immunisation programs are completed as scheduled	%	100.00	100.00
Appeals and internal review applications are responded to within required time frames	%	100.00	100.00

**Performance Commentary**

Building and Development Compliance Private Certifier Referrals: 109 of the 111 properly made referrals were processed within time.

Building and Development Compliance Customer Requests: 1535 of 1620 received customer requests were responded to within the required time frame

Plumbing Services Applications: 287 of the 290 plumbing applications were responded to within the required time frames.

Public Health and Local Laws Customer Service Requests: 7482 of the 7952 customer requests were responded to within the required time frames.

Regulated Parking - All 35 scheduled, regulated parking patrols were completed during the quarter.

Food Safety Inspections: The Food Safety Team exceeded planned numbers of inspections (225) by conducting 262 inspections during the quarter.

Immunisation Programs: All 32 scheduled immunisation clinics were delivered during the quarter.

Appeal and Internal Review Applications: All appeals were responded to within required, statutory time frames during the quarter.

ITEM 3.1 QUARTER 1 OPERATIONAL PLAN REVIEW FOR 2018/19 - REGIONAL - A17742897 (Cont.)

Department: **Community Services and Sport and Recreation**

Department Performance			
Description	Units of Measure	KPI Target	YTD KPI Achieved
Participation rate in council sport and recreation programs	%	95.00	75.00
Number of projects supported through Council's community grants program	#	140.00	0.00
Number of individuals supported through Council's community grants program	#	400.00	102.00
Percentage of available child care places filled at Birralee Child Care Centre	%	95.00	100.00

**Performance Commentary**

Sport and Recreation Programs

Active Holidays

July - 61 activities - 2316 places available with 1998 bookings taken

Sept- 31 activities - 1071 places available with 880 bookings taken

Healthy & Active Moreton

July/August - 194 activities - 2170 places available with 1548 bookings taken

September - 175 activities - 1943 places available with 1187 bookings taken

Total

461 activities - 7500 places available with 5613 bookings taken - 74.84%

Community Grants Program

Number of individuals supported through Council's community grants program: Qtr1 - RADF Out Of Round grants (7) + Individual Achievement Grants (95) - on track

Number of projects supported through Council's community grants program (Round 1 closed at the end of Aug 2018). Round 1 applications supported will be reflected in quarter 2 KPIs.

Birralee Child Care Centre

During Quarter 1, Birralee CCC maintained a 100% occupancy rate.

ITEM 3.1 QUARTER 1 OPERATIONAL PLAN REVIEW FOR 2018/19 - REGIONAL - A17742897 (Cont.)

Department: **Environmental Services**

Department Performance			
Description	Units of Measure	KPI Target	YTD KPI Achieved
Participation rate in environmental programs and activities	%	95.00	85.00
Percentage of scheduled environmental assessments and monitoring completed	%	100.00	100.00

**Performance Commentary**

Public participation in scheduled environmental programs and activities was strong with 510 attendees, in some instances programs were over subscribed.

Scheduled monitoring of 18 Ibis roosts and 18 flying fox colonies occurred during the quarter, in accordance with roost management plans and the first scheduled monitoring round of water quality assessments was completed.

**Highlights:**

Organised school visits brought over 2,400 school students to the centres during the term.

More than 350 volunteers planted 5,300 native plants across sites at Elimbah, North Lakes and Samford for National Tree Day on Sunday 29 July 2018.

ITEM 3.1 QUARTER 1 OPERATIONAL PLAN REVIEW FOR 2018/19 - REGIONAL - A17742897 (Cont.)

Department: **Development Services**

Department Performance			
Description	Units of Measure	KPI Target	YTD KPI Achieved
Code Assessable MCU / RAL applications decided within 30 business days	%	80.00	82.00
Code Assessable Operational Works applications decided within 20 business days	%	80.00	90.00
Survey Plan endorsements within 15 business days	%	80.00	90.00
Third Party Survey Plan endorsement within 5 business days (mb+)	%	80.00	100.00
Third Party Operational Works applications decided within 5 business days (mb+)	%	80.00	100.00
Customer Satisfaction Survey Results for Development Services rates service as good or excellent	%	80.00	0.00

**Performance Commentary**

KPI's 1-5 were all met with KPI 4 & KPI 5 at 100%. KPI 6 is not due until Quarter 4.



ITEM 3.1 QUARTER 1 OPERATIONAL PLAN REVIEW FOR 2018/19 - REGIONAL - A17742897 (Cont.)

Department: **Strategic Planning**

Department Performance			
Description	Units of Measure	KPI Target	YTD KPI Achieved
Deliver key Economic Actions in line with the adopted Economic Development Action Plan.	%	100.00	90.00
Planned internal activities and projects completed	%	90.00	100.00
Customer Satisfaction Survey Results for Strategic Planning & Economic Development rates service as good or excellent	%	80.00	0.00

**Performance Commentary**

Commentary Strategic Planning

Planning Scheme Amendment / Structure Plans

The Major Planning Scheme Amendment remains with the State for consideration and final sign off. This delay has impacted a number of related deliverables in these and other Emerging Community Areas.

The Mill

Strategic Planning continues to assist the design process with input from the Design Review Panel for Stage One (and Stage 1a). Strategic Planning are also leading the development of a Public Realm Strategy and Built Form Guidelines for The Mill. Both of these documents are being prepared collaboratively with ECM.

Redcliffe Foreshore - Inflatable Waterpark

Aqua Splash has been awarded preferred tenderer and is currently working closely with Strategic Planning to ensure all the relevant conditions of the Marine Park Permits and Operational Works Approval are complied with and completed to ensure they are open prior to the Christmas Holiday period 2018.

Redcliffe Foreshore Master Plan and Public Lands Activation Strategy ( PLAS )

The 'Pilot Trial Period' for the activation of the Redcliffe foreshore concluded. Use of these areas for food trucks will continue, and will continue to be monitored through the busier summer months. SPED is currently preparing to release an EOI to increase the number of approved Food Truck and Park Vendors into this program.

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ITEM 3.1 QUARTER 1 OPERATIONAL PLAN REVIEW FOR 2018/19 - REGIONAL - A17742897 (Cont.)

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## Performance Commentary

An EOI for activations right across Moreton Bay is also currently being prepared. This is a region wide EOI seeking responses to identified sites in Caboolture, Strathpine and the Redcliffe Peninsula areas but also encourages responses on any of the approved Redcliffe Foreshore Masterplan or PLAS bookable sites.

### Commentary Economic Development

Deliver key Economic Actions in line with the adopted Economic Development Action Plan

The current status of specific key actions are listed below:

#### Investment Attraction:

Work continues to encourage and entice businesses and investment to the region.

- Business Attraction Incentives Strategy

#### Business Development:

ED maintain focus on increasing the number and types of business within the region which will lead to a more sustainable and resilient local economy. Other work within this area includes the consultation with all key stakeholders and finalisation of reports associated with the Caboolture Events Precinct and Key Attraction Strategy.

- Attract and establish businesses with greater than 20 employees
- Business Confidence Survey - 30 September 2018 - now Q1 2019 MBRIT
- Innovation Scorecard 30 September 2018 - MBRIT
- Caboolture Event Precinct

#### Tourism:

Council is working with MBRIT to develop potential tourism opportunities that include;

- SEQ Food Trails
- Screen Queensland ( site opportunities )

#### Education:

The development of the new educational precinct at The Mill continues. This initiative will be a valuable catalyst to the local economy as well as improving the educational pathways available to students within Moreton Bay region. Work with MBRIT is ongoing in relation to education ( school ) opportunities. Current tasks underway involving MBRIT include;

- Study Moreton Bay Strategy - MBRIT
- Host 2 education tours/familiarisations per year - MBRIT
- Attract 2 international student groups to region for a minimum of a month - MBRIT

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ITEM 3.1 QUARTER 1 OPERATIONAL PLAN REVIEW FOR 2018/19 - REGIONAL - A17742897 (Cont.)

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**Performance Commentary**

International Engagement:

Council is currently reviewing its Sister City Strategy and International Engagement Policy to assist the region expand its engagement and international trading and investment attraction to the region. To assist this process further initial planning is underway to facilitate inbound and outbound business delegations.

- MBRC hosted a delegation from Japan (Miyakonjo)

**4 ASSET CONSTRUCTION & MAINTENANCE SESSION**

**(Cr A Hain)**

**ITEM 4.1**

**SCARBOROUGH - SCARBOROUGH BEACH PARK - PATHWAY  
RECONSTRUCTION - DIVISION 5**

*Meeting / Session:* 4 ASSET CONSTRUCTION & MAINTENANCE

*Reference:* A17660123: 5 October 2018 - **Refer Confidential Supporting Information  
A17607740**

*Responsible Officer:* LP, Program Management Manager (ECM Project Management & Construction)

**Executive Summary**

Tenders were invited from the Council's Prequalified Civil Construction Panel (MBRC005990) for the 'Scarborough - Scarborough Beach Park Pathway Reconstruction (VP121351)' project. The tender closed on 28 September 2018, with a total of four conforming tenders received.

It is recommended that Council award the contract to AllenCon Pty Ltd for the sum of \$368,236.50 (excluding GST) as this tender was evaluated as representing the best overall value to Council.

**OFFICER'S RECOMMENDATION**

That the tender for the 'Scarborough - Scarborough Beach Park Pathway Reconstruction (VP121351)' project be awarded to AllenCon Pty Ltd for the sum of \$368,236.50 (excluding GST).

ITEM 4.1 SCARBOROUGH - SCARBOROUGH BEACH PARK - PATHWAY RECONSTRUCTION - DIVISION 5 - A17660123 (Cont.)

**REPORT DETAIL**

**1. Background**

The project is located at Scarborough Beach Park, Landsborough Avenue, Scarborough. Scarborough Beach Park is a foreshore park facility with extremely high usage rates.

The objective of this project is to widen the existing foreshore pathway to allow for safer and more comfortable use by pedestrians and cyclists. The realignment of the cycleway is intended to reduce conflicts between cyclists and users of the main picnic and play node.

The project scope of works includes the replacement of the existing pathway and construction of a new 3m wide pathway from Kennedy Esplanade to the upper bank on Landsborough Avenue (adjacent Rock Street). Also included is the construction of a raised speed hump zebra crossing and associated Energex rate one lighting at carpark entry/exit.

It is expected the works will commence in February 2019 and take approximately 14 weeks to complete, with an allowance for wet weather.

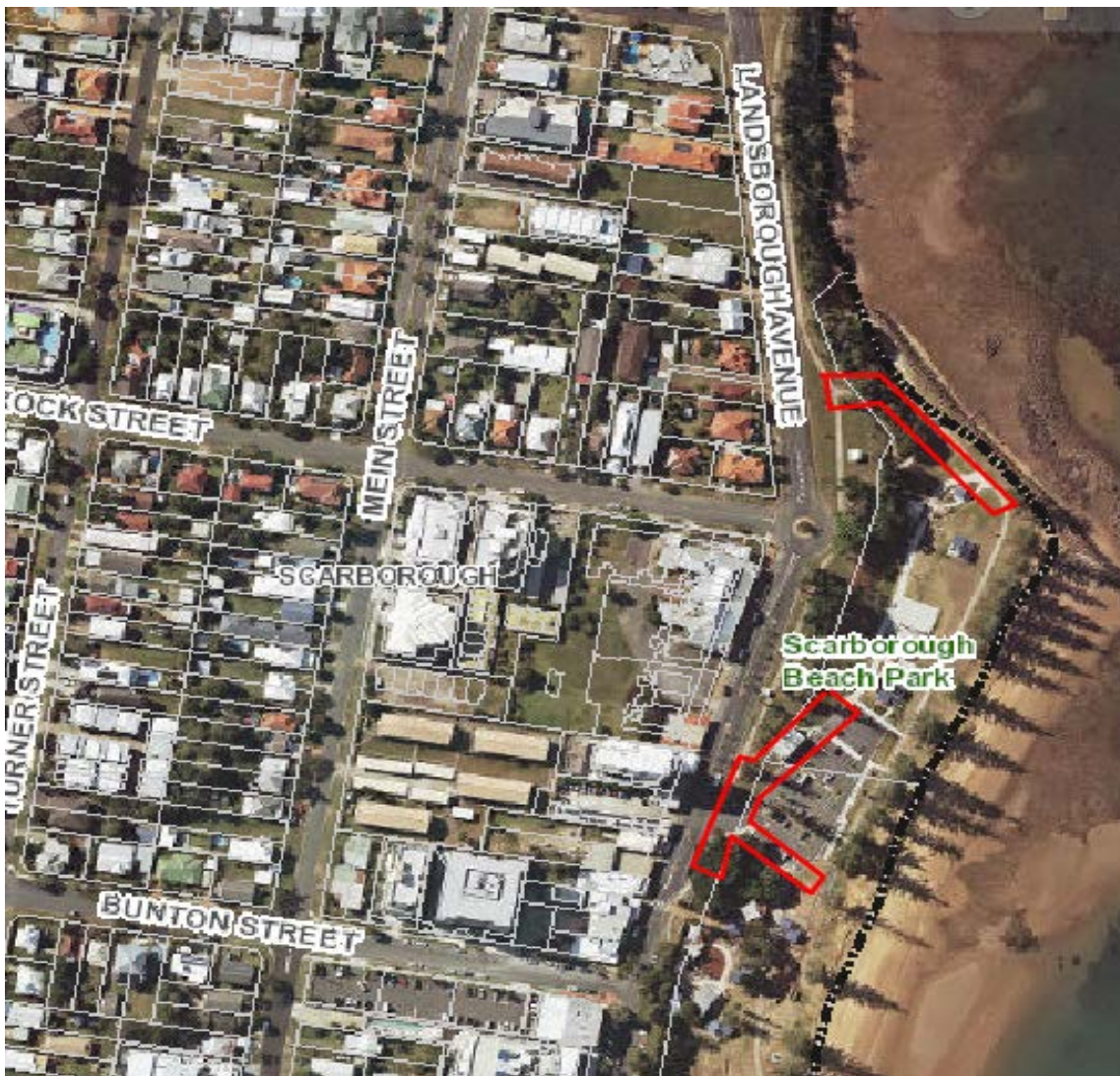


Figure 1 - Locality plan

*ITEM 4.1 SCARBOROUGH - SCARBOROUGH BEACH PARK - PATHWAY RECONSTRUCTION - DIVISION 5 - A17660123 (Cont.)*

**2. Explanation of Item**

Tenders were invited from the Council's Prequalified Civil Construction Panel (MBRC005990) for the 'Scarborough - Scarborough Beach Park Pathway Reconstruction (VP121351)' project. The tender closed on 28 September 2018, with a total of four 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.

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

RANK	TENDERER	EVALUATION SCORE
1	AllenCon Pty Ltd	99.08
2	Civlec Pty Ltd t/a GRC Civil	98.14
3	The Landscape Construction Company Pty Ltd	97.28
4	Auzcon Pty Ltd	95.90

**AllenCon Pty Ltd** submitted a detailed tender and demonstrated their construction methodology and relevant experience on projects of a similar scale and complexity, including Morayfield Road footpath upgrade over the Caboolture River, Pumicestone Road widening and Elizabeth Avenue, Clontarf pathways upgrade. A tender clarification meeting was held on 9 October 2018 at which AllenCon Pty Ltd confirmed their capability and comprehensive understanding, relevant night works and project risks which included their methodology to complete the car park works in an effective manner to reduce impact and maintain safety for the public during construction. AllenCon's submission covered all the required methodology and constructability issues, reduced risk to Council and provided overall best value for this project.

**Civlec Pty Ltd t/a GRC Civil** submitted a detailed tender and demonstrated their construction methodology and experience on projects, including the Pacific Motorway on the Gold Coast, Station Road Burpengary roadworks and Toowoomba Grand Central Redevelopment. A tender clarification meeting was held on 8 October 2018 at which Civlec's methodology identified that night works would have a greater impact on the public safety during the construction period.

**The Landscape Construction Company Pty Ltd** submitted a well-priced tender with their submission confirming their capability to complete the project; however, there were no additional benefits for the higher price.

**3. Strategic Implications**

3.1 Legislative/Legal Implications

Council sought quotations via Council's Prequalified Civil Construction Panel (MBRC005990) for the work through Vendor Panel 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 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.



ITEM 4.1 SCARBOROUGH - SCARBOROUGH BEACH PARK - PATHWAY RECONSTRUCTION - DIVISION 5 - A17660123 (Cont.)

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 is minimised is detailed below.

*Financial Risks:*

The project has been procured via Council's Prequalified Civil Construction Panel (MBRC005990).

*Construction Risks:*

- a. The recommended 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 recommended contractor has demonstrated their understanding of constructability challenges and their technical capability to complete the works to a high quality.

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 allocated a total of \$400,000 (excluding GST) in the 2018-19 Capital Projects Program, budget number 101370.

Tender Price Construction	\$ 368,236.50
Contingency (10 %)	\$ 36,823.65
QLeave	\$ 1,749.12
	-----
Total Project Cost	\$ 406,809.27
	=====

Estimated ongoing operational/maintenance costs \$ 2,826.00 per F/Y

The budget amount for this project is insufficient, subject to whether the contingency allocation be fully expended. The project will be monitored closely during the contract phase. Should a budget review be necessary (contingency fully expended), a quarterly review will be required.

3.7 Economic Benefit

The footpath renewal / improvement work will benefit the local community by providing improved and safer access for pedestrians and cyclists.

3.8 Environmental Implications

The tender assessment included a review of the preferred contractor's environmental policy and procedures relating to environmental protection. The preferred contractor has presented suitable environmental policies and procedures to manage the works.

3.9 Social Implications

The project has positive social outcomes by providing an improved footpath network for the local community.

3.10 Consultation / Communication

A detailed communication plan has been prepared and involves project notices, signage, and online updates. VMS boards will be utilised to advise motorists of the works, including any detour signage as required. Weekly project updates via email will be provided to the Divisional Councillor who has been consulted and is supportive of the project.

***SUPPORTING INFORMATION***

**Ref: A17607740**

The following list of supporting information is provided for:

**ITEM 4.1**

**SCARBOROUGH - SCARBOROUGH BEACH PARK - PATHWAY RECONSTRUCTION - DIVISION 5**

***Confidential #1 Tender Assessment***



**ITEM 4.2**  
**MBRC - WATERWAY AND RAIN GAUGES PROGRAM - FLOODED ROAD**  
**WARNING SYSTEM - REGIONAL**

*Meeting / Session:* 4 ASSET CONSTRUCTION & MAINTENANCE  
*Reference:* A17648422 : 3 October 2018 - Refer **Confidential** Supporting Information  
**A17626679**  
*Responsible Officer:* HVDS, Senior Project Manager (ECM Project Management & Construction)

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**Executive Summary**

Tenders were invited for the 'MBRC - Waterway and Rain Gauges Program - Flooded Road Warning System (MBRC007944)' project. The tender closed on 26 September 2018, with a total of twelve tenders received, nine of which were conforming.

It is recommended that Council award the contract to Prospect Environmental for the sum of \$259,700 (excluding GST) as this tender was evaluated as representing the best overall value to Council.

**OFFICER'S RECOMMENDATION**

That the tender for the 'MBRC - Waterway and Rain Gauges Program - Flooded Road Warning System (MBRC007944)' project be awarded to Prospect Environmental for the sum of \$259,700 (excluding GST).

*ITEM 4.2 MBRC - WATERWAY AND RAIN GAUGES PROGRAM - FLOODED ROAD WARNING SYSTEM - REGIONAL - A17648422 (Cont.)*

## **REPORT DETAIL**

### **1. Background**

This project is an expansion to Council's existing flood gauge and warning systems and involves the design and installation of automatically triggered flashing illuminated signs that will provide warning to road users in the event of road flooding in various locations across the Moreton Bay region.

The flashing illuminated signs will be mounted on top of existing "Road Subject to Flooding" signs. The words "Road Flooded" are to be programmed to flash in amber when water rises above predetermined levels. Two signs at each of the 10 sites are required providing warning at each approach to the road which is subject to flooding.

The signs are being installed at the following locations - also refer to Figure 1 below:

- Kurwongbah - Mumford/Browns Road
- Morayfield - Grogan Road
- Strathpine - Mott Street
- Kobbie Creek - Kobbie Creek Road
- Cedar Creek - Cedar Creek Road
- Morayfield - Underpass Road
- Kurwongbah - Moore Road
- Deception Bay - Lipscombe Road
- Dayboro - Lees Crossing Road
- Petrie - Youngs Crossing Road

The works will commence in November 2018 and take 14 weeks to complete, which includes an allowance of three weeks for wet weather.

ITEM 4.2 MBRC - WATERWAY AND RAIN GAUGES PROGRAM - FLOODED ROAD WARNING SYSTEM - REGIONAL - A17648422 (Cont.)

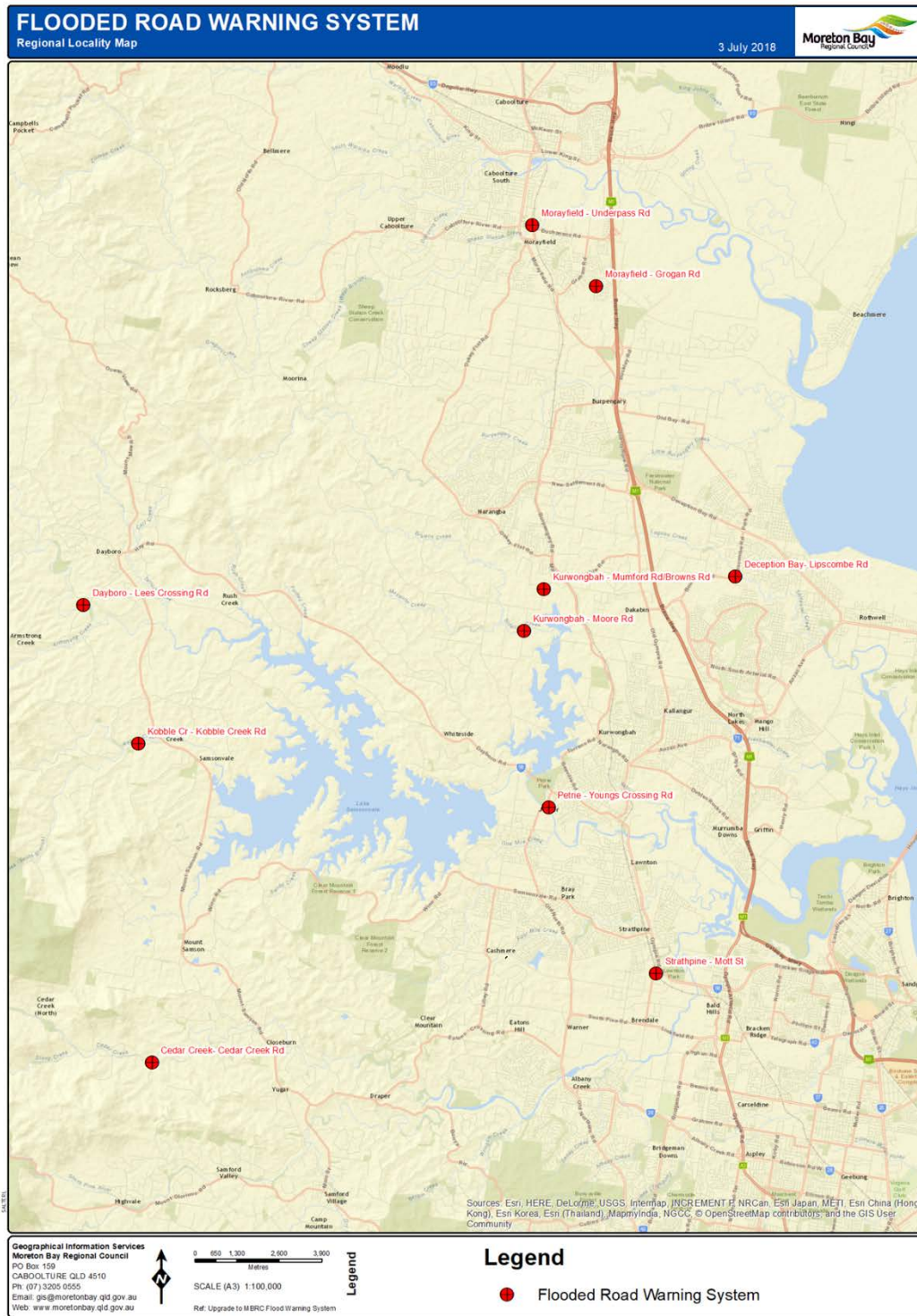


Figure 1 - Regional locality plan for road flooded signs

*ITEM 4.2 MBRC - WATERWAY AND RAIN GAUGES PROGRAM - FLOODED ROAD WARNING SYSTEM - REGIONAL - A17648422 (Cont.)*

**2. Explanation of Item**

Tenders for the *MBRC - Waterway and Rain Gauges Program - Flooded Road Warning System (MBRC007944)* project closed on 26 September 2018 with a total of twelve tenders received, nine of which were conforming. 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.

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

RANK	TENDERER	EVALUATION SCORE
1	Prospect Environmental	91.29
2	Water Modelling Solution P/L	90.74
3	Aquamonix P/L	87.78
4	YFS Ltd T/A Substation33	85.98
5	Braums P/L	81.66
6	Moreton Environmental P/L	73.85
7	R & D Technology P/L	72.32
8	A. D. Engineering International P/L	62.74
9	Hunter Valley Signs P/L trading as HIVIS Group	56.34
10	Water Modelling Solution P/L Alt2 36-hour Static Message Sign	Non-conforming
11	Water Modelling Solution P/L Alt3 7-day Static LED Sign	Non-conforming
12	Water Modelling Solution P/L Alt1 3-day VM LED Sign	Non-conforming

**Prospect Environmental** submitted a comprehensive tender and demonstrated their experience on projects of a similar scale and complexity. Prospect Environmental has undertaken supply and installation of similar flood warning devices for Isaac Shire Council and Boulia Shire Council. At a tender clarification meeting on 16 October 2018, Prospect Environmental demonstrated their understanding and methodology to complete this project, including site environmental controls and also confirmed their methodology associated with connectivity with Council systems. The construction duration is 14 weeks with an allowance (three weeks) for wet weather.

**Water Modelling Solution P/L** submitted a comprehensive tender and demonstrated their installation methodology and experience on projects of a similar scale and complexity. At a tender clarification meeting on 10 October 2018, Water Modelling Solutions P/L demonstrated their understanding and project methodology, including site environmental controls and connectivity with Council systems. Their tendered construction program of works was 11 weeks' duration; however, there were no additional benefits for the higher price.

**Aquamonix P/L** submitted a complete tender and indicated their installation methodology and experience on projects of a similar scale and complexity. Their tendered installation program of works was of 14 weeks' duration. At a tender clarification meeting on 11 October 2018, Aquamonix P/L demonstrated their understanding and capability including site environmental controls and information technology connectivity with Council systems; however, there were no additional benefits for the higher price.

ITEM 4.2 MBRC - WATERWAY AND RAIN GAUGES PROGRAM - FLOODED ROAD WARNING SYSTEM - REGIONAL - A17648422 (Cont.)

The non-conforming tenders did not meet the required tendered specification.

**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 - Creating Opportunities: Well-planned growth - a sustainable and well-planned community.

**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 project risk has been assessed and the following issues identified. The manner in which the possible impact of these risks is 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*'.

*Construction Risks:*

- a. The contractor will provide a program of works, site specific traffic management, environmental management and safety plans 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 in this environment.

**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 allocated a total of \$145,000 (excluding GST) in the 2018-19 Operational Projects program. Council has been successful in obtaining grant funding of \$260,000 (50% from Federal / 50% from State funding) towards a flood warning system and has broadened the scale of the project to include illuminated flood warning signs. The project will be amended at the Quarter 2 budget review, to revise the project budget to \$405,000.

Waterway & Rain Gauges (works already completed)	\$ 82,300
Tender price (illuminated road signs)	\$ 259,700
Contingency 10%	\$ 26,000
QLeave	\$ 1,500
	-----
Total Project Cost	\$ 369,500
	=====

Estimated ongoing operational/maintenance costs are \$2,000 per site per F/Y.

The amended budget amount for this project is sufficient.

*ITEM 4.2 MBRC - WATERWAY AND RAIN GAUGES PROGRAM - FLOODED ROAD WARNING SYSTEM - REGIONAL - A17648422 (Cont.)*

3.7 Economic Benefit

The project will augment Council's flood monitoring systems.

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 completed works will complement public information and warnings associated with flooded roads.

3.10 Consultation / Communication

Adjacent residents will be notified of the expected installation timeframe prior to commencement, via a project notice and project sign as defined in the communications plan which will include a Councillor weekly update. Residents directly abutting the project sites will be door knocked after the tender is awarded by Council to advise on the proposed works and associated timing.

***SUPPORTING INFORMATION***

**Ref: A17626679**

The following list of supporting information is provided for:

**ITEM 4.2**

**MBRC - WATERWAY AND RAIN GAUGES PROGRAM - FLOODED ROAD WARNING SYSTEM - REGIONAL**

***Confidential #1 Tender Assessment***

**ITEM 4.3**

**TENDER - LANDFILL GAS INFRASTRUCTURE UPGRADE - BUNYA, CABOOLTURE AND DAKABIN WASTE MANAGEMENT FACILITIES - REGIONAL**

*Meeting / Session:* 4 ASSET CONSTRUCTION & MAINTENANCE

*Reference:* A17585401 : 30 October 2018 - Refer **Confidential** Supporting Information  
**A17465586**

*Responsible Officer:* AH, Manager Waste Services (ECM Waste Services)

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**Executive Summary**

Tenders, under current panel arrangements, were invited for the supply and installation of landfill gas infrastructure for Council's waste management facilities. The tender closed on 21 August 2018 with a total of three tender responses received, all of which were conforming.

It is recommended that the tender for *Landfill Gas Infrastructure Upgrade - Bunya, Caboolture & Dakabin Waste Management Facilities* be awarded to LGI Limited for the sum of \$449,030 (excluding GST) as this offer was evaluated as representing the best overall value to Council.

**OFFICER'S RECOMMENDATION**

That the tender for the *Landfill Gas Infrastructure Upgrade - Bunya, Caboolture and Dakabin Waste Management Facilities* (MBRC007870) be awarded to LGI Limited for the sum of \$449,030 (excluding GST).



**ITEM 4.3 TENDER - LANDFILL GAS INFRASTRUCTURE UPGRADE - BUNYA, CABOOLTURE AND DAKABIN WASTE MANAGEMENT FACILITIES - REGIONAL - A17585401 (Cont.)**

**REPORT DETAIL**

**1. Background**

As part of the ongoing gas collection network extension at Bunya, Caboolture and Dakabin waste management facilities, tenderers were provided plans outlining the areas for the gas network expansion and the infrastructure required for the three waste management facilities. Tenderers submitted a lump sum offer per site which included pricing for the design, installation, commissioning and surveyor certified as-built drawings of the gas well extensions at each waste management facility. The works will commence concurrently across the three sites immediately upon awarding, and be completed by end of December 2018.

**2. Explanation of Item**

Tenders were advertised from 10 August 2018 and closed 21 August 2018 with a total of three 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	LGI Limited	99.58
2	Run Energy Pty Ltd	92.66
3	Reay Enterprises Pty Ltd	73.13

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

**LGI Limited** received the highest ranking from the evaluation panel based on the selection criteria. The submission demonstrated that the contractor has a thorough understanding of the required works, extensive previous experience providing gas network infrastructure and the ability to supply the items in the required timeframe. The company profile and previous relevant experience indicated that the contractor specialises in landfill gas infrastructure and submitted the strongest pricing component to be the overall best value to Council.

**Run Energy Pty Ltd** submitted a comprehensive tender and received the second highest ranking from the evaluation panel. The company provided a satisfactory understanding of the required works. The submission by Run Energy Pty Ltd was not considered the most advantageous to Council due to the limited previous experience provided in the submission, in combination with the price element.

**Reay Enterprises Pty Ltd** submitted a satisfactory tender and received the third highest ranking from the evaluation panel. The company provided a satisfactory understanding of the required works and satisfactory experience. The price element provided in the submission by Reay Enterprises Pty Ltd was considered the least advantageous to Council.

**3. Strategic Implications**

**3.1 Legislative/Legal Implications**

The three tenderers are currently engaged under Council's Purchasing Arrangement MBRC006150 - Landfill Gas Site Services. Due to the value of work being greater than \$200,000, Council called a selective tender for the work through 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 - Strengthening Communities: Healthy and supportive communities - a healthy and inclusive community.

*ITEM 4.3 TENDER - LANDFILL GAS INFRASTRUCTURE UPGRADE - BUNYA, CABOOLTURE AND DAKABIN WASTE MANAGEMENT FACILITIES - REGIONAL - A17585401 (Cont.)*

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 successful tenderer is required to supply a performance security for each landfill site to be held for the duration of the contract, and must carry their own public liability insurance and comply with *Work Health and Safety Act 2011* and Regulations, thereby minimising any risks associated with the requirements of the contract.

A third-party assessment of financial status has been carried out, with the recommended tenderer being scored as '*satisfactory*'.

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 allocated a total of \$532,000 (excluding GST) in the 2018-19 Capital projects budget for the three projects. The projects are 101175 Bunya Waste Management Facility, 104909 Caboolture Waste Management Facility and 10117 Dakabin Waste Management Facility

Tender price	\$ 449,030
Contingency (10%)	\$ 50,000
QLeave (0.475%)	\$ 2,375
Total project cost	<u>\$ 501,405</u> =====

There are sufficient project funds to undertake the three projects.

3.7 Economic Benefit

By progressively extending the gas management systems, Council's carbon liability will be reduced. Increasing the amount of gas captured for beneficial re-use will generate an income to Council through revenue sharing of the sale of electricity and retention of Australian Carbon Credit Units (ACCUs) and associated value.

3.8 Environmental Implications

Extensions to the existing gas management systems assist in the minimisation of any subsurface migration of landfill gas and the prevention of uncontrolled emissions. Capturing and reducing gas emissions meets the requirements of Council's Sustainability Policy in striving towards more sustainable environmental outcomes.

3.9 Social Implications

Extensions to the landfill gas management systems will assist in the ongoing reduction in uncontrolled gas emissions, decreasing the volume in possible odours emanating from the landfill sites.

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: A17465586**

The following list of supporting information is provided for:

**ITEM 4.3**

**TENDER - LANDFILL GAS INFRASTRUCTURE UPGRADE - BUNYA, CABOOLTURE AND DAKABIN  
WASTE MANAGEMENT FACILITIES - REGIONAL**

***Confidential #1 Tender Assessment***

**ITEM 4.4**  
**MOUNT SAMSON ROAD, SAMSONVALE - EMERGENT ROAD/DRAINAGE**  
**RECONSTRUCTION WORKS - DIVISION 11**

*Meeting / Session:* 4 ASSET CONSTRUCTION & MAINTENANCE  
*Reference:* A17787033 : 1 November 2018  
*Responsible Officer:* AM, Director Engineering Construction and Maintenance (ECM Directorate)

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**Executive Summary**

A large pipe culvert located on Mount Samson Road, Samsonvale has recently failed. As a result of this failure, the section of Mount Samson Road between Kriesch Road and Hipathites Road was closed on 12 October 2018 due to risk of pavement collapse. Under Section 235 (c) of the Local Government Regulation, Council has made arrangements, under emergent works provisions, to undertake the works.

**OFFICER'S RECOMMENDATION**

That Council endorse the engagement of Doval Constructions (Qld) Limited to undertake emergent works to design and reconstruct the failed culvert and associated pavement at Mount Samson Road, Samsonvale in keeping with Section 235 (c) of the Local Government Regulation, for the sum of \$366,449.18 (excluding GST) and is to be funded from savings from other capital projects.

*ITEM 4.4 MOUNT SAMSON ROAD, SAMSONVALE - EMERGENT ROAD/DRAINAGE RECONSTRUCTION WORKS  
- DIVISION 11 - A17787033 (Cont.)*

## **REPORT DETAIL**

### **1. Background**

Mount Samson Road, Samsonvale is a local road controlled and managed by Moreton Bay Regional Council (MBRC). The road was formerly a Department of Transport and Main Roads responsibility; however, was 'de-mained' in December 1993 at which time the former Pine Rivers Shire Council became responsible for the control and maintenance of the road and its associated infrastructure.

Following a recent inspection of culverts on Mount Samson Road, a large diameter pipe was found to have failed with a large void around the pipe. The road was subsequently closed on Friday 12 October 2018 and a detour was established with 24-hour traffic control.

### **2. Explanation of Item**

A pipe culvert on Mount Samson Road was observed to have failed following a scheduled inspection. Given the potential for a localised pavement collapse, Mount Samson Road was closed to traffic between Kriesch Road and Hipathites Road, Samsonvale on 12 October 2018. A detour was established using Kriesch Road and Hipathites Road.

Several options were sought to replace and/or remediate the culvert. The need to reconstruct the culvert and associated pavement using open cut was chosen, as this option provided the shortest time window to complete, provided a long-term solution as well as economical value.

Mount Samson Road is scheduled to be reopened to traffic from 14 December 2018.

Information about the project and its progress can be tracked on MBRC's web page.

### **3. Strategic Implications**

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

The value of the rectification works meets the criteria of a large-sized contractual arrangement in accordance with section 229 of the *Local Government Regulation 2012* (the Reg). The classification as a large-sized contractual arrangement ordinarily requires Council to go to open tender prior to engaging a contractor to undertake the works. Section 235 (c) of the Reg provides an exemption from the requirement to go to open tender for large-sized contract in the event that a genuine emergency exists. Given the urgency of the works, the requirement to go to open tender was impractical and the genuine emergency exemption was exercised.

#### **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 procured in accordance with the provisions of the *Local Government Regulation 2012*.

#### **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 is minimised is detailed below.

##### *Construction Risks:*

- c. The recommended contractor has provided a program of works, traffic management plan and safety plan.

The recommended contractor has demonstrated their understanding of constructability challenges and their technical capability to complete the works to an acceptable quality.

## Moreton Bay Regional Council

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*ITEM 4.4 MOUNT SAMSON ROAD, SAMSONVALE - EMERGENT ROAD/DRAINAGE RECONSTRUCTION WORKS  
- DIVISION 11 - A17787033 (Cont.)*

3.5 Delegated Authority Implications

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

3.6 Financial Implications

The project is an emergent project and is to be funded from savings from other capital projects. All financials below are excluding GST.

Tender price	\$ 351,449.18
Engineering design	\$ 15,000.00
Contingency (20%)	\$ 70,289.84
QLLeave (0.475%)	\$ 2,074.61
Project Total	<u>\$ 438,813.63</u> =====

3.7 Economic Benefit

Reopening the road, once the culvert and the local associated pavement have been reconstructed, will allow normal vehicle traffic to again travel the normal route, without detour.

3.8 Environmental Implications

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

3.9 Social Implications

Council is working to minimise the inconvenience to the local and travelling community. The road will be reopened to traffic by 14 December 2018, weather permitting.

3.10 Consultation / Communication

Asset Maintenance have consulted with the Divisional Councillor regarding this matter. The Divisional Councillor is accepting of the works and their emergent nature.

**5 PARKS, RECREATION & SPORT SESSION**

**(Cr K Winchester)**

**ITEM 5.1**

**NEW LEASE - PENINSULA PADRES BASEBALL CLUB INC - DIVISION 5**

*Meeting / Session:* 5 PARKS, RECREATION & SPORT  
*Reference:* A17623979 : 26 September 2018 - **Refer Supporting Information A17624098**  
*Responsible Officer:* CM, Acting Supervisor Community Leasing (CES Community Services, Sport & Recreation)

**Executive Summary**

This report seeks Council's approval for the provision of a trustee lease (lease) to Peninsula Padres Baseball Club Inc. at Talobilla Park, Klingner Road, Kippa-Ring (refer Supporting Information #1). The proposed lease would take effect following the group securing sufficient funding to complete an extension of its clubhouse and prior to the commencement of construction works.

**OFFICER'S RECOMMENDATION**

1. That the exception contained in section 236(1)(b)(ii) of the Local Government Regulation 2012 applies to the Council regarding the disposal of the land referred to in this report.
2. That, subject to recommendations 3 and 4, Peninsula Padres Baseball Club Inc. be granted a trustee lease over an area at Klingner Road, Kippa-Ring (refer Supporting Information #1) for a period aligning with the expiry of its existing lease at this location (31 March 2022).
3. That the terms and conditions of this lease be in accordance with Council's Community Leasing Policy, with annual rental commencing at \$1.00 per annum.
4. That the grant of this lease is subject to Peninsula Padres Baseball Club Inc. securing sufficient funding to undertake the clubhouse extension project referred to in this report and that the grant of this lease is prior to the commencement of construction works.
5. That the Chief Executive Officer be authorised to take all action necessary including but not limited to, negotiating, making, amending, signing and discharging the lease and any required variations of the lease on the Council's behalf, as described in this report.

ITEM 5.1 NEW LEASE - PENINSULA PADRES BASEBALL CLUB INC - DIVISION 5 - A17623979 (Cont.)

**REPORT DETAIL**

**1. Background**

Since 1 April 2017, the Peninsula Padres Baseball Club Inc. has held a lease with Council over a clubhouse building at Klingner Road, Kippa-Ring (refer Supporting Information #1). The club has identified a need to extend the clubhouse building to support their activities.

Community group tenants of Council facilities must submit an Improvement Works Application (IWA) to obtain Council approval for any improvements to the facility or site where they hold a lease, licence or permit. Council may approve, approve with conditions or refuse applications at its sole discretion.

**2. Explanation of Item**

The Peninsula Padres Baseball Club Inc. has lodged an IWA to Council for the extension of its clubhouse building, which is proposed to be located outside of the existing lease area (refer Supporting Information #1). This application has been assessed by Council's key stakeholder departments, with no objections received.

To enable Peninsula Padres Baseball Club Inc. to proceed with its proposed project, Council would need to provide the group with an additional lease over the area where the facility extension is to be constructed (refer Supporting Information #1).

This report recommends that Council approve the provision of a lease, under the terms and conditions of Council's Community Leasing Policy, over the area identified in Supporting Information #1. Further, it is recommended that the term of this lease be aligned with the term of the group's existing lease at this location (31 March 2022).

**3. Strategic Implications**

**3.1 Legislative/Legal Implications**

The proposed lease will be registered with the Department of Natural Resources, Mines and Energy in accordance with the *Land Act 1994*.

The Council must comply with the *Local Government Act 2009* and Local Government Regulation 2012 when it disposes of valuable non-current assets. Resolving to rely on the exception provided under section 236(1)(b)(ii) of the Regulation will allow the Council to complete the disposal to a community organisation by means other than tender or auction.

**3.2 Corporate Plan / Operational Plan**

Valuing Lifestyle: Quality recreation and cultural opportunities - active recreation opportunities.

**3.3 Policy Implications**

The terms and conditions of the proposed lease agreement will be in accordance with Council's Community Leasing Policy (14-2150-079).

**3.4 Risk Management Implications**

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

**3.5 Delegated Authority Implications**

As per Officer's Recommendation 5 of this report, it is proposed that the Chief Executive Officer be authorised to take all action necessary to execute the new lease.

**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.



*ITEM 5.1 NEW LEASE - PENINSULA PADRES BASEBALL CLUB INC - DIVISION 5 - A17623979 (Cont.)*

3.8 Environmental Implications

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

3.9 Social Implications

The issuing of a lease to Peninsula Padres Baseball Club Inc. will provide the club with additional clubhouse facilities to support its operations.

3.10 Consultation / Communication

Councillor Houghton (Division 5)  
Relevant Council departments  
Peninsula Padres Baseball Club Inc.

**SUPPORTING INFORMATION**

**Ref: A17624098**

The following list of supporting information is provided for:

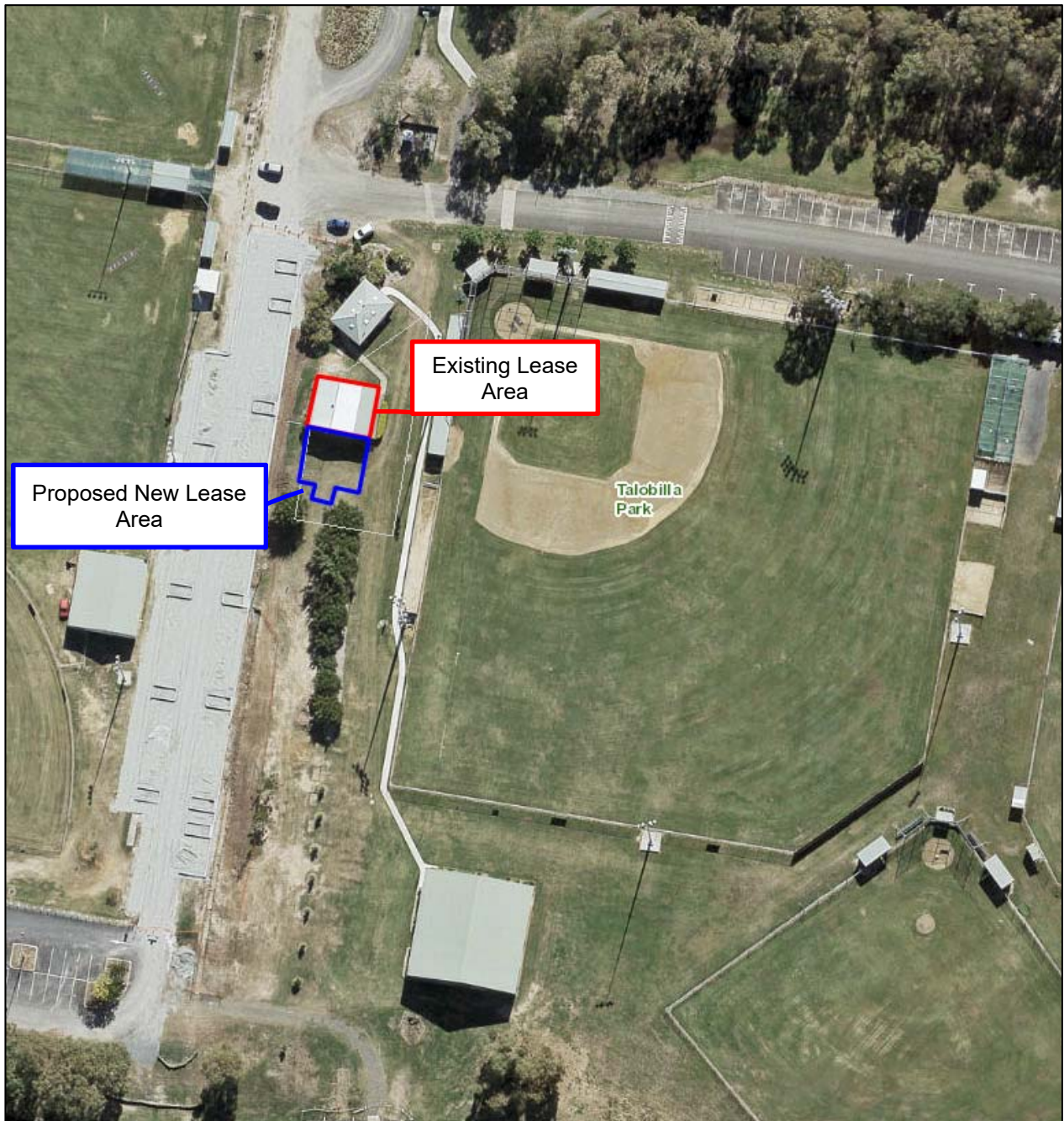
**ITEM 5.1**

**NEW LEASE - PENINSULA PADRES BASEBALL CLUB INC - DIVISION 5**

***#1 Peninsula Padres Baseball Club Inc, Talobilla Park - Existing lease area and proposed new lease area***

ITEM 5.1 NEW LEASE - PENINSULA PADRES BASEBALL CLUB INC (Cont.)

**#1 Peninsula Padres Baseball Club Inc, Talobilla Park - Existing lease area and proposed new lease area**



**ITEM 5.2**

**NEW LEASE - LIONS CLUB OF SANDSTONE POINT INC. - DIVISION 1**

*Meeting / Session:* 5 PARKS, RECREATION & SPORT  
*Reference:* A17764819 : 29 October 2018 - **Refer Supporting Information A17765451**  
*Responsible Officer:* CM, Acting Supervisor Community Leasing (CES Community Services, Sport & Recreation)

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**Executive Summary**

This report seeks Council's approval for the provision of a trustee lease (lease) to the Lions Club of Sandstone Point Inc. at Sandstone Point Sports & Community Complex, 202 Bestmann Road East, Sandstone Point (refer Supporting Information #1). The proposed lease would take effect following the group securing sufficient funding to complete the construction of an equipment storage shed and prior to the commencement of construction works.

**OFFICER'S RECOMMENDATION**

1. That the exception contained in section 236(1)(b)(ii) of the Local Government Regulation 2012 applies to the Council regarding the disposal of the land referred to in this report.
2. That, subject to recommendations 3 and 4, the Lions Club of Sandstone Point Inc. be granted a trustee lease over an area at 202 Bestmann Road East, Sandstone Point (refer Supporting Information #1) for a period of five years.
3. That the terms and conditions of this lease be in accordance with Council's Community Leasing Policy, with annual rental commencing at \$1.00 per annum.
4. That the grant of this lease is subject to the Lions Club of Sandstone Point Inc. securing sufficient funding to undertake the project referred to in this report and that the grant of this lease is prior to the commencement of construction works.
5. That the Chief Executive Officer be authorised to take all action necessary including but not limited to, negotiating, making, amending, signing and discharging the lease and any required variations of the lease on the Council's behalf, as described in this report.

*ITEM 5.2 NEW LEASE - LIONS CLUB OF SANDSTONE POINT INC. - DIVISION 1 - A17764819 (Cont.)*

## **REPORT DETAIL**

### **1. Background**

Formed in April of 2016, the Lions Club of Sandstone Point Inc. is a small club of approximately 37 members with a common interest in supporting the community. The club holds monthly meetings in the Sandstone Point Community Centre (refer Supporting Information #1), a monthly market and yearly carols at the site, and various other activities within the community. The club has identified a need for an onsite shed to store its club trailer and equipment, which are currently being stored at member's homes.

One of the other primary users of the site, Bribie District Branch Little Athletics Centre Inc., has also identified the need for additional storage to cater for its growing demands. Currently, the club stores equipment in the Sandstone Point Community Centre amenities, which not only restricts access to site users, but is also considered unsafe.

The proposed construction of a three-bay storage shed at this location will meet the storage requirements of both the Lions Club of Sandstone Point Inc. (who will have access to two bays), and the Bribie District Branch Little Athletics Inc. (who will have access to one bay).

Potential community group tenants of Council land or facilities must submit an Improvement Works Application (IWA) to obtain Council approval for any improvements to a site where they hold or intend to hold a lease, licence or permit. Council may approve, approve with conditions or refuse applications at its sole discretion.

### **2. Explanation of Item**

The Lions Club of Sandstone Point Inc. has lodged an IWA to Council for the construction of a shed at the Sandstone Point Sports & Community Complex. This application has been assessed by Council's key stakeholder departments, with no objections received.

To enable the Lions Club of Sandstone Point Inc. to proceed with its proposed project, Council would need to provide the group with a lease over the area where the facility is to be constructed. This report recommends that Council approve the provision of a lease, under the terms and conditions of Council's Community Leasing Policy, over the area identified in Supporting Information #1. Further, it is recommended that the term of this lease be five (5) years.

### **3. Strategic Implications**

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

The proposed lease will be registered with the Department of Natural Resources, Mines and Energy in accordance with the *Land Act 1994*.

The Council must comply with the *Local Government Act 2009* and Local Government Regulation 2012 when it disposes of valuable non-current assets. Resolving to rely on the exception provided under section 236(1)(b)(ii) of the Regulation will allow the Council to complete the disposal to a community organisation by means other than tender or auction.

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

Valuing Lifestyle: Quality recreation and cultural opportunities - active recreation opportunities.

#### **3.3 Policy Implications**

The terms and conditions of the proposed lease agreement will be in accordance with Council's Community Leasing Policy (14-2150-079).

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

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

*ITEM 5.2 NEW LEASE - LIONS CLUB OF SANDSTONE POINT INC. - DIVISION 1 - A17764819 (Cont.)*

3.5 Delegated Authority Implications

As per Officer's Recommendation 5 of this report, it is proposed that the Chief Executive Officer be authorised to take all action necessary to execute the new lease.

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

The issuing of a lease to the Lions Club of Sandstone Point Inc. will provide both the club and the Bribie District Branch Little Athletics Centre Inc. with improved facilities to support their operations.

3.10 Consultation / Communication

Councillor Savige (Division 1)  
Relevant Council departments  
Lions Club of Sandstone Point Inc.  
Bribie District Branch Little Athletics Centre Inc.

**SUPPORTING INFORMATION**

**Ref: [A17765451](#)**

The following list of supporting information is provided for:

**ITEM 5.2**

**NEW LEASE - LIONS CLUB OF SANDSTONE POINT INC. - DIVISION 1**

***#1 Lions Club of Sandstone Point Inc. - Proposed new lease area, Community Complex and current storage area***



ITEM 5.2 NEW LEASE - LIONS CLUB OF SANDSTONE POINT INC. (Cont.)

**#1 Lions Club of Sandstone Point Inc. - Proposed new lease area, Community Complex and current storage area**





**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**

**RENEWAL OF LEASE AT B/184 STATION ROAD, BURPENGARY - DIVISION 2**

**Meeting / Session:** 8 Regional Innovation (Mayor in absence of Cr D Grimwade)

**Reference:** A17758672 : 26 October 2018 - Refer **Confidential Supporting Information A17758795**

**Responsible Officer:** AS, Enterprise and Investments Officer (CES Property Services)

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**Basis of Confidentiality**

Pursuant to s275 (1) of the Local Government Regulation 2012, clause (e), as the matter involves contracts proposed to be made by the Council.

**Executive Summary**

This report seeks Council's approval to grant a renewal of lease, on the terms outlined in this report, for Lease B, 184 Station Road, Burpengary.