



AGENDA

GENERAL MEETING

Tuesday 17 September 2019

commencing at 10.30am

Caboolture Chambers
2 Hasking Street, Caboolture

COUNCILLOR:

NOTICE IS HEREBY GIVEN, that a General Meeting of the Moreton Bay Regional Council will be held on Tuesday 17 September 2019 commencing at 10.30am in Caboolture Chambers, 2 Hasking Street, Caboolture to give consideration to the matters listed on this agenda.

Graeme Kanofski
Acting Chief Executive Officer

12 September 2019

Membership = 13
Mayor and all Councillors

Quorum = 7

[Agenda for public distribution](#)

LIST OF ITEMS

1. OPENING PRAYER	5
2. ATTENDANCE & APOLOGIES	5
3. MEMORIALS OR CONDOLENCES	5
4. CONFIRMATION OF MINUTES FROM PREVIOUS GENERAL MEETING	5
General Meeting - 10 September 2019 (Pages 19/1990 - 19/2024)	5
Attachment #1 Unconfirmed Minutes - General Meeting 10 September 2019	
5. PRESENTATION OF PETITIONS	5
<i>(Addressed to the Council and tabled by Councillors)</i>	
6. CORRESPONDENCE	5
7. COMMUNITY COMMENT	6
7.1. Community Comment: Mr Les Barkla - Management of cigarette and balloon litter on our beaches, foreshores, parks, streets and public areas (A19018541)	
8. NOTIFIED MOTIONS	6
9. NOTICES OF MOTION (Repeal or amendment of resolutions)	6
<i>(s262 of the Local Government Regulation 2012)</i>	
10. OFFICERS' REPORTS TO COUNCIL (conducted in Sessions)	6
<i>(as referred by the Chief Executive Officer)</i>	
1 GOVERNANCE SESSION (Cr A Sutherland, Mayor)	7
ITEM 1.1	7
LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND - LGX A BRIDGE TO THE FUTURE CONFERENCE - REGIONAL	
REPORT DETAIL	
ITEM 1.2	9
ADOPTION OF COUNCIL POLICIES - REGIONAL	
REPORT DETAIL	
SUPPORTING INFORMATION	
#1 Policy 2150-032 - Competitive Neutrality Complaints	
#2 Policy 2150-049 - Taxation	
#3 Policy 2150-100 - Complaints about the Public Official	
2 PLANNING & DEVELOPMENT SESSION (Cr M Gillam)	13

Moreton Bay Regional Council

GENERAL MEETING - 487
17 September 2019

PAGE 3
Agenda

3 CORPORATE SERVICES SESSION (Cr M Constance)	24
ITEM 3.1	24
LOCAL GOVERNMENT WORKCARE CONTRIBUTION 2019/20 - REGIONAL REPORT DETAIL	
ITEM 3.2	27
MONTHLY REPORTING PACKAGE - AUGUST 2019 - REGIONAL REPORT DETAIL SUPPORTING INFORMATION #1 Monthly Reporting Package - August 2019	
4 ASSET CONSTRUCTION & MAINTENANCE SESSION (Cr A Hain)	42
ITEM 4.1	42
SCARBOROUGH - SCARBOROUGH CLIFFS - STABILISATION WORKS - DIVISION 5 REPORT DETAIL SUPPORTING INFORMATION Confidential #1 Tender Evaluation	
ITEM 4.2	49
MBRC - REDCLIFFE PENINSULA RAIL LINE PATHWAY - CCTV AND SMART LIGHTING - DIVISIONS 4, 5, 7 REPORT DETAIL SUPPORTING INFORMATION Confidential #1 Tender Evaluation	
ITEM 4.3	56
WOODY POINT - GAYUNDAH ARBORETUM PARK - PUBLIC TOILET CONSTRUCTION - DIVISION 6 REPORT DETAIL SUPPORTING INFORMATION Confidential #1 Tender Evaluation	
ITEM 4.4	62
JOYNER - YOUNGS CROSSING ROAD (OXFORD STREET TO FRANCIS ROAD) - ROAD AND INTERSECTION UPGRADE (101779) AND JOYNER - YOUNGS CROSSING ROAD (FRANCIS ROAD TO PROTHEROE ROAD) - ROAD UPGRADE (121241) - DIVISION 8 REPORT DETAIL SUPPORTING INFORMATION Confidential #1 Tender Evaluation	
ITEM 4.5	68
PETRIE MILL REDEVELOPMENT STAGE 1 - ROAD NAMING - DIVISION 7 REPORT DETAIL	

Moreton Bay Regional Council

GENERAL MEETING - 487
17 September 2019

PAGE 4
Agenda

ITEM 4.6	71
TENDER - FOOTPATH RENEWAL PROGRAM (MBRC008785) - REGIONAL	
REPORT DETAIL	
SUPPORTING INFORMATION	
Confidential #1 Tender Evaluation - Separable Portion 1	
Confidential #2 Tender Evaluation - Separable Portion 2	
5 PARKS, RECREATION & SPORT SESSION (Cr K Winchester)	79
ITEM 5.1	79
NEW LEASES - WAMURAN SPORTS COMPLEX - DIVISION 12	
REPORT DETAIL	
SUPPORTING INFORMATION	
#1 Wamuran Sports Complex - Proposed tenure areas	
#2 Wamuran Sports Complex - Proposed clubhouse tenure areas	
ITEM 5.2	85
COMMUNITY LEASE RENEWALS POLICY DIRECTIVE AND DELEGATION OF POWERS - REGIONAL	
REPORT DETAIL	
SUPPORTING INFORMATION	
#1 Policy Directive: 2160-XXX - Community Lease Renewals	
6 LIFESTYLE & AMENITY SESSION (Cr D Sims)	92
7 ECONOMIC DEVELOPMENT, EVENTS & TOURISM SESSION (Cr P Flannery)	92
8 REGIONAL INNOVATION SESSION (Cr D Grimwade)	92
11. GENERAL BUSINESS OR RESPONSE TO QUESTIONS TAKEN ON NOTICE	92
12. CLOSED SESSION	92
<i>(s275 of the Local Government Regulation 2012)</i>	
12a. CONFIDENTIAL OFFICERS' REPORTS TO COUNCIL	92
12b. CONFIDENTIAL GENERAL BUSINESS	92

1. OPENING PRAYER

2. ATTENDANCE & APOLOGIES

Attendance:

Cr Mike Charlton (Deputy Mayor) (Chairperson)

Apologies:

Cr Allan Sutherland (Mayor) who is representing Council as part of the Council of Mayors (SEQ) delegation to Canberra.

3. MEMORIALS OR CONDOLENCES

Council to observe a moment's silence for residents who have passed away.

4. CONFIRMATION OF MINUTES FROM PREVIOUS GENERAL MEETING

General Meeting - 10 September 2019 (Pages 19/1990 - 19/2024)

RESOLUTION that the minutes of the General Meeting held 10 September 2019, be confirmed.

Attachment #1 Unconfirmed Minutes - General Meeting 10 September 2019

5. PRESENTATION OF PETITIONS

(Addressed to the Council and tabled by Councillors)

Receipt of petitions addressed to the Council and tabled by Councillors.

6. CORRESPONDENCE

Receipt of correspondence addressed to the Council and tabled by the Chief Executive Officer.

7. COMMUNITY COMMENT

The following resident/ratepayer, having made the appropriate application in accordance with Council's Community Comment Session Policy (2150-062), has been approved to participate in the Community Comment session.

CHAIRPERSON'S REMINDER TO PARTICIPANTS

Participants of the Community Comment session are reminded that the speaker must provide an overview or dot-point of their presentation prior to making the presentation.

Speakers are allowed a maximum of 5 minutes and must act and speak with decorum. If the address is considered irrelevant, offensive or unduly long, the speaker will be required to cease.

Speakers must also note that at the conclusion of the presentation, no debate will be entered into.

7.1. Community Comment: Mr Les Barkla - Management of cigarette and balloon litter on our beaches, foreshores, parks, streets and public areas (A19018541)

As part of the Community Comment session, Mr Les Barkla, as approved by the Chief Executive Officer, has been invited to address the Council in respect of the management of cigarette and balloon litter on our beaches, foreshores, parks, streets and public areas.

8. NOTIFIED MOTIONS

Consideration of any motion notified by a Councillor to the Chief Executive Officer at least 5 days before the meeting at which the motion is to be moved.

9. NOTICES OF MOTION (Repeal or amendment of resolutions)

(s262 of the Local Government Regulation 2012)

Consideration of any notice of motion to repeal or amend a resolution of the Council which is to be given to each Councillor at least 5 days before the meeting at which the proposal is to be made.

10. OFFICERS' REPORTS TO COUNCIL (conducted in Sessions)

(as referred by the Chief Executive Officer)

Consideration of officers' reports as referred by the Chief Executive Officer, to be conducted in Sessions.

The Session Chairperson and designated Spokesperson for the respective portfolio, is as follows:

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 Kolianna Winchester
6 Lifestyle & Amenity	Cr Denise Sims
7 Economic Development, Events & Tourism	Cr Peter Flannery
8 Regional Innovation	Cr Darren Grimwade

1 GOVERNANCE SESSION

(Cr A Sutherland, Mayor)

ITEM 1.1

LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND - LGX A BRIDGE TO THE FUTURE CONFERENCE - REGIONAL

Meeting / Session: 1 GOVERNANCE
Reference: A19078062 : 11 September 2019
Responsible Officer: LK, Executive Support Officer (CORP Executive Services)

Executive Summary

This report seeks consideration of Councillor attendance to the Local Government Association of Queensland (LGAQ) - LGx A Bridge to the Future conference to be held in Brisbane from 11-12 November 2019.

OFFICER'S RECOMMENDATION

1. That Councillor Matt Constance be authorised to attend the Local Government Association of Queensland (LGAQ) - LGx A Bridge to the Future conference.
2. That the Chief Executive Officer arrange for officer attendance at this conference as appropriate.

*ITEM 1.1 LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND - LGX A BRIDGE TO THE FUTURE
CONFERENCE - REGIONAL - A19078062 (Cont.)*

REPORT DETAIL

1. Background

Advice has been received that the Local Government Association of Queensland (LGAQ) - LGx A Bridge to the Future conference is to be held at the Howard Smith Wharves in Brisbane from Monday 11 November to Tuesday 12 November 2019. Cr Matt Constance has expressed his interest in attending.

2. Explanation of Item

The LGAQ - LGx A Bridge to the Future conference will discuss the future of communication in the public sector and will feature topics such as:

- Keynote - Directions in council communications for the UK's local governments
- Keynote - Streets ahead in Australia's most connected city
- Communicate to connect - dialogue with the community and smarter use of social media
- Getting your story heard in a crowded space
- Evaporating outlets in regional Queensland
- Rebranding council and communications
- Emergency management communications
- Twitter and tomorrow
- SEQ 2032 Olympic bid

3. Strategic Implications

3.1 Legislative/Legal Implications

There are no legislation/legal implications arising as a direct result from this report.

3.2 Corporate Plan / Operational Plan

Creating Opportunities: Digital literacy and commerce - a digital region.

3.3 Policy Implications

Arrangements will be made in accordance with Council's Professional Development Policy 2150-089.

3.4 Risk Management Implications

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

3.5 Delegated Authority Implications

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

3.6 Financial Implications

Appropriate funds have been provided in the 2019/20 budget.

3.7 Economic Benefit

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

3.8 Environmental Implications

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

3.9 Social Implications

Topics associated with the conference will address a range of social challenges facing local government.

3.10 Consultation / Communication

Consultation undertaken with all Councillors, the Chief Executive Officer and Directors.

ITEM 1.2
ADOPTION OF COUNCIL POLICIES - REGIONAL

Meeting / Session: GOVERNANCE
Reference: A19008569 : 27 August 2019 **Refer Supporting Information A16421404, A16453322 & A10807659**
Responsible Officer: DD, Acting Manager Executive Services (CORP, Executive Services)

Executive Summary

Council regularly reviews its Policies for applicability, effectiveness, and consistency with relevant legislation, Council resolutions and other Council documents.

The purpose of this report is to seek Council's consideration of the following policies, as appearing in the supporting information to this report:

- Policy 2150-032 - Competitive Neutrality Complaints
- Policy 2150-049 - Taxation
- Policy 2150-100 - Complaints about the Public Official

OFFICER'S RECOMMENDATION

That the following policies be adopted, as appearing in the supporting information to this report:

- Policy 2150-032 - Competitive Neutrality Complaints
- Policy 2150-049 - Taxation
- Policy 2150-100 - Complaints about the Public Official

ITEM 1.2 ADOPTION OF COUNCIL POLICIES - REGIONAL - A19008569 (Cont.)

REPORT DETAIL

1. Background

In accordance with the review triggers, Council reviews its Policies for applicability, effectiveness, and consistency with relevant legislation, Council resolutions and other Council documents.

2. Explanation of Item

An explanation of the objective, policy summary, and any amendments made to the identified policies is outlined below:

Policy 2150-032 - Competitive Neutrality Complaints

Objective: The objective of this policy is to outline the process for resolving competitive neutrality complaints.

Policy Summary: Under section 48 of the *Local Government Act 2009*, Council is required to adopt a process for resolving Competitive Neutrality Complaints.

The process must deal with resolving Competitive Neutrality Complaints prior to a formal complaint being made (the 'Preliminary Review Process').

Competitive Neutrality Complaints that cannot be resolved after the Preliminary Review Process will be referred to the Queensland Productivity Commission for investigating and reporting on Competitive Neutrality Complaints about the Council's Business Activities.

Summary of amendments: Minor administrative changes including updates to definitions and references to legislation.

Policy 2150-049 - Taxation

Objective: The objective of this policy is to establish guidelines for the management of Council's taxation obligations.

Policy Summary: This Policy applies to all of Council's taxation obligations.

Summary of amendments: Minor administrative changes including updates to definitions and references to legislation.

Policy 2150-100 - Complaints about the Public Official

In accordance with section 48A of the *Crime and Corruption Act 2001*, Council is required to prepare a policy about how the unit of public administration for which the public official is responsible will deal with a complaint that involves or may involve corruption of the public official.

Objective: The objective of this policy is to set out how the Council will deal with a complaint that involves or may involve corrupt conduct of the CEO.

Policy Summary: This Policy is designed to assist the Council to:

1. comply with section 48A of the CC Act;
2. promote public confidence in the way suspected corrupt conduct of the CEO is dealt with; and
3. promote accountability, integrity and transparency in the way the Council deals with a complaint that is suspected to involve, or may involve, corrupt conduct of the CEO.

Summary of amendments: Nil. This policy was prepared in consultation with the Crime and Corruption Commission (CCC).

ITEM 1.2 ADOPTION OF COUNCIL POLICIES - REGIONAL - A19008569 (Cont.)

3. Strategic Implications

3.1 Legislative/Legal Implications

These policies have been developed in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*.

3.2 Corporate Plan / Operational Plan

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

3.3 Policy Implications

Council regularly reviews its Policies for applicability, effectiveness and consistency with relevant legislation, Council resolutions, and other Council documents.

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

There are no financial benefit 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

Councillors, the Executive Management team and relevant Council officers have been consulted in the preparation of this report.

SUPPORTING INFORMATION

Ref: [A16421404](#), [A16453322](#) & [A10807659](#)

The following list of supporting information is provided for:

ITEM 1.2

ADOPTION OF COUNCIL POLICIES - REGIONAL

#1 Policy 2150-032 - Competitive Neutrality Complaints

#2 Policy 2150-049 - Taxation

#3 Policy 2150-100 - Complaints about the Public Official

ITEM 1.2 - ADOPTION OF COUNCIL POLICIES - REGIONAL (Cont.)

#1 Policy 2150-032 - Competitive Neutrality Complaints



Policy: 2150-032

Competitive Neutrality Complaints

Head of Power

Local Government Act 2009

Related Legislation

Local Government Regulation 2012

Objective

To outline the process for resolving competitive neutrality complaints.

Definitions

Affected Person means:

- (a) a person who –
 - (i) competes with the Council in relation to the Business Activity; and
 - (ii) claims to be adversely affected by a Competitive Advantage that the person alleges is enjoyed by Council; or
- (b) a person who –
 - (i) wants to compete with Council in relation to the Business Activity; and
 - (ii) claims to be hindered from doing so by a Competitive Advantage that the person alleges is enjoyed by Council.

Building Certifying Activity means a Business Activity that involves performing building certifying functions within the meaning of section 10 of the *Building Act 1975*.

Business Activity means trading in goods and services by Council. However, the term does not include carrying on any activity where the current expenditure for the previous financial year is less than \$340,000. Current expenditure is the total of the following amounts:

- (a) operational costs;
- (b) administrative and overhead costs;
- (c) cost of resources; and
- (d) depreciation.

A Business Activity also includes a Significant Business Activity as defined under this Policy.

Business Unit means a part of Council that conducts a Business Activity of Council.

CEO means Council's Chief Executive Officer.

Competitive Advantage means an advantage that a Business Unit has over a private sector business providing the same goods or services because the Business Unit enjoys financial, procedural or regulatory advantages inherent in being part of Council.

Competitive Neutrality Complaint means a complaint that:

- (a) relates to the failure of Council to conduct a Business Activity in accordance with the Competitive Neutrality Principle; and
- (b) is made by an Affected Person.

ITEM 1.2 - ADOPTION OF COUNCIL POLICIES - REGIONAL (Cont.)



Policy: 2150-032 - Competitive Neutrality Complaints

Competitive Neutrality Principle means the principle that an entity conducting a Business Activity in competition with the private sector should not enjoy a net advantage over competitors solely because the entity is in the public sector.

Preliminary Reviewing Officer means Council's Director Finance and Corporate Services or any person acting in that position.

Preliminary Review Process means Council's process for attempting to resolve Competitive Neutrality Complaints prior to that complaint being referred to the Queensland Productivity Commission.

Roads Activity means a Business Activity that involves:

- (a) constructing or maintaining a State-controlled road that the State put out to competitive tender; or
- (b) submitting a competitive tender in relation to constructing or maintaining a road:
 - (i) in the local government area, that Council had put out to competitive tender; and
 - (ii) in another local government area, that the other local government put out to competitive tender.

Significant Business Activity means a Business Activity of a local government that is conducted in competition, or potential competition, with the private sector and exceeds the relevant threshold for that particular activity as prescribed in the Local Government Regulation 2012. However, the term does not include a Building Certifying Activity, a Roads Activity or any Business Activity related to the provision of library services.

Application

This Policy applies to Competitive Neutrality Complaints regarding Business Activities undertaken by Council.

Policy Statement

Under section 48 of the *Local Government Act 2009*, Council is required to adopt a process for resolving Competitive Neutrality Complaints.

The process must deal with resolving Competitive Neutrality Complaints prior to a formal complaint being made (the 'Preliminary Review Process').

Competitive Neutrality Complaints that cannot be resolved after the Preliminary Review Process will be referred to the Queensland Productivity Commission for investigating and reporting on Competitive Neutrality Complaints about the Council's Business Activities.

Prospective complainants should note that the Local Government Regulation 2012 requires every complainant to make a genuine attempt to resolve with Council any concerns relating to perceived non-compliance with the Competitive Neutrality Principles before those concerns can trigger an investigation by the Queensland Productivity Commission.

To this end, Council has established the Preliminary Review Process (outlined below) which is aimed at resolving Competitive Neutrality Complaints through a process of consultation. Participation in the Preliminary Review Process is seen by Council as the preferred means of establishing that a complainant has made the genuine attempts to resolve a Competitive Neutrality Complaint, as required by the Local Government Regulation 2012.

Preliminary Review Process

The Preliminary Review Process commences with the submission of a written complaint to the Preliminary Review Officer specifying:

ITEM 1.2 - ADOPTION OF COUNCIL POLICIES - REGIONAL (Cont.)



Policy: 2150-032 - Competitive Neutrality Complaints

- How the complainant is an Affected Person; and
- How the complainant believes the Competitive Neutrality Principles have been breached together with any supporting evidence that the complainant has.

The Preliminary Review Officer must within 10 business days of receiving the written complaint, acknowledge its receipt in writing and request any further information required to properly consider the complainant's concerns. When undertaking the Preliminary Review Process, the Preliminary Review Officer must:

- seek to establish the facts relating to the concerns expressed by the complainant. This may involve meeting with the complainant, collecting data, holding further meetings and recommending mediation;
- within 45 days of receiving the complainant's written complaint, develop a draft response to be forwarded to the complainant and requesting his/her views on that draft response;
- upon receipt of the complainant's views on the draft response, provide a report to the CEO and relevant Director on the findings of the Officer's initial investigation, and the complainant's views on the draft response; and
- on receiving the Preliminary Review Officer's findings and the complainant's views on the draft response, the CEO or nominee must prepare and send an adopted response to the complainant. That response must include details of how to make a formal complaint to the Queensland Productivity Commission should the complainant be dissatisfied with the adopted response.

Further Complaints Process

Any person who is dissatisfied with Council's response given pursuant to the Preliminary Review Process may pursue the matter further by seeking a formal investigation by the Queensland Productivity Commission.

The process to be used to seek a formal investigation and the information required to be provided are set out in the Local Government Regulation 2012.

Council's Competitive Neutrality Complaints Register and Reporting Requirements

The Local Government Regulation 2012 requires that Council prepare and maintain a record of all Competitive Neutrality Complaints, associated decisions and recommendations.

Council will establish and maintain a register of all Competitive Neutrality Complaints, associated decisions and recommendations. This information will be reported in Council's Annual Report for each financial year.

Related Documents

Nil.

Review Triggers

This Policy will be reviewed for applicability, effectiveness, and consistency with relevant legislation, Council resolutions, and other Council documents. Reviews of this Policy will occur as required, or at least once every two years.

ITEM 1.2 - ADOPTION OF COUNCIL POLICIES - REGIONAL (Cont.)



Policy: 2150-032 - Competitive Neutrality Complaints

Responsibility

This Policy is to be:

- (1) implemented by the CEO, the Directors responsible for business units and the Manager Executive Services; and
- (2) reviewed and amended in accordance with the "Review Triggers" by the Director Finance and Corporate Services.

Policy: 2150-032		Official Version: A7708131	
Document Control			
Version / Reviewed	Version Adoption (Council meeting / Minute Page) Reviewed (revision comment)	Date	Word version reference
Version 1	Coordination Committee (11/1161)	28.6.2011	A5233669
Version 2	Coordination Committee (13/12)	22.1.2013	Version of PDF
Reviewed	MFPS - no amendment required New format and numbering (formerly 11-2150-032)	March 2016	A15189522
Version 3	DRAFT	xx.xx.2019	A16421404

ITEM 1.2 - ADOPTION OF COUNCIL POLICIES - REGIONAL (Cont.)

#2 Policy 2150-049 - Taxation



Policy: 2150-049

Taxation

Head of Power

Local Government Act 2009

Related Legislation

Local Government Regulation 2012
State and Commonwealth Taxation Legislation

Objective

To establish guidelines for the management of Council's taxation obligations.

Definitions

Councillor means the Mayor and all Councillors.

Employee means all employees of Council, whether employed on a permanent, temporary, or part-time basis and includes volunteers and employees of businesses and entities contracted to provide services to, or on behalf of Council.

Fringe Benefits Tax (FBT) means a Commonwealth tax on benefits provided to an employee (or associate) by an employer, but in a different form to salary or wages, eg. reimbursement of an employee's private home telephone costs.

Goods and Services Tax (GST) means a Commonwealth tax on the supply of most goods and services consumed in Australia. This excludes Australian taxes, fees and charges.

Insurance Duty means a State tax imposed on general, accident and life insurance policies.

Land Tax means a State tax imposed on the freehold land owned in Queensland.

Local Government Tax Equivalents Regime (LGTERR) means a tax-equivalents regime for Queensland local governments, which applies to Council business activities which have been commercialised or corporatised under the *Local Government Act 2009*.

Pay-As-You-Go withholding tax (PAYG) means amounts that Commonwealth taxation legislation requires to be withheld by an employer from employees' salaries or wages.

Payroll Tax means a State tax imposed on employers based on the wages of employees in specific industries.

Transfer Duty means a State tax on transfers of Queensland property (eg. land, business acquisitions and shares).

Vehicle Registration Duty means a State duty imposed when registering or transferring the registration of a vehicle (other than caravans, trailers and boats).

Application

This Policy applies to all of Council's taxation obligations including those outlined in the "Definitions" section above.

ITEM 1.2 - ADOPTION OF COUNCIL POLICIES - REGIONAL (Cont.)



Policy: 2150-049 - Taxation

Policy Statement

1. Council will fulfil its social and legal responsibilities to meet its taxation obligations. However, in so doing, Council seeks to minimise the extent of its taxation payment obligations through the application of prudent and effective taxation planning.
2. Appropriate systems and internal controls are to be established to ensure that all taxation obligations are correctly calculated, accounted, for and reported to the relevant authorities within the required timeframes.
3. At times, transactions with external parties (including employees) may result in additional taxation and statutory charges being incurred by Council. In such cases, and where reasonable, Council will on-charge the additional taxation and statutory charges to those parties.
4. The Accounting Services section is responsible for planning, managing and accounting for Council's taxation obligations. The Accounting Services section is to undertake an annual review of Council's taxation arrangements and the financial impact of those arrangements on Council's operations.
5. Each employee is, to the extent practicable and within appropriate time constraints, to consult with the Accounting Services section on any transaction undertaken on behalf of Council which may have taxation considerations or effects for Council.

Related Documents

Nil.

Review Triggers

This Policy will be reviewed for applicability, effectiveness, and consistency with relevant legislation, Council resolutions, and other Council documents. Reviews of this policy will occur as required, or at least once every two years.

Responsibility

This Policy is to be:

- (1) implemented by all Councillors and employees; and
- (2) reviewed and amended in accordance with the "Review Triggers" by the Accounting Services Manager.

Policy: 2150-049		Official Version: A6711133	
Taxation			
Document Control			
Version / Reviewed	Version Adoption (Council meeting / Minute Page) Reviewed (revision comment)	Date	Word version reference
Version 1	Policy approved by CEO under delegated authority (Council Delegation 061)	29.3.2012	A6708642
Version 2	Coordination Committee (16/1565)	2.8.2016	A14078332
Version 3	DRAFT	.xx.2019	A16453322

ITEM 1.2 - ADOPTION OF COUNCIL POLICIES - REGIONAL (Cont.)
#3 Policy 2150-100 - Complaints about the Public Official



Policy: 2150-100

Complaints about the Public Official

Head of Power

Crime and Corruption Act 2001

Related Legislation

Local Government Act 2009

Definitions

CC Act means the *Crime and Corruption Act 2001*.

CCC means the Crime and Corruption Commission continued in existence under the CC Act.

CEO means Council's Chief Executive Officer.

Complaint includes information or matter.

Corrupt conduct has the same meaning as in the CC Act.

Deal with has the same meaning as in the CC Act.

Employee means all employees of Council, whether employed on a permanent, temporary, or part-time basis and includes volunteers and employees of businesses and entities contracted to provide services to, or on behalf of Council.

Nominated person means the person nominated by this policy.

Objective

The CEO is the public official of the Council.

The objective of this policy is to set out how the Council will deal with a complaint that involves or may involve corrupt conduct of the CEO.

Application

This Policy applies:

1. where there are grounds to suspect that a complaint involves or may involve corrupt conduct of the CEO; and
2. to all persons who hold an appointment in, or are employees of, the Council.

Policy Statement

This Policy is designed to assist the Council to:

1. comply with section 48A of the CC Act;
2. promote public confidence in the way suspected corrupt conduct of the CEO is dealt with; and
3. promote accountability, integrity and transparency in the way the Council deals with a complaint that is suspected to involve, or may involve, corrupt conduct of the CEO.

ITEM 1.2 - ADOPTION OF COUNCIL POLICIES - REGIONAL (Cont.)



Policy: 2150-100 - Complaints about the Public Official

Nominated Person

Having regard to section 48A(2) and (3) of the CC Act, this policy nominates the Manager Legal Services as the nominated person. In the absence of the Manager Legal Services, the Deputy CEO is nominated by this policy as the nominated person.

When the nominated person reasonably suspects that a complaint involves or may involve corrupt conduct of the CEO, the nominated person will notify the CCC of the complaint and deal with the complaint under the CC Act.

The CC Act applies as if a reference to the CEO about notifying or dealing with a complaint is a reference to the nominated person.

Complaints involving a reasonable suspicion of corrupt conduct of the CEO

If a complaint involves or may involve an allegation of corrupt conduct of the CEO, the complaint must be reported to:

1. the nominated person; or
2. a person to whom there is an obligation to report under an Act.

If there is uncertainty about whether or not a complaint should be reported, it should be reported to the nominated person.

If the nominated person reasonably suspects the complaint involves or may involve corrupt conduct of the CEO, the nominated person must:

1. notify the CCC of the complaint; and
2. deal with the complaint, subject to the CCC's monitoring role, when –
 - (a) directions issued under section 40 of the CC Act apply to the complaint; or
 - (b) pursuant to section 46 of the CC Act, the CCC refers the complaint to the nominated person to deal with.

If the CEO receives a complaint and reasonably suspects that the complaint involves or may involve corrupt conduct on the CEO's part the CEO must:

1. report the complaint to the nominated person as soon as practicable; and
2. take no further action to deal with the complaint unless requested to do so by the nominated person in consultation with the Mayor.

If section 40 directions apply to the complaint:

1. the nominated person is to deal with the complaint; and
2. the CEO is to take no further action to deal with the complaint unless requested to do so by the nominated person in consultation with the Mayor.

Resources for the nominated person

If pursuant to sections 40 or 46 of the CC Act, the nominated person has responsibility to deal with the complaint:

1. the Council will ensure that sufficient resources are available to enable the nominated person to deal with the complaint appropriately;
2. the nominated person must ensure that consultations, if any, for the purpose of securing resources sufficient to deal with the complaint appropriately are confidential and are not disclosed, other than to the CCC, without:

ITEM 1.2 - ADOPTION OF COUNCIL POLICIES - REGIONAL (Cont.)



Policy: 2150-100 - Complaints about the Public Official

- (a) authorisation under a law of the Commonwealth or the State; or
 - (b) the consent of the nominated person; and
3. the nominated person must, at all times, use their best endeavours to act independently, impartially and fairly having regard to the:
- (a) purposes of the CC Act;
 - (b) importance of promoting public confidence in the way suspected corrupt conduct in the Council is dealt with; and
 - (c) Council's statutory, policy and procedural framework.

If the nominated person has responsibility to deal with the complaint, the nominated person:

1. is delegated the same authority, functions and powers as the CEO to direct and control staff of the Council as if the nominated person was the CEO for the purpose of dealing with the complaint only;
2. is delegated the same authority, functions and powers as the CEO to enter into contracts on behalf of the Council for the purpose of dealing with the complaint; and
3. does not have any authority, function or power that cannot (under the law of the Commonwealth or the State) be delegated by either the Council or the CEO, to the nominated person.

Liaising with the CCC

The CEO must keep the CCC and the nominated person informed of:

1. the contact details for the CEO and the nominated person; and
2. any proposed changes to this policy.

Consultation with the CCC

The CEO will consult with the CCC when preparing any policy about how the Council will deal with a complaint that involves or may involve corrupt conduct of the CEO.

Related Documents

This policy complements and is to be implemented in conjunction with other Council policies and directives.

Review Triggers

This Policy will be reviewed for applicability, effectiveness, and consistency with relevant legislation, Council resolutions, and other Council documents. Reviews of this policy will occur as required, or at least once every two years.

Responsibility

This Policy is to be:

1. implemented by the CEO; and
2. reviewed and amended by the CEO in accordance with the "Review Triggers" and in consultation with the CCC.

ITEM 1.2 - ADOPTION OF COUNCIL POLICIES - REGIONAL (Cont.)



Policy: 2150-100 - Complaints about the Public Official

Policy: 2150-100		Official Version: Atba	
Complaints about the Public Official			
Document Control			
Version / Reviewed	Version Adoption (Council meeting / Minute Page) Reviewed (revision comment)	Date	Word version reference
Version 1	DRAFT	.2019	A10807659

2 PLANNING & DEVELOPMENT SESSION

(Cr M Gillam)

No items for consideration.

3 CORPORATE SERVICES SESSION

(Cr M Constance)

ITEM 3.1

LOCAL GOVERNMENT WORKCARE CONTRIBUTION 2019/20 - REGIONAL

Meeting / Session: 3 CORPORATE SERVICES
Reference: A19066937 : 9 September 2019
Responsible Officer: DC, Accounting Services Manager (CORP Accounting Services)

Executive Summary

The purpose of this report is to seek Council approval to renew its Local Government Workcare (LGW) membership and authorise the associated payment in the amount of \$2,030,264.

OFFICER'S RECOMMENDATION

That the 2019/20 Local Government Workcare membership contribution in the amount of \$2,030,264 (GST Exclusive), be authorised for payment.

ITEM 3.1 LOCAL GOVERNMENT WORKCARE CONTRIBUTION 2019/20 - REGIONAL - A19066937 (Cont.)

REPORT DETAIL

1. Background

Council is a member of the Queensland local government workers' compensation self-insurance scheme, Local Government Workcare (LGW). Established in 1998, Local Government Workcare (LGW) is a joint undertaking by Queensland councils, council-controlled entities and the LGAQ to hold a group workers' compensation self-insurance licence.

The scheme provides pro-active claims management, injury management and injury prevention services. LGW seeks to maintain a more stable and predictable cost environment, and directly assists members to reduce the incidence and cost of workplace injuries.

Injured workers covered under the LGW scheme are provided with full workers' compensation cover with compensation entitlements paid in accordance with the provisions set out in the *Workers Compensation and Rehabilitation Act 2003* and the *Workers' Compensation and Rehabilitation Regulation 2014*.

Council as a member of LGW makes an annual contribution to the scheme.

2. Explanation of Item

Council's annual contribution to the LGW scheme is due for 2019/20.

The total contribution payable by Council for 2019/20 is in the amount of \$2,030,264 (GST Exclusive).

3. Strategic Implications

3.1 Legislative/Legal Implications

The scheme operates in accordance with the *Workers' Compensation and Rehabilitation Act 2003* and the *Workers' Compensation and Rehabilitation Regulation 2014*

3.2 Corporate Plan / Operational Plan

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

3.3 Policy Implications

As a member of LGW Council is bound by the LGW Corporate Rehabilitation Policy.

3.4 Risk Management Implications

Council's health and safety environment is a risk itemised in Council's Enterprise Risk Management Framework (ERM). Council manages the risk by developing structured task specific training packages to present to employees along with safety and training advisors to assist in the development and roll out of these packages. Supervisors are upskilled to ensure they understand their obligations under safety legislation. Continuous improvement plans are updated via relevant consultation and communication strategies along with internal and external system audits to highlight any shortfalls, so they can be improved.

3.5 Delegated Authority Implications

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

3.6 Financial Implications

The membership contribution to LGW is provided for in Council's adopted budget for 2019/20.

The budget allocation is in the amount of \$2,000,000. The actual cost to Council will be in the amount of \$2,030,264. Whilst the actual cost will exceed the budget allocation by a small amount it is not expected any amendment to the budget is required.

The 2018/19 membership contribution was in the amount of \$1,984,234.

ITEM 3.1 LOCAL GOVERNMENT WORKCARE CONTRIBUTION 2019/20 - REGIONAL - A19066937 (Cont.)

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

Acting Chief Executive Officer

ITEM 3.2
MONTHLY REPORTING PACKAGE - AUGUST 2019 - REGIONAL

Meeting / Session: 3 CORPORATE SERVICES
Reference: A19071307: 10 September 2019 - **Refer Supporting Information A19072259**
Responsible Officer: AD, Management Accountant (CORP Accounting Services)

Executive Summary

The purpose of this report is to present the Financial Reporting Package for the year to date period ending 31 August 2019.

OFFICER'S RECOMMENDATION

That the Financial Reporting Package for the year to date period ending 31 August 2019 be received.

ITEM 3.2 MONTHLY REPORTING PACKAGE - AUGUST 2019 - REGIONAL - A19071307 (Cont.)

REPORT DETAIL

1. Background

The Financial Reporting Package for the month ending 31 August 2019 is contained within the supporting information to this report.

This package contains a number of financial statements with relevant commentary to provide a breakdown of key financial data and includes:

- ✓ Financial Statements
 - Statement of Comprehensive Income shows all income and expenditure as at the end of the August period.
 - The Statement of Financial Position highlights Council's position at the end of August and itemises assets, liabilities and community equity.
 - Statement of Cash Flows which represents the cash inflows and outflows during the month.
 - Statement of sources and applications of capital funding.
- ✓ Treasury Report
 - The Treasury Report highlights key areas of performance relating to Council's investments and borrowings.

2. Explanation of Item

The financial results for the month of August are complete. A commentary is provided on significant matters that occurred during the month.

3. Strategic Implications

3.1 Legislative/Legal Implications

Part 9, section 204 of the Local Government Regulation 2012, (regulation) states the following:

- (1) The local government must prepare a financial report.
- (2) The chief executive officer must present the financial report—
 - (a) if the local government meets less frequently than monthly—at each meeting of the local government; or
 - (b) otherwise—at a meeting of the local government once a month.
- (3) The financial report must state the progress that has been made in relation to the local government's budget for the period of the financial year up to a day as near as practicable to the end of the month before the meeting is held.

3.2 Corporate Plan / Operational Plan

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

3.3 Policy Implications

Compliance to the Council's Investment Policy is confirmed for the month of August.

3.4 Risk Management Implications

The Council is subject to numerous risks associated with revenue and expenses that can impact upon Council's financial performance and position. Risks are documented and evaluated as part of the operational plan preparation in conjunction with the annual budget cycle and are monitored throughout the year.

3.5 Delegated Authority Implications

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

ITEM 3.2 MONTHLY REPORTING PACKAGE - AUGUST 2019 - REGIONAL - A19071307 (Cont.)

3.6 Financial Implications

As at the end of August 2019, Council's operating result is \$44.76 million and the capital expenditure incurred amounted to \$12.66 million (excluding the University Project).

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

Acting Chief Executive Officer and Accounting Services Manager.

SUPPORTING INFORMATION

Ref: [A19072259](#)

The following list of supporting information is provided for:

ITEM 3.2

MONTHLY REPORTING PACKAGE - AUGUST 2019 - REGIONAL

#1 Monthly Reporting Package - August 2019

ITEM 3.2 - MONTHLY REPORTING PACKAGE - AUGUST 2019 - REGIONAL (Cont.)
#1 Monthly Reporting Package - August 2019

Moreton Bay Regional Council

Monthly Financial Report

Year to date result as at: 31 August 2019

Contents	Page No
Financial Statements	1 to 3
Statement of Sources and Application of Capital Funding	4
Segment Analysis	5
Commentary on Financial Results and Graphs	6 to 9
Treasury Report	10

Moreton Bay Regional Council

GENERAL MEETING - 487
17 September 2019

PAGE 32
Agenda

ITEM 3.2 - MONTHLY REPORTING PACKAGE - AUGUST 2019 - REGIONAL (Cont.)

Moreton Bay Regional Council STATEMENT OF COMPREHENSIVE INCOME For the period ended 31 August 2019

	2019/20 Original Budget \$'000	2019/20 Amended Budget \$'000	2019/20 YTD Actuals \$'000	17% of the year elapsed Actuals to Revised Budget 2019/20
Revenue				
Operating Revenue				
Rates and utility charges	313,151	313,151	79,797	25.48%
Fees and charges	37,272	37,272	5,587	14.99%
Grants, subsidies and contributions	20,149	20,149	4,909	24.36%
Interest revenue	45,426	45,426	6,855	15.09%
Other revenue	39,452	39,452	4,426	11.22%
Share of profit of associate - Operating Cash	20,000	20,000	3,333	16.67%
Total Operating Revenue	475,449	475,449	104,908	22.07%
Expenses				
Operating Expenses				
Employee benefits	(140,406)	(140,406)	(17,249)	12.28%
Materials and services	(190,865)	(190,865)	(22,897)	12.00%
Depreciation and amortisation	(97,721)	(97,721)	(16,287)	16.67%
Finance costs	(22,409)	(22,409)	(3,719)	16.60%
Total Operating Expenses	(451,401)	(451,401)	(60,152)	13.33%
Operating Result	24,047	24,047	44,757	186.12%
Share of Profit of Associate - Capital Non-cash	52,000	52,000	8,667	16.67%
Capital Revenue	96,868	96,868	19,154	19.77%
Capital Expenses	-	-	(45)	No Budget
NET RESULT	172,916	172,916	72,532	41.95%
Other Comprehensive Income				
Items that will not be reclassified to net result				
Increase/(decrease) in asset revaluation surplus	-	-	-	No Budget
Changes in the fair value of financial assets at fair value through other comprehensive income	-	-	(1,941)	No Budget
Total other comprehensive income for the year	-	-	(1,941)	No Budget
TOTAL COMPREHENSIVE INCOME FOR THE YEAR	172,916	172,916	70,591	40.82%

Moreton Bay Regional Council

GENERAL MEETING - 487
17 September 2019

PAGE 33
Agenda

ITEM 3.2 - MONTHLY REPORTING PACKAGE - AUGUST 2019 - REGIONAL (Cont.)

Moreton Bay Regional Council STATEMENT OF FINANCIAL POSITION As at 31 August 2019

	2019/20 Budget as at 30 June 2020 \$'000	2019/20 YTD Actual \$'000
Assets		
Current Assets		
Cash and cash equivalents	330,445	396,699
Trade and other receivables	48,848	41,413
Inventories	1,081	1,179
	380,374	439,291
Non-current assets held for sale	-	-
Total Current Assets	380,374	439,291
Non-Current Assets		
Trade and other receivables	677,576	677,594
Investments	1,357,637	1,340,275
Property, plant and equipment	4,837,717	4,855,367
Total Non-Current Assets	6,872,930	6,873,235
Total Assets	7,253,304	7,312,526
Liabilities		
Current Liabilities		
Trade and other payables	44,918	26,118
Borrowings	37,334	34,685
Provisions	12,888	14,221
Other	21,427	12,453
Total Current Liabilities	116,567	87,478
Non-Current Liabilities		
Borrowings	332,801	344,307
Provisions	43,841	58,870
Total Non-Current Liabilities	376,642	403,177
Total Liabilities	493,209	490,654
NET COMMUNITY ASSETS	6,760,095	6,821,872
Community Equity		
Retained surplus	5,889,554	5,885,115
Asset revaluation surplus	870,541	936,757
TOTAL COMMUNITY EQUITY	6,760,095	6,821,872

Moreton Bay Regional Council

GENERAL MEETING - 487
17 September 2019

PAGE 34
Agenda

ITEM 3.2 - MONTHLY REPORTING PACKAGE - AUGUST 2019 - REGIONAL (Cont.)

Moreton Bay Regional Council STATEMENT OF CASH FLOWS For the period ended 31 August 2019

	2019/20 Budget as at 30 June 2019 \$'000	2019/20 YTD Actuals \$'000
Cash flows from operating activities		
Receipts from customers	413,708	93,950
Payments to suppliers and employees	(341,034)	(72,493)
Interest received	45,426	9,868
Non capital grants and contributions	20,567	4,909
Borrowing costs	(20,379)	(3,537)
Net cash inflow/(outflow) from operating activities	118,288	32,697
Cash flows from investing activities		
Payments for property, plant and equipment	(227,389)	(16,546)
Proceeds from sale of property, plant and equipment	21,800	910
Net movement in loans to community organisations	-	(50)
Grants, subsidies and contributions	56,868	18,244
Net cash inflow/(outflow) from investing activities	(148,721)	2,558
Cash flows from financing activities		
Proceeds from borrowings	25,000	-
Repayment of borrowings	(33,916)	-
Net cash inflow/(outflow) from financing activities	(8,916)	-
Net increase/(decrease) in cash held	(39,349)	35,255
Cash and cash equivalents at the beginning of the financial year	369,794	361,444
Cash and cash equivalents at the end of the period	330,445	396,699

Moreton Bay Regional Council

GENERAL MEETING - 487
17 September 2019

PAGE 35
Agenda

ITEM 3.2 - MONTHLY REPORTING PACKAGE - AUGUST 2019 - REGIONAL (Cont.)

Moreton Bay Regional Council STATEMENT OF SOURCES AND APPLICATIONS OF CAPITAL FUNDING For the period ended 31 August 2019

	Original Budget 2019/20 \$'000	Amended Budget 2019/20 \$'000	YTD Actuals 2019/20 \$'000
<u>Capital Funding Sources</u>			
Cash Utilised	202,936	202,936	9,807
Capital Grants and Subsidies received	33,368	33,368	6,740
Contributed Assets and assets not previously recognised	40,000	40,000	-
Loans received	25,000	25,000	-
Total Capital Funding Sources	301,305	301,305	16,546
<u>Capital Funding Applications</u>			
Capital Expenditure	227,389	227,389	16,546
Contributed Assets and assets not previously recognised	40,000	40,000	-
Loan Redemption	33,916	33,916	-
Total Capital Funding Applications	301,305	301,305	16,546

Moreton Bay Regional Council

GENERAL MEETING - 487
17 September 2019

PAGE 36
Agenda

ITEM 3.2 - MONTHLY REPORTING PACKAGE - AUGUST 2019 - REGIONAL (Cont.)

Analysis of Results by Segment

For the period ended 31 August 2019						
Operational Plan	Operating Revenue \$'000	Operating Expenses \$'000	Operating Result \$'000	Capital Revenue \$'000	Capital Expenses \$'000	Net Result \$'000
Engineering, Construction & Maintenance	14,392	(16,099)	(1,708)	3,255	210	1,757
Community & Environmental Services	4,749	(7,760)	(3,011)	-	700	(2,311)
Governance and Corporate Services	84,085	(34,740)	49,344	20,156	(45)	69,455
Planning	1,683	(1,552)	131	3,500	-	3,631
Total Council	104,908	(60,152)	44,757	26,910	865	72,532

Analysis of Results by Entity

For the period ended 31 August 2019						
Entity	Operating Revenue \$'000	Operating Expenses \$'000	Operating Result \$'000	Capital Revenue \$'000	Capital Expenses \$'000	Net Result \$'000
General	91,078	(56,950)	34,128	26,835	865	61,828
Waste	13,830	(3,201)	10,628	75	-	10,703
Total Council	104,908	(60,152)	44,757	26,910	865	72,532

The Performance at a Glance **as at 31 August 2019**

Synopsis

- * 17% of the financial year is complete.
- * The operating result is \$44.76 million.

Operating Revenue

- * Rates and Utility Charges are slightly above budget following the first quarterly rates levy.
- * Operating Grants and Subsidies are above budget at this time of year.
- * In total all other revenue categories are performing slightly below the revised budget target at this time of the year.

Operating Expenditure

- * Employee Expenses and Materials and Services are below budget, predominately due to higher than expected levels of vacant positions.
- * Depreciation and Finance Costs are tracking to budget at this time of the year.

Capital Revenue

- * Infrastructure cash contributions are tracking well above the budget at this stage.
- * Capital grants and subsidies are tracking above budget at this time of year.

Capital Expenditure

- * For the year \$12.66 million has been spent on capital works, (which represents 8.05% of the capital program). This excludes the University project costs.

Moreton Bay Regional Council

GENERAL MEETING - 487
17 September 2019

PAGE 38
Agenda

ITEM 3.2 - MONTHLY REPORTING PACKAGE - AUGUST 2019 - REGIONAL (Cont.)

Moreton Bay Regional Council

Comparative Table 2017/18 and 2018/19 to 2019/20*

Year to date result as at: 31 August 2019

17% of the year elapsed

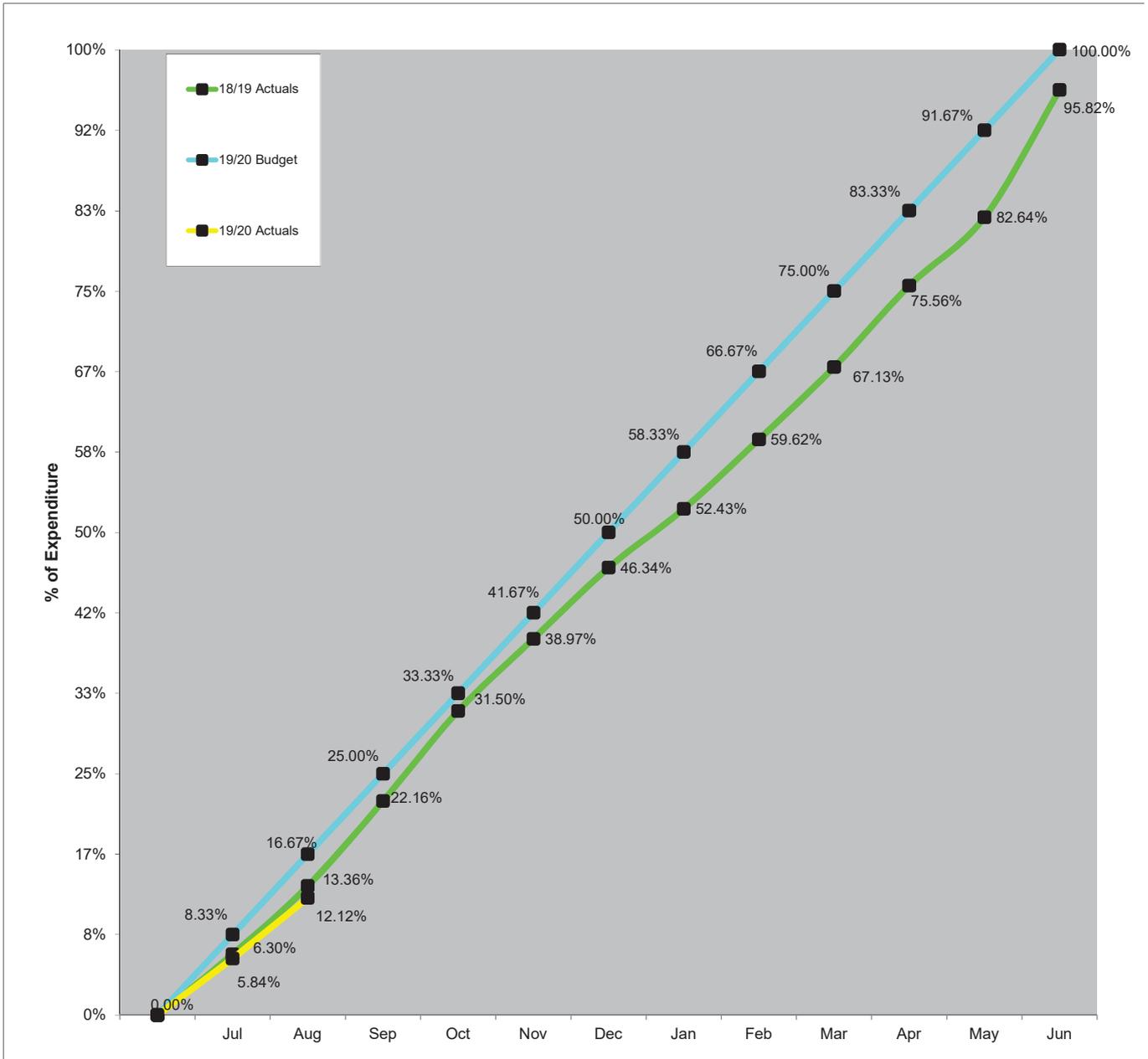
	Budget 2019/20 \$'000	YTD Actuals 2019/20 \$'000	Actuals to Budget 2019/20 %	Actuals to Budget 2018/19 %	Actuals to Budget 2017/18 %	Comments
Operating Revenue						
Rates & Utility Charges	313,151	79,797	25%	25%	25%	Revenue is slightly above target after the first quarter rates levy.
User Fees & Charges	37,272	5,587	15%	18%	19%	Revenue is tracking below budget and is below the previous year.
Interest Revenue	45,426	6,855	15%	16%	17%	The % for 2019/20 is tracking below budget and is consistent with the previous year.
Operating Expenses						
Employee Expenses & Material and Services	331,271	40,145	12%	13%	12%	Expenditure is tracking below budget but is comparable to the previous years.
External Loan Interest Expense	20,379	3,537	17%	18%	17%	Expenditure is tracking to budget and is comparable to previous years.
Capital Revenues						
Infrastructure Cash Contributions	23,500	11,504	49%	30%	34%	Infrastructure cash contributions are tracking above the previous years and exceeding budget.
Contributed Assets	40,000	-	0%	0%	0%	No contributed assets have been recognised to date.
Grants & Subsidies	33,368	6,740	20%	11%	15%	The % of grants and subsidies received is tracking above budget and is above the prior years.
Capital Expenditure						
Total Capital Expenditure**	157,389	12,664	8%	6%	7%	Capital expenditure remains behind budget.
<p>* The data presented reflects the position of Council as at 31 August 2019 compared to the position of Council as at 31 August 2018 and 31 August 2017.</p> <p>** Capital Expenditure excludes the University Projects.</p> <p>The table focuses on key items of revenue and expenses across the comparative period and is useful guide in understanding what may have changed with regard to</p>						

ITEM 3.2 - MONTHLY REPORTING PACKAGE - AUGUST 2019 - REGIONAL (Cont.)

Operating Expenditure

This graph compares the major components of operating expenditure (being employee expenses plus materials and services) on a percentage expended basis for the 2019/20 and 2018/19 years. The graph includes continuing service delivery expenses and operating initiative expenses.

The budgeted expenditure trend is set at 8.33% for each month. The cumulative actual expenditure trend for each month is graphed alongside the budget expenditure.

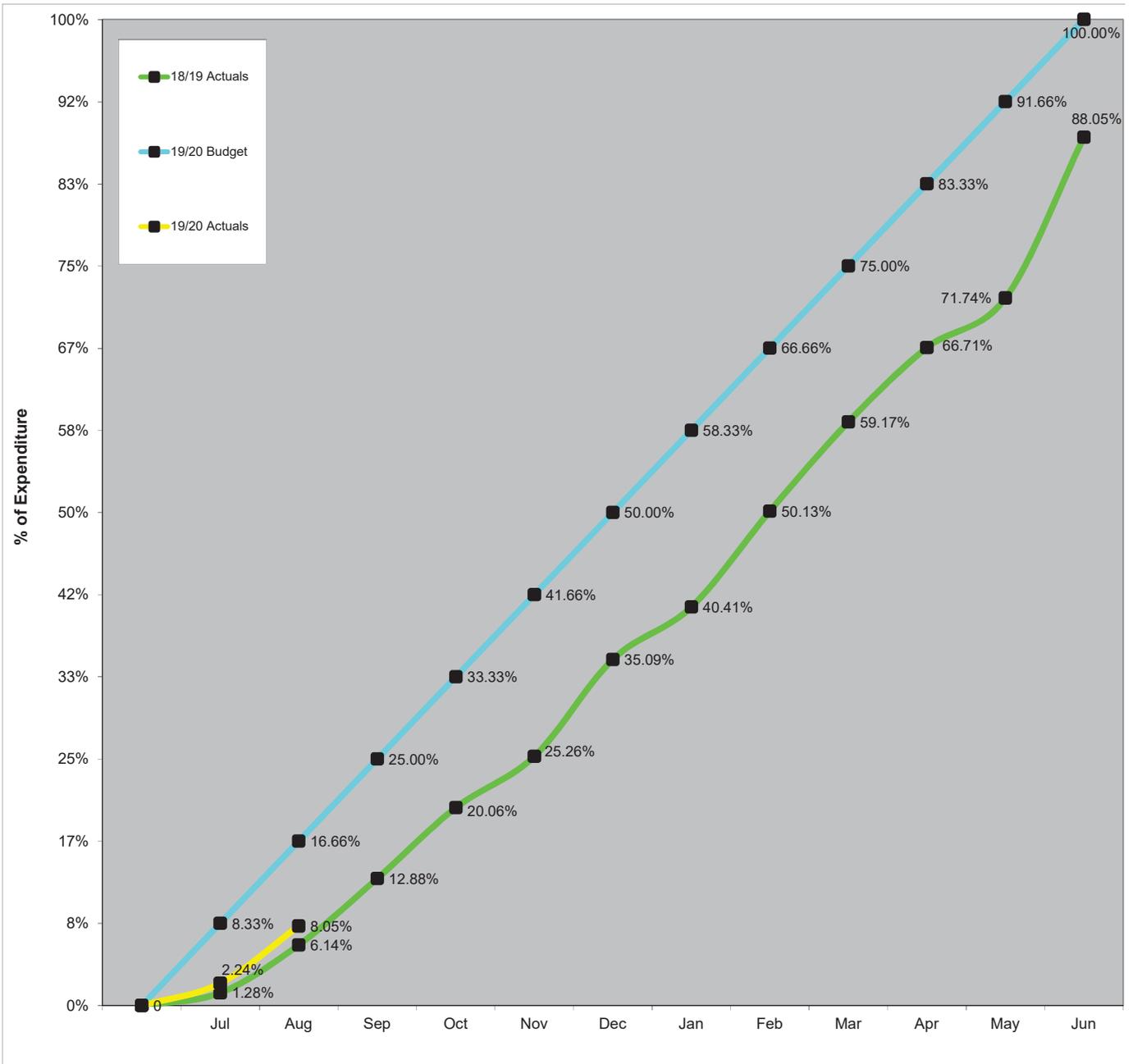


	Annual Budget \$'000	Actuals to August \$'000	Actuals to Budget % spent
2018/19	297,192	39,711	13.36%
2019/20	331,271	40,145	12.12%

ITEM 3.2 - MONTHLY REPORTING PACKAGE - AUGUST 2019 - REGIONAL (Cont.)

Capital Expenditure

This graph compares the capital percentage expended for the 2019/20 and 2018/19 years. The budgeted expenditure trend is set at 8.33% for each month. The cumulative actual expenditure trend for each month is graphed alongside the budget expenditure. The graph excludes capital expenditure associated with the University Project.



	Annual Budget \$'000	Actuals to August \$'000	Actuals to Budget % spent
2018/19	186,082	11,420	6.14%
2019/20	157,389	12,664	8.05%

Moreton Bay Regional Council

GENERAL MEETING - 487
17 September 2019

PAGE 41
Agenda

ITEM 3.2 - MONTHLY REPORTING PACKAGE - AUGUST 2019 - REGIONAL (Cont.)

TREASURY REPORT

The Treasury Report highlights key areas of performance and compliance relating to Council's cash, investments and borrowings.

Investments

At 31 August 2019 all of Council's investments are in accordance with the approved Investment Policy. As at this date Council held 68.90% of funds outside of the Queensland Treasury Corporation (QTC).

Investment Portfolio - Summary of Cash and Investments Held

Current Cash Investments					
Short Term Rating	Institution	Return	Term	Cash and Investment balance as at 31 August 2019	Interest earned YTD
A1+	Qld Treasury Corp*	1.4%	Short Term (45 days)	125,307,272	360,222
A1+	ANZ	1.47%	At Call	11,484,654	29,476
A1+	National Australia Bank	1.5%	At Call	104,357,001	-67,046
A1+	ANZ	2.02% to 2.7%	124 to 364 days	40,550,035	152,768
A1+	Bankwest				65,342
A1+	National Australia Bank	2.75% to 2.77%	357 to 363 days	30,000,000	140,477
A1+	Westpac	2.65% to 2.77%	364 days	40,000,000	273,578
A1	Suncorp				21,781
A2	Bank of Queensland	1.75% to 2.75%	182 to 279 days	30,000,000	134,630
A2	IMB	2.65%	363 days	5,000,000	22,507
A2	AMP Bank	2.8%	183 to 272 days	10,000,000	47,562
	Petrie Paper Mill Site Funds Trust Investments				33,417
					33,242
				*	
				396,698,962	1,247,955

* The QTC rate presented is the annualised interest rate for the month as provided by the Queensland Treasury Corporation.

Council has achieved a weighted average interest rate on all cash held of 1.72% pa in 2019/20.

Non-Current Investments				
Institution	Product	Term	Invested Value \$'000	Realisable Value \$'000
Queensland Investment Corporation	QIC Growth Fund	Greater than 5 years	100,000	106,538

Performance to Budget - Year to Date (YTD) Summary

17% of the year has elapsed

	Original Budget \$'000	Amended Budget \$'000	Actual YTD \$'000	Actual % Achieved \$'000	Comments
Interest Revenue on Investments	10,391	10,391	1,248	12%	Higher cash balance than expected
Interest on Debt held in Unitywater	34,000	34,000	5,484	16%	Tracking as per Budget
Total Investment Income	44,391	44,391	6,732	15%	

Borrowings

Debt Position	\$ '000
Debt held as at 1 July 2019	378,992
New borrowings	0
Borrowings repaid	0
Debt held as at 31 August 2019	378,992

As at 31 August 2019 the weighted average interest rate of all Council debt is 5.63%

4 ASSET CONSTRUCTION & MAINTENANCE SESSION

(Cr A Hain)

ITEM 4.1

SCARBOROUGH - SCARBOROUGH CLIFFS - STABILISATION WORKS - DIVISION 5

Meeting / Session: 4 ASSET CONSTRUCTION & MAINTENANCE
Reference: A18963060 : 14 August 2019 - Refer **Confidential** Supporting Information
A18677230
Responsible Officer: BB, Manager, Project Management (ECM Project Management)

Executive Summary

Tenders were called for the 'Scarborough - Scarborough Cliffs - Stabilisation Works - (MBRC008763)'. Tenders contained two components, the first being the main component which includes preliminary works and lower cliff shotcrete erosion wall; and the second, being the separable portion one component which includes the upper cliff / cliff face soil binder works. Tenders closed on 23 July 2019, with eight conforming tenders received for both the main contract and separable portion one.

It is recommended that the tender for the 'Scarborough - Scarborough Cliffs - Stabilisation Works - (MBRC008763)' be awarded as follows, as these offers represent best overall value to Council:

Main Contract: Preliminary Works and Lower Cliff Shotcrete Erosion Wall - that the tender for 'Scarborough - Scarborough Cliffs - Stabilisation Works - (MBRC008763) - Main Contract' be awarded to Australian Marine and Civil Pty Ltd for the total sum of \$1,031,882.87 (excl. GST).

Separable Portion 1: Upper Cliff - Hardening of Cliff Face (Soil Binder) - that the tender for 'Scarborough - Scarborough Cliffs - Stabilisation Works - (MBRC008763) - Separable Portion One' be awarded to Australian Marine and Civil Pty Ltd for the total sum of \$11,277.77 (exc. GST).

OFFICER'S RECOMMENDATION

1. That the tender for 'Scarborough - Scarborough Cliffs - Stabilisation Works - (MBRC008763) - Main Contract' be awarded to Australian Marine and Civil Pty Ltd for the total sum of \$1,031,882.87 (excl. GST).
 - a) That the Council enters into an agreement with Australian Marine and Civil Pty Ltd as described in the report
 - b) That the Chief Executive Officer be authorised to take all action necessary, including but not limited to, negotiating, making, amending, signing and discharging the agreement with Australian Marine and Civil Pty Ltd for the 'Scarborough - Scarborough Cliffs - Stabilisation Works - (MBRC008763) - Main Contract' and any required variations of the agreement on Council's behalf.
2. That the tender for 'Scarborough - Scarborough Cliffs - Stabilisation Works - (MBRC008763) - Separable Portion 1' be awarded to Australian Marine and Civil Pty Ltd for the total sum of \$11,277.77 (excl. GST).
 - a) That the Council enters into an agreement with Australian Marine and Civil Pty Ltd as described in this report.
 - b) That the Chief Executive Officer be authorised to take all action necessary, including but not limited to, negotiating, making, amending, signing and discharging the agreement with Australian Marine and Civil Pty Ltd for 'Scarborough - Scarborough Cliffs - Stabilisation Works - (MBRC008763) - Separable Portion 1' and any required variations of the agreement on Council's behalf.

ITEM 4.1 SCARBOROUGH - SCARBOROUGH CLIFFS - STABILISATION WORKS - DIVISION 5 - A18963060
(Cont.)

REPORT DETAIL

1. Background

The project is located along a section of the Scarborough Cliffs, from 141 to 200 Landsborough Avenue, Scarborough. The scope of works includes the removal of vegetation, loose soil and rock to stabilise the cliff face (preliminary works). Once the cliff face has been stabilised, a nominal 2.0-metre-high coloured shotcrete wall will be installed to eliminate wave action erosion to the base of the cliff. This work will also include the installation of a series of stabilisation soil nails into the cliff face (main contract). Following the completion of the main contract stabilisation, works to the upper cliff face will proceed through the application of a soil binder spray (separable portion 1).

The objective of the project is to stabilise the cliffs to limit ongoing erosion and to protect Landsborough Avenue and associated infrastructure. Works are expected to commence in early October 2019 and take 12 weeks to complete, weather permitting.



Figure 1: Location of works

*ITEM 4.1 SCARBOROUGH - SCARBOROUGH CLIFFS - STABILISATION WORKS - DIVISION 5 - A18963060
(Cont.)*

2. Explanation of Item

Tenders for the ‘Scarborough - Scarborough Cliffs - Stabilisation Works - (MBRC008763)’ project closed on 23 July 2019 with a total of eight conforming tenders received for both the main contract and separable portion one.

The main contract component includes preliminary works, site establishment, clearing, removal of loose soil and rock to stabilise the cliff face. Once the cliff face has been stabilised, a nominal 2.0-metre-high coloured shotcrete wall will be installed to eliminate wave action erosion to the base of the cliff. This work will also include the installation of a series of stabilisation soil nails into the cliff face.

Separable portion 1 component includes hardening of the upper cliff face using a soil binder applied to the upper cliff face via the application of a soil binder spray.

Council received eight conforming submissions for the main contract and separable portion 1. The responses were assessed by an evaluation panel in accordance with Council’s Purchasing Policy and the selection criteria as set out in the tender documentation. The evaluation panel determined that the best value for Council was the assessment of the main contract combined with separable portion 1.

All tenderers and their evaluation scores for the main contract and separable portion 1 are tabled below (ranked from highest to lowest):

RANK	TENDERER	EVALUATION SCORE
1	Australian Marine and Civil Pty Ltd	90.22
2	PCA Ground Engineering	90.12
3	Auzcon Pty Ltd	84.86
4	HEH Civil Pty Ltd	83.49
5	Abergeldie Constructions Pty Ltd	74.72
6	CES Civil	72.57
7	Shamrock Civil Engineering Pty Ltd	71.28
8	SGQ Pty Ltd	68.93

Australian Marine and Civil Pty Ltd (AMC) submitted a comprehensive and well-presented tender for both the main contract combined with separable portion 1. A tender clarification meeting was held on 13 August 2019 at which AMC demonstrated their relevant experience, design methodology, understanding of the project including price and exclusions and capability in delivering the project. AMC have previously completed the construction of Windsor Cliffs cliff stabilisation works for Brisbane City Council which included cliff de-scaling, rock drilling, anchor installation and shotcrete (\$650,000) and previously completed the Gayundah Wreck bank stabilisation works for Moreton Bay Regional Council (\$380,000).

PCA Ground Engineering (PCA) submitted a comprehensive and well-presented tender. A tender clarification meeting was held on 19 August 2019 at which PCA demonstrated relevant similar experience; however, there were no additional benefits for the higher price.

Auzcon Pty Ltd (Auzcon) submitted a comprehensive and well-presented tender, demonstrating relevant similar experience; however, there were no additional benefits for the higher price.

ITEM 4.1 SCARBOROUGH - SCARBOROUGH CLIFFS - STABILISATION WORKS - DIVISION 5 - A18963060
(Cont.)

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: Quality recreation and cultural opportunities - active recreation opportunities.

3.3 Policy Implications

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

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

3.4 Risk Management Implications

A detailed risk management plan has been prepared. The project risk has been assessed and the following issues identified. The manner in which the possible impact of these risks is considered/minimised is detailed below.

Financial Risks:

A third-party review of financial status has been undertaken on the recommended tenderer and the company has received a rating of 'satisfactory'.

Construction Risks:

- a. The recommended contractor will provide a detailed program of works, site specific pedestrian and traffic management plan, site specific environmental management plan and safety plans including work method statements.
- b. The contractor has demonstrated their understanding of constructability challenges and their technical capability to work on and at the base of the cliff face and in a marine environment. Once preliminary works have been completed, the contractor has indicated a geotechnical consultant will be commissioned to assess the safety of the cliff face prior to continuing with construction works. Prescribed Tidal Works Operational Works approval and Marine Park permit have been obtained.
- c. Department of Environment and Science and Department of National Parks Recreation Sport and Racing will be notified prior to the commencement of works as per the conditions of approval.

3.5 Delegated Authority Implications

No delegated authority implications arising as a direct result of this report.

3.6 Financial Implications

Council has allocated a total of \$1,913,138 of Capital funding towards this project, with \$291,500 for design in the 2017/18 FY; \$66,638 in the 2018/19 FY to complete the detail design; and a budget allocation of \$1,555,000 in the 2019/20 FY Capital Projects Program project number 102214. All financials below are excluding GST.

Design (2017/18 FY)	\$ 161,556.00
Design (2018/19 FY)	\$ 27,854.00
Tender Price (Construction)	\$1,043,160.64
Contingency 20%	\$ 208,632.00
Consultant (construction phase)	\$ 30,000.00
Qleave (0.475%)	\$ 4,955.00

Total Project Cost	\$1,476,157.64
	=====

SUPPORTING INFORMATION

Ref: [A18677230](#)

The following list of supporting information is provided for:

ITEM 4.1

SCARBOROUGH - SCARBOROUGH CLIFFS - STABILISATION WORKS - DIVISION 5

Confidential #1 Tender Evaluation

ITEM 4.2
MBRC - REDCLIFFE PENINSULA RAIL LINE PATHWAY - CCTV AND SMART LIGHTING - DIVISIONS 4, 5, 7

Meeting / Session: 4 ASSET CONSTRUCTION & MAINTENANCE
Reference: A18828141 : 15 July 2019 - Refer **Confidential** Supporting Information
A18955718
Responsible Officer: BB, Manager Project Management (ECM Project Management)

Executive Summary

Tenders were invited for the 'MBRC - Redcliffe Peninsula Rail Line Pathway - CCTV and Smart Lighting (MBRC008884)' project. The tender closed on 6 August 2019, with a total of 11 tenders received, 9 of which were conforming.

The project is located along the 12.3km pedestrian pathway which runs the length of the Redcliffe Peninsula Rail Line between Petrie and Kippa-Ring. Stage 1 of the project involves the installation of 22 CCTV poles and 44 CCTV cameras and all associated ancillary works. Stage 2 of the project involves the installation of 86 multifunction poles and all associated items.

It is recommended that Council award the contract (stage 1 and 2) to GNB Energy Pty Ltd for the sum of \$2,056,943.54 (excluding GST) as this tender was evaluated as representing the best overall value to Council.

OFFICER'S RECOMMENDATION

1. That the tender for 'MBRC - Redcliffe Peninsula Rail Line Pathway - CCTV and Smart Lighting (MBRC008884)' project (stage 1 and 2) be awarded to GNB Energy Pty Ltd for the sum of \$2,056,943.54 (excluding GST).
2. That the Council enters into an agreement with GNB Energy Pty Ltd as described in this report.
3. That the Chief Executive Officer be authorised to take all action necessary, including but not limited to, negotiating, making, amending, signing and discharging the agreement with GNB Energy Pty Ltd for 'MBRC - Redcliffe Peninsula Rail Line Pathway - CCTV and Smart Lighting (MBRC008884)' project (stage 1 and 2) and any required variations of the agreement on Council's behalf.
4. That the additional funding required for the project in the amount of \$477,301 be considered as part of the Quarter 1 Operational Plan and Budget review for 2019/20.
5. That Council include an additional budget allocation for this project in the amount of \$325,000, when considering the Draft Budget for 2020/21.

ITEM 4.2 MBRC - REDCLIFFE PENINSULA RAIL LINE PATHWAY - CCTV AND SMART LIGHTING - DIVISIONS 4, 5, 7 - A18828141 (Cont.)

REPORT DETAIL

1. Background

The project is located along the 12.3km pedestrian pathway which runs the length of the Redcliffe Peninsula Rail Line between Petrie and Kippa-Ring.

Stage 1 of the project involves the installation of 22 CCTV poles and 44 CCTV cameras, switchboards/field cabinets to support electrical and communications connections to CCTV poles, all required pits, conduits and cabling (electrical and communications) to support CCTV requirements. The works are expected to commence in October 2019 and take 14 weeks to complete (which achieves the external grant funding deadline of early May 2020) and includes an allowance for wet weather.

Stage 2 of the project involves the installation of 86 multifunction poles including all associated items such as foundations, lighting equipment, extension of capped conduits to lighting poles, electrical cabling and lighting. Stage 2 will commence in July 2020 and take five weeks to complete, which includes an allowance for wet weather.

The project objective is to increase public safety through camera surveillance and increased lighting along identified sections of the shared pathway. To support this project, Council has approved grant funding from the federal government through the Safer Communities Fund - Round 2 program (2018/19 - \$700,000, 2019/20 - \$300,000).

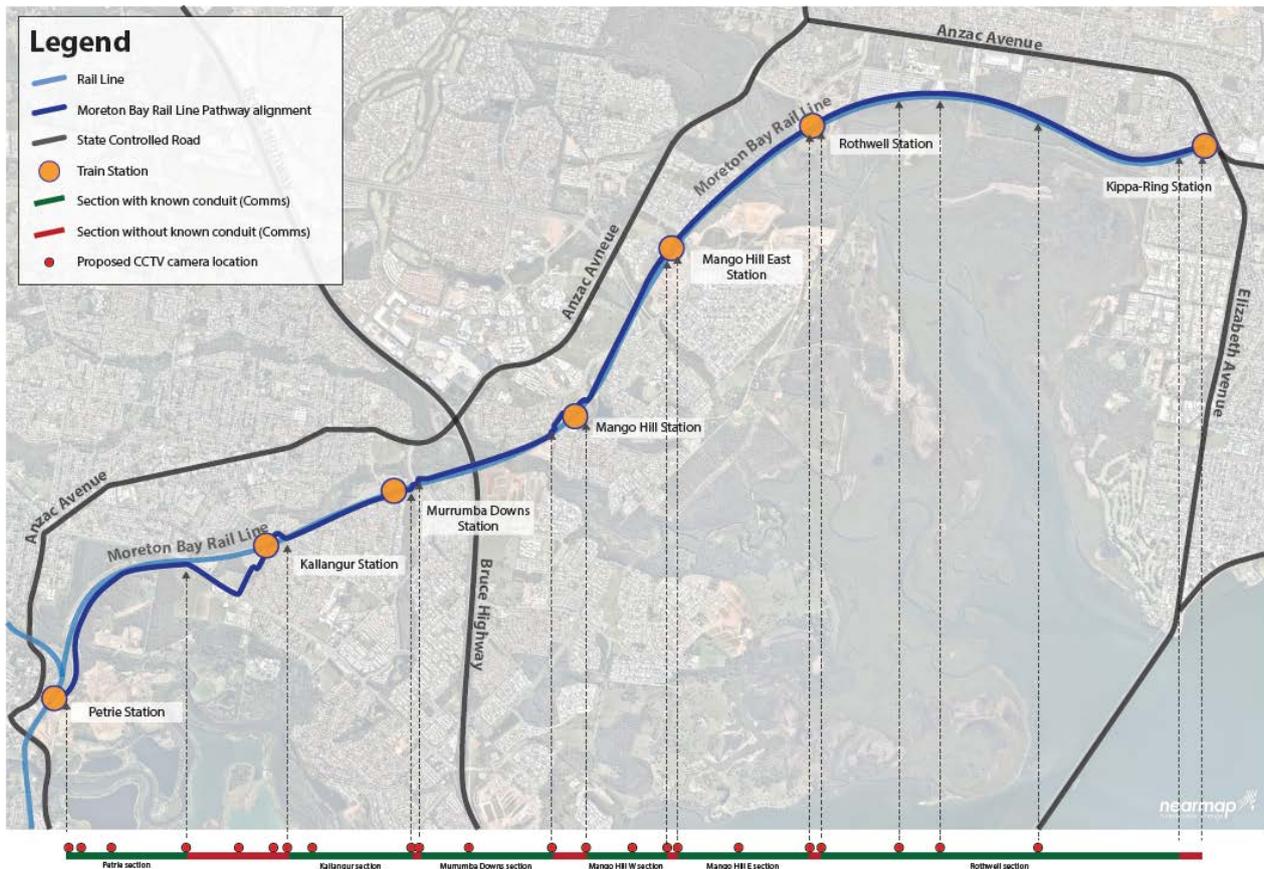


Figure 1: Location plan

ITEM 4.2 MBRC - REDCLIFFE PENINSULA RAIL LINE PATHWAY - CCTV AND SMART LIGHTING - DIVISIONS 4, 5, 7 - A18828141 (Cont.)

2. Explanation of Item

Tenders for the 'MBRC - Redcliffe Peninsula Rail Line Pathway - CCTV and Smart Lighting (MBRC008884)' project closed on 6 August 2019 with a total of 11 tenders received, 9 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	GNB Energy Pty Ltd	97.84
2	CV Energy Services Pty Ltd	90.88
3	Universal Communications Group Ltd (T/A UCG)	89.16
4	Stowe Australia Pty Ltd	85.28
5	ENE.HUB Pty Ltd - conforming	83.63
6	Civlec Pty Ltd Trading as Trafflec	78.43
7	CES Civil SEQ Pty Ltd	74.14
8	Platinum Electrical & Air	73.00
9	J & P Richardson Industries Pty Ltd	60.26
10	Telstra Corporation Limited	Non-conforming
11	ENE.HUB Pty Ltd - alternative	Non-conforming

GNB Energy Pty Ltd (GNB) submitted a detailed tender and demonstrated their experience on projects of similar scale and complexity. At the tender clarification meeting held on 16 August 2019, GNB provided further detail to their methodology, confirmed an overall construction duration of 19 weeks (including an allowance for wet weather) and demonstrated a strong understanding of the project's requirements. GNB is currently completing electrical works for DTMR on the M1 and M3 upgrade including permanent street lighting, fibre cable hauling works, valued at \$1.5M, and the Gateway Upgrade North streetlighting for the entire duration project over 3 years, valued at \$5.5M; installation of aerial and underground fibre optic cable between Energex substations and Gold Coast City Council libraries, valued at \$500,000.

CV Energy Services 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 58 weeks' duration inclusive of rain days. There were no additional benefits for the higher price.

Universal Communications Group Ltd, trading as UCG 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 27 weeks' duration (including an allowance for wet weather). There were no additional benefits for the higher price.

The non-conforming submissions included:

- 1 x tenderer did not provide the mandatory tender documentation prior to the tender closing time, and
- 1 x tenderer was a late submission.

ITEM 4.2 MBRC - REDCLIFFE PENINSULA RAIL LINE PATHWAY - CCTV AND SMART LIGHTING - DIVISIONS 4, 5, 7 - A18828141 (Cont.)

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 - Strengthening Communities: Safe neighbourhoods - a safe and resilient community.

3.3 Policy Implications

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

- Council's Procurement Policy 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 third-party review of financial status has been carried out and the successful tenderer was rated 'satisfactory'.

Construction Risks:

- a. General - The recommended tenderer (contractor) will provide a program of works, traffic management plan, environment 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 provided a program with an allowance (5 days) for weather delays as part of their tender program.
- c. There are no Development Approvals that impact on these works.

3.5 Delegated Authority Implications

No delegated authority implications arising as a direct result of this report.

3.6 Financial Implications

Council has allocated \$695,000 for this project in the 2019/20 budget. Unspent funds for this project in the amount of \$477,301 remained at the end of 2018/19. It is proposed at the Quarter 1 Budget and Operational Plan Review that the unspent funds from 2018/19 in the amount of \$477,301 be carried over and added to the project, therefore the total budget is proposed to be in the amount of \$1,172,301 for 2019/20.

To complete the project Council had allocated \$805,000 in the draft 2020/21 budget. This allocation will not be sufficient. It is proposed to increase the 2020/21 draft budget amount by \$325,000 to a total amount of \$1,130,000.

To summarise, the budget allocation for 2019/20 will be in the amount of \$1,172,301, and \$1,130,000 for 2020/21 - being a total of \$2,302,301.

Council was successful in obtaining external funding totalling \$1M; \$700,000 in 2018/19 FY and \$300,000 in the 2019/20 FY from the Federal Government Safer Communities Round 2 Grant Funding. The expected project costs for 2019/20 and 2020/21 are itemised below (GST exclusive)

Moreton Bay Regional Council

ITEM 4.2 MBRC - REDCLIFFE PENINSULA RAIL LINE PATHWAY - CCTV AND SMART LIGHTING - DIVISIONS 4, 5, 7 - A18828141 (Cont.)

Tender price (construction)	\$ 2,056,943.54
Contingency (10%)	\$ 205,694.35
QLeave (0.475%)	\$ 9,770.49
Consultant supervision fees	\$ 25,000.00

Total Project Cost	\$ 2,297,408.38
	=====

Estimated ongoing operational/maintenance costs \$ 13,000.00 per F/Y

3.7 Economic Benefit

No economic benefit implications arising as a direct result of this report.

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 vision of this project is to increase the safety and security of residents and users of the shared pathway from Kippa-Ring through to Petrie.

3.10 Consultation / Communication

A detailed communication plan has been developed for this project. Residents adjacent to the works will be notified of the works and expected construction timeframe prior to commencement via a project notice and project signage. Consultation has been undertaken with a number of internal and external stakeholders including The Honourable Peter Dutton MP, the Honourable Luke Howarth MP, Divisional Councillors, Queensland Rail, Queensland Police Service, Crime Stoppers, security providers and consultants, and Council staff.

The Divisional Councillors will receive weekly email updates and information will be placed on the Council website detailing the progress of the project.

SUPPORTING INFORMATION

Ref: A18955718

The following list of supporting information is provided for:

ITEM 4.2

**MBRC - REDCLIFFE PENINSULA RAIL LINE PATHWAY - CCTV AND SMART LIGHTING - DIVISIONS
4, 5, 7**

Confidential #1 Tender Evaluation

ITEM 4.3

**WOODY POINT - GAYUNDAH ARBORETUM PARK - PUBLIC TOILET
CONSTRUCTION - DIVISION 6**

Meeting / Session: 4 ASSET CONSTRUCTION & MAINTENANCE
Reference: A18591903 : 23 May 2019 - Refer **Confidential** Supporting Information
A18510974
Responsible Officer: BB, Manager Project Management (ECM Project Management & Construction)

Executive Summary

Tenders were invited for the 'Woody Point - Gayundah Arboretum Park - Public Toilet Construction (MBRC008761)' project. The request for tenders closed on 28 May 2019 with a total of two conforming tenders received.

It is recommended that Council award the contract to A&SE Amirsardari (trading as Caspian Building Services) for the sum of \$271,480 (excluding GST) as this tender was evaluated as representing the best overall value to Council.

OFFICER'S RECOMMENDATION

1. That the tender for 'Woody Point - Gayundah Arboretum Park - Public Toilet Construction (MBRC008761)' project be awarded to A&SE Amirsardari (trading as Caspian Building Services) for the sum of \$271,480 (excluding GST).
2. That the Council enters into an agreement with A&SE Amirsardari (trading as Caspian Building Services) as described in this report.
3. That the Chief Executive Officer be authorised to take all action necessary, including but not limited to, negotiating, making, amending, signing and discharging the agreement with A&SE Amirsardari (trading as Caspian Building Services) for 'Woody Point - Gayundah Arboretum Park - Public Toilet Construction (MBRC008761)' and any required variations of the agreement on Council's behalf.

ITEM 4.3 WOODY POINT - GAYUNDAH ARBORETUM PARK - PUBLIC TOILET CONSTRUCTION - DIVISION 6 - A18591903 (Cont.)

REPORT DETAIL

1. Background

The project is located at Gayundah Arboretum Park, Gayundah Esplanade, Woody Point. The project scope includes the design and construction of a DDA compliant public toilet facility consisting of one fully accessible unisex toilet unit. The objective of the project is to provide amenities for park users, as there are currently none installed at this park.

The tender called for a design and construct delivery that will resolve the toilet’s final location, appearance and connectivity, as well as not affecting the function and operation of the existing carpark. The project’s duration will be 17 weeks, with construction completed by the end of January 2020.

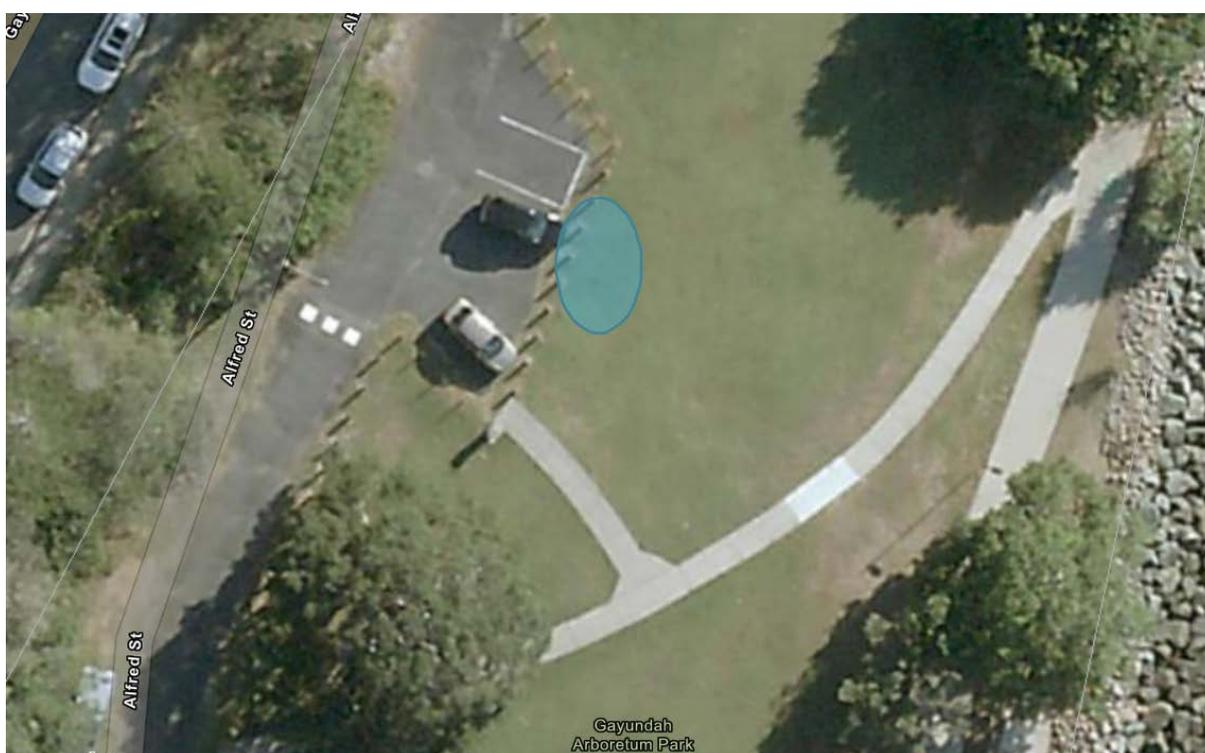


Figure 1: Indicative location of public amenity (toilet)

2. Explanation of Item

Tenders were invited for the ‘Woody Point - Gayundah Arboretum Park - Public Toilet Construction (MBRC008761)’ and closed on 28 May 2019, with two 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 tenders and their evaluation scores are tabled below (ranked from highest to lowest).

RANK	TENDERER	EVALUATION SCORE
1	A&SE Amirsardari (trading as Caspian Building Services)	96.00
2	Anchor Building Services	86.08

ITEM 4.3 WOODY POINT - GAYUNDAH ARBORETUM PARK - PUBLIC TOILET CONSTRUCTION - DIVISION 6 - A18591903 (Cont.)

A&SE Amirsardari, trading as Caspian Building Services (CBS) submitted a comprehensive tender. A tender clarification meeting was held on 19 June 2019, at which CBS demonstrated their relevant experience, methodology, understanding of the project and capability in delivering the project. CBS has recently undertaken construction work for the Moreton Bay Regional Council at Boundary Park, Everton Hills for a unisex toilet, valued at \$170,000; a prefabricated toilet block at South Pine Sports Complex valued at \$216,000; and repairs at the Lakeside Raceway triathlon building, valued at \$80,000.

Anchor Building Services submitted a comprehensive and well-presented tender, demonstrating relevant similar project experience; however, there were no additional benefits for the higher price.

3. Strategic Implications

3.1 Legislative/Legal Implications

Due to the value of the 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 project has been procured in accordance with the provisions of the following documents:

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

3.4 Risk Management Implications

A detailed Risk Management Plan has been prepared. 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 third-party review of financial status has been carried out and the successful tenderer was rated 'satisfactory'.

Construction Risks:

- a. The recommended contractor will provide a program of works, traffic management plan, safety management plan and environmental plan as part of the contract to identify and detail how it will manage and mitigate project construction risks.
- b. The recommended contractor has demonstrated their understanding of the project site and the need to manage the impact of the works and the safety of park users.
- c. The recommended contractor has indicated that their program of works takes into consideration the provision of appropriate resources to be able to complete the project works efficiently.

3.5 Delegated Authority Implications

No delegated authority implications arising as a direct result of this report.

ITEM 4.3 WOODY POINT - GAYUNDAH ARBORETUM PARK - PUBLIC TOILET CONSTRUCTION - DIVISION 6 - A18591903 (Cont.)

3.6 Financial Implications

Council has allocated a total of \$340,000 in the 2019/20 FY Minor Capital Projects Program, budget 102809. All financials below exclude GST.

Tender price (Design and Construct)	\$271,480.00
Unitywater sewer and water services connection point	\$ 16,674.00
Contingency (10%)	\$ 27,148.00
Supervision/inspection costs	\$ 5,000.00
QLeave (0.475%)	\$ 1,289.53

Total project cost	\$321,591.53
	=====

Estimated ongoing operational/maintenance costs \$6,500 per F/Y

The budget amount for this project is sufficient.

3.7 Economic Benefit

No economic benefit arising as a direct result of this report.

3.8 Environmental Implications

The recommended contractor is required to submit an environmental management plan and comply with relevant regulatory requirements. The contractor will be required to manage noise and dust associated with the works

3.9 Social Implications

The project will provide new public amenities that will improve the visitor experience at the park.

3.10 Consultation / Communication

A detailed communication plan has been prepared. Project signage will be displayed prior and throughout the works including project notices distributed prior to the commencement of works. Weekly project updates via email will be provided to the Divisional Councillor. The Divisional Councillor has been consulted and is supportive of the project.

SUPPORTING INFORMATION

Ref: A18510974

The following list of supporting information is provided for:

ITEM 4.3

WOODY POINT - GAYUNDAH ARBORETUM PARK - PUBLIC TOILET CONSTRUCTION - DIVISION 6

Confidential #1 Tender Evaluation

ITEM 4.4

JOYNER - YOUNGS CROSSING ROAD (OXFORD STREET TO FRANCIS ROAD) - ROAD AND INTERSECTION UPGRADE (101779) AND JOYNER - YOUNGS CROSSING ROAD (FRANCIS ROAD TO PROTHEROE ROAD) - ROAD UPGRADE (121241) - DIVISION 8

Meeting / Session: 4 ASSET CONSTRUCTION & MAINTENANCE
Reference: A19057542 : 6 September 2019 - Refer **Confidential Supporting Information A18967674**
Responsible Officer: BB, Manager Project Management (ECM Project Management)

Executive Summary

This report involves the design of two sections of Youngs Crossing Road, being Oxford Street to Francis Road and Francis Road to Protheroe Road respectively. The projects are recommended to be combined for the preliminary design phase to allow consideration of combined project areas, including the interface between the two projects. Detailed design will also occur for the Oxford Street to Francis Road section.

Tenders for the 'Joyner - Youngs Crossing Road (Oxford Street to Protheroe Road) - Road Upgrade (VP153549 / BUS262-0317)' were sought from Local Buy Pre-Qualified Suppliers Contract (BUS262-0317 - Engineering & Environment). The tender closed on 22 August 2019 with five conforming tenders received.

It is recommended that Council award the contract to Wood and Grieve Engineers Ltd (trading as Wood and Grieve Engineers) for the sum of \$271,548 (excluding GST) as this tender was evaluated as representing the best overall value to Council.

OFFICER'S RECOMMENDATION

1. That the tender for the 'Joyner - Youngs Crossing Road (Oxford Street to Protheroe Road) - Road Upgrade (VP153549 / BUS262-0317)' for preliminary and detailed design for Youngs Crossing Road (Oxford Street to Francis Road); and the preliminary design for Youngs Crossing Road (Francis Road to Protheroe Road) be awarded to Wood and Grieve Engineers Ltd (trading as Wood and Grieve Engineers) for the sum of \$271,548 (excluding GST)
2. That the Council enters into an agreement with Wood and Grieve Engineers Ltd (trading as Wood and Grieve Engineers) as described in this report.
3. That the Chief Executive Officer be authorised to take all action necessary, including but not limited to, negotiating, making, amending, signing and discharging the agreement with Wood and Grieve Engineers Ltd (trading as Wood and Grieve Engineers) for preliminary and detailed design for Youngs Crossing Road (Oxford Street to Francis Road); and the preliminary design for Youngs Crossing Road (Francis Road to Protheroe Road) and any required variations of the agreement on Council's behalf.

ITEM 4.4 JOYNER - YOUNGS CROSSING ROAD (OXFORD STREET TO FRANCIS ROAD) - ROAD AND INTERSECTION UPGRADE (101779) AND JOYNER - YOUNGS CROSSING ROAD (FRANCIS ROAD TO PROTHEROE ROAD) - ROAD UPGRADE (121241) - DIVISION 8 - A19057542 (Cont.)

REPORT DETAIL

1. Background

This report refers to 'Joyner - Youngs Crossing Road (Oxford Street to Protheroe Road) - Road Upgrade (VP153549 / BUS262-0317)' which includes preliminary and detailed design for Joyner - Youngs Crossing Road (Oxford Street to Francis Road) and the preliminary design for Joyner - Youngs Crossing Road (Francis Road to Protheroe Road).

Joyner - Youngs Crossing Road (Oxford Street to Francis Road) - Road and Intersection Upgrade 101779 (Stage 1)

The project is located at Youngs Crossing Road, from Oxford Street to Francis Road, Joyner. The scope of works includes duplicating the 550m long section of road, construction of a raised and landscaped median, improvements to the existing signalised intersection at Francis Road and upgrading the Oxford Street intersection to traffic signals. The project includes major cross drainage culvert improvements and widening, longitudinal drainage to Youngs Crossing Road, wide concrete pathways on both sides, and 1.5m to 2.0 m cycle lanes on both sides. The objective of this project is to improve safety for all transport users and reduce traffic congestion and delays.

Joyner - Youngs Crossing Road (Francis Road to Protheroe Road) - Road Upgrade 101241 (Stage 2)

The project is located at Youngs Crossing Road, from Francis Road to Protheroe Road, Joyner. The scope of works includes duplicating the 1500m long section of road, construction of a raised and landscaped median, improvements to the existing Todds Road, Fairlane Street and Protheroe Road intersections (existing priority control to signals) and the McIlwraith Road/Pine Valley Drive intersection (existing roundabout to signals). The project also includes major cross drainage culvert improvements, a new bridge structure at One Mile Creek, longitudinal drainage to Youngs Crossing Road, 2.5 m wide concrete pathways on both sides, and 2.0 m cycle lanes on both sides. The objective of this project is to improve safety for all transport users and reduce traffic congestion and delays.

The projects are recommended to be combined for the preliminary design phase to allow consideration of combined project areas, including the interface between the two projects. Detailed design will occur only at this time for the Oxford Street to Francis Road section.

The design associated with stages 1 and 2 is to be completed by the end of February 2020.

2. Explanation of Item

Tenders for the 'Joyner - Youngs Crossing Road (Oxford Street to Protheroe Road) - Road Upgrade (VP153549 / BUS262-0317)' project were sought from Local Buy Pre-Qualified Suppliers Contract 'BUS262-0317 Engineering & Environment'. The tender closed on 22 August 2019 with five 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	Wood and Grieve Engineers Ltd (trading as Wood and Grieve Engineers)	96.36
2	ADG Engineers (Aust) Pty Ltd	93.48
3	Tonkin Consulting Pty Ltd	89.69
4	GHD Pty Ltd	71.11
5	SMEC Australia Pty Ltd	39.17

ITEM 4.4 JOYNER - YOUNGS CROSSING ROAD (OXFORD STREET TO FRANCIS ROAD) - ROAD AND INTERSECTION UPGRADE (101779) AND JOYNER - YOUNGS CROSSING ROAD (FRANCIS ROAD TO PROTHEROE ROAD) - ROAD UPGRADE (121241) - DIVISION 8 - A19057542 (Cont.)

Wood and Grieve Engineers Ltd, trading as Wood and Grieve Engineers (W&G) submitted a comprehensive tender and demonstrated their methodology and experience on projects of a similar scale and complexity. W&G are currently undertaking similar projects for Council including 'Morayfield - Graham Road - Road and Intersection Upgrade (101318)' - Preliminary Design (\$140,760); and 'Morayfield - Oakey Flat Road, Ashbrook Drive to Lakeview Road - Road and Intersection Upgrade (101927)' - Detailed Design (\$182,000). At a tender clarification meeting held on 30 August 2019, W&G demonstrated their understanding and methodology to complete this project as well as being able to deliver the project scope within the submitted tender price. The panel assessed W&G's offer as representing the best overall value for Council.

ADG Engineers (Aust) Pty Ltd submitted a comprehensive tender; however, there were no additional benefits for the higher price.

Tonkin Consulting Pty Ltd submitted a comprehensive tender; however, there were no additional benefits for the higher price.

3. Strategic Implications

3.1 Legislative/Legal Implications

Council called a select tender for the preliminary and detail design work through the Local Buy Pre-Qualified Suppliers Contract BUS262-0317 Engineering & Environment, 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 2150-006
- *Local Government Act 2009*
- Local Government Regulation 2012 Chapter 6.

3.4 Risk Management Implications

A detailed risk management plan has been prepared. 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 tenders were procured through Local Buy Pre-Qualified Suppliers Contract BUS262-0317 Engineering & Environment.

Design Risks:

- a. Design and associated documentation will be reviewed at a number of milestones throughout preliminary and detailed design to ensure that the required design outcomes (internal stakeholders) have been achieved prior to plan signing.
- b. Design and associated documentation will include Development Services to ensure there is no conflict between the proposed design and any Development Approvals that may require consideration within the project extents.
- c. Early engagement with service authorities will be undertaken to ensure any service alterations / relocations are approved by the relevant service authority.
- d. Provide sufficient design consideration and details on how the upgraded road will tie into existing private property driveways and engage with property owners during design phase to minimise potential dissatisfaction during construction.

ITEM 4.4 JOYNER - YOUNGS CROSSING ROAD (OXFORD STREET TO FRANCIS ROAD) - ROAD AND INTERSECTION UPGRADE (101779) AND JOYNER - YOUNGS CROSSING ROAD (FRANCIS ROAD TO PROTHEROE ROAD) - ROAD UPGRADE (121241) - DIVISION 8 - A19057542 (Cont.)

3.5 Delegated Authority Implications

No delegated authority implications arising as a direct result of this report.

3.6 Financial Implications

Council has allocated a combined total (both projects) of \$700,000 for planning and design in the 2019/20 Capital Projects Program within projects 101779 and 101241. All figures below are excluding GST.

Tender Price (Design)	\$ 271,548.00
Contingency (10%)	\$ 27,154.80
Additional geotechnical investigation (estimated)	\$ 20,000.00
Service authority approval fees (estimated)	\$ 15,000.00

Total Project Cost	\$ 333,702.80
	=====

The budget amount for this project is sufficient.

3.7 Economic Benefit

No economic benefit arising as a direct result of this report.

3.8 Environmental Implications

The design phase of the project will consider Council's Green Infrastructure Network needs and water sensitive urban design principles.

3.9 Social Implications

The expected outcomes of the projects, when completed, will be improved safety for all transport users.

3.10 Consultation / Communication

A detailed communications management plan has been prepared highlighting the importance of internal stakeholder department milestone design reviews. Engagement will be undertaken with property owners where driveway accesses may conflict due to the road upgrade designs, and early engagement with service authorities will be undertaken where alterations may be required. The Divisional Councillor has been consulted and is supportive of the project/s.

SUPPORTING INFORMATION

Ref: [A18967674](#)

The following list of supporting information is provided for:

ITEM 4.4

JOYNER - YOUNGS CROSSING ROAD (OXFORD STREET TO FRANCIS ROAD) - ROAD AND INTERSECTION UPGRADE (101779) AND JOYNER - YOUNGS CROSSING ROAD (FRANCIS ROAD TO PROTHEROE ROAD) - ROAD UPGRADE (121241) - DIVISION 8

Confidential #1 Tender Evaluation

ITEM 4.5

PETRIE MILL REDEVELOPMENT STAGE 1 - ROAD NAMING - DIVISION 7

Meeting / Session: 4 ASSET CONSTRUCTION & MAINTENANCE
Reference: A19000228 : 10 September 2019
Responsible Officer: PC, Project Director (ECM Major Projects)

Executive Summary

This report seeks Council approval to name the first three roads of the Petrie Mill Redevelopment Stage 1 project. Council considered the road naming matter at a recent Council Workshop.

It is recommended that Council name the first three roads of the Petrie Mill Redevelopment Stage 1 project as follows:

- Road 1 - to be Moreton Parade;
- Road 6 - to be Bribie Circuit; and
- Road 11 - to be Stradbroke Place.

OFFICER'S RECOMMENDATION

That the un-named roads currently identified as Roads 1, 6 and 11 (as per the report) at the Petrie Mill Redevelopment site be named as follows:

Road 1: Moreton Parade;
Road 6: Bribie Circuit; and
Road 11: Stradbroke Place.

ITEM 4.5 PETRIE MILL REDEVELOPMENT STAGE 1 - ROAD NAMING - DIVISION 7 - A19000228 (Cont.)

REPORT DETAIL

1. Background

Works on the Petrie Mill Redevelopment Stage 1 site have progressed such that the naming of three roads is required.

Previously the roads to be named were known as road numbers 1, 6 and 11 (refer Figure 1 below).



Figure 1 - Petrie Mill Redevelopment site - Roads 1, 6 and 11

2. Explanation of Item

Council considered names for the first three roads at the Petrie Mill Redevelopment Stage 1 project at a recent Council Workshop.

Council were supportive of the names for the three roads to reflect the three main Moreton Bay islands, being Moreton, Bribie and Stradbroke. It is noted that further to the supported naming above, the name for Road 1 has been shortened to "Moreton" from "Moreton Bay" in line with the name of the island.

The determination of the type of road, being Avenue, Street, Boulevard, Lane etc, is in accordance with Council's Guidelines for Selection of Road Names (new roads and renaming roads) and to avoid duplication of similar road names within the region.

Future roads, parks and the like which will require naming within The Petrie Mill Redevelopment site will be presented to Council in future submissions.

ITEM 4.5 PETRIE MILL REDEVELOPMENT STAGE 1 - ROAD NAMING - DIVISION 7 - A19000228 (Cont.)

3. Strategic Implications

3.1 Legislative/Legal Implications

No legislative/legal implications arising as a direct result of this report.

3.2 Corporate Plan / Operational Plan

This project is consistent with the Creating Opportunities: Well-planned growth - a sustainable and well-planned community.

3.3 Policy Implications

Policy No: 11-2150-038 Allocation of Road Names and Street Address Numbers and Directive 11-2160-009 Road Naming and Street Address Numbering Processes.

3.4 Risk Management Implications

No risk management implications arising as a direct result of this report.

3.5 Delegated Authority Implications

No delegated authority implications arising as a direct result of this report.

3.6 Financial Implications

The cost of the supply and installation of the signage are within the budget allocation of the Petrie Mill Redevelopment Project Stage 1.

3.7 Economic Benefit

Appropriate and strategic road naming conventions are important for the delivery and market positioning of the Petrie Mill Redevelopment which has significant regional economic benefits for the master planned *Mill at Moreton Bay*.

3.8 Environmental Implications

No environmental implications arising as a direct result of this report.

3.9 Social Implications

Provision of road names assists users of the roads and the broader road network.

3.10 Consultation / Communication

Council workshop.

ITEM 4.6

TENDER - FOOTPATH RENEWAL PROGRAM (MBRC008785) - REGIONAL

Meeting / Session: 4 ASSET CONSTRUCTION & MAINTENANCE
Reference: A19046131: 27 August 2019 - Refer **Confidential** Supporting Information
A18936389, A18936379
Responsible Officer: AC, Projects Supervisor (ECM Asset Maintenance)

Executive Summary

Tenders were invited for the *Regional Footpath Renewal Program (MBRC008785)*, comprising two separable portions. Tenders closed on 6 August 2019, with submissions received from 12 companies for each separable portion.

It is recommended that the tender for the *Regional Footpath Renewal Program* be awarded as follows, as these offers represent the best overall value to Council.

Separable Portion 1 - That the tender for *Regional Footpath Renewal Program (MBRC008785) - Separable Portion 1 works* be awarded to All-Con Constructions Pty Ltd for the sum of \$208,883 (excluding GST)

Separable Portion 2 - That the tender for *Regional Footpath Renewal Program (MBRC008785)- Separable Portion 2 works* be awarded to All-Con Constructions Pty Ltd for the sum of \$243,288 (excluding GST)

OFFICER'S RECOMMENDATION

1. That the tender for *Regional Footpath Renewal Program (MBRC008785) - Separable Portion 1* be awarded to All-Con Constructions Pty Ltd for the sum of \$208,883 (excluding GST)
 - a) That the Council enters into an agreement with All-Con Constructions Pty Ltd as described in this report.
 - b) That the Chief Executive Officer be authorised to take all action necessary, including but not limited to, negotiating, making, amending, signing and discharging the agreement with All-Con Constructions Pty Ltd for *Regional Footpath Renewal Program (MBRC008785) - Separable Portion 1* and any required variations of the agreement on Council's behalf.
2. That the tender for *Regional Footpath Renewal Program (MBRC008785) - Separable Portion 2* be awarded to All-Con Constructions Pty Ltd for the sum of \$243,288 (excluding GST)
 - a) That the Council enters into an agreement with All-Con Constructions Pty Ltd as described in this report.
 - b) That the Chief Executive Officer be authorised to take all action necessary, including but not limited to, negotiating, making, amending, signing and discharging the agreement with All-Con Constructions Pty Ltd for *Regional Footpath Renewal Program (MBRC008785) - Separable Portion 2* and any required variations of the agreement on Council's behalf.

ITEM 4.6 TENDER - FOOTPATH RENEWAL PROGRAM (MBRC008785) - REGIONAL - A19046131 (Cont.)

REPORT DETAIL

1. Background

Moreton Bay Regional Council (MBRC) has an extensive network of footpaths throughout the region. These footpaths are subject to safety audits and require ongoing routine maintenance, monitoring and emergency repairs to ensure that the footpath network remains in an operational and compliant condition for general users.

When footpath assets become financially unsustainable to maintain, or significant investment is required to address one or multiple non-compliance issues, the most cost-effective method to address these issues is for the asset to be replaced. The regional footpath renewal program is developed based on an asset's operational condition and compliance relating to Australian Standards for footpath compliance.

2. Explanation of Item

Tenders were invited for the *Regional Footpath Renewal Program (MBRC008785)* through open tender using LG Tender box. The tender comprised of two separable portions. Tenders closed on 6 August 2019, with tender submissions received from 12 companies for each separable portion.

Separable Portion 1 - Footpath Renewals includes the following locations:

- Division 1 - Foley Street, Bongaree
- Division 1 - Foley Street, Bongaree (Holiday Park)
- Division 2 - Summer Street, Deception Bay
- Division 7 - Sylvester Drive, Kallangur
- Division 8 - Consul Court, Bray Park
- Division 9 - Faheys Road, Albany Creek
- Division 10 - Old Northern Road, Bunya

Separable Portion 2 - Footpath Renewals includes the following locations:

- Division 3 - Torrens Road, Caboolture South (from Morayfield Road to Adelaide Drive)
- Division 3 - Torrens Road, Caboolture South (from Adelaide Drive to Macadamia Street)
- Division 5 - Deception Bay Road, Deception Bay
- Division 6 - Ernest Street, Margate
- Division 6 - Baker Street, Redcliffe
- Division 11 - Knight Road, Narangba
- Division 12 - Archer Street, Woodford

The tenders were assessed by the assessment panel in accordance with Council's Procurement Policy and the selection criteria as set out in the tender documentation. The tenderers and the final weighting scores are tabled below (ranked from highest to lowest):

Separable Portion 1 - Divisions 1, 2, 7, 8, 9 and 10

RANK	TENDERER	EVALUATION SCORE
1	All-Con Constructions Pty Ltd	98.85
2	Queensland Civil Group Pty Ltd	94.62
3	Blackstorm Engineers	91.78
4	Mastac Pty Ltd (trading as Shannons Concreting and Earthmoving Services)	90.84
5	Ryan Civil Contracting Pty Ltd	83.25
6	Hall Contracting Pty Ltd	82.77
7	Shadforth's Civil Pty Ltd (trading as Shadforth)	79.75

ITEM 4.6 TENDER - FOOTPATH RENEWAL PROGRAM (MBRC008785) - REGIONAL - A19046131 (Cont.)

RANK	TENDERER	EVALUATION SCORE
8	Main Constructions (Building) Pty Ltd	78.73
9	Pentacon Pty Ltd	69.92
10	Novar Group Pty Ltd	59.53
11	JWB Constructions Pty Ltd	59.34
12	Murphy Constructions Australia Group	58.75

All-Con Constructions Pty Ltd (All-Con) provided a quality submission, have extensive knowledge and experience and met all the criteria outlined in the tender specification. All-Con's submission clearly demonstrated their ability to deliver the footpath renewal program to a high-quality standard. The offer submitted from All-Con was the lowest priced and received the highest evaluation score and was considered best value for Council.

Queensland Civil Group Pty Ltd (QCG) addressed all aspects of the criteria outlined in the tender specification, demonstrated a clear understanding of the scope of works and that they have the resource capacity required to undertake the works. The offer from QCG was the third lowest priced and received the second highest evaluation score.

Blackstorm Engineers (BE) addressed all aspects of the criteria outlined in the tender specification, demonstrated a clear understanding of the scope of works and that they have the resource capacity required to undertake the works. The offer from BE was the fourth lowest priced and received the third highest evaluation score.

Separable Portion 2 - Divisions 3, 5, 6, 11 and 12

RANK	TENDERER	EVALUATION SCORE
1	All-Con Constructions Pty Ltd	98.85
2	Queensland Civil Group Pty Ltd	96.12
3	Mastac Pty Ltd (trading as Shannons Concreting and Earthmoving Services)	90.86
4	Blackstorm Engineers	87.82
5	Ryan Civil Contracting Pty Ltd	85.83
6	Shadforth's Civil Pty Ltd (trading as Shadforth)	82.56
7	Hall Contracting Pty Ltd	81.22
8	Main Constructions (Building) Pty Ltd	80.00
9	Pentacon Pty Ltd	75.95
10	Novar Group Pty Ltd	62.92
11	Murphy Constructions Australia Group	58.51
12	JWB Constructions Pty Ltd	56.84

All-Con Constructions Pty Ltd (All-Con) provided a quality submission, have extensive knowledge and experience and met all the criteria outlined in the tender specification. All-Con's submission clearly demonstrated their ability to deliver the footpath renewal project to a high-quality standard. The offer submitted from All-Con was the lowest priced and received the highest evaluation score and was considered best value for Council.

ITEM 4.6 TENDER - FOOTPATH RENEWAL PROGRAM (MBRC008785) - REGIONAL - A19046131 (Cont.)

Queensland Civil Group Pty Ltd (QCG) addressed all aspects of the criteria outlined in the tender specification, demonstrated a clear understanding of the scope of works and that they have the resource capacity required to undertake the works. The offer from QCG was the second lowest priced and received the second highest evaluation score; however, were not considered best value for Council.

Mastac Pty Ltd trading as Shannons Concreting and Earthmoving Services (SCES) addressed all aspects of the criteria outlined in the tender specification, demonstrated a clear understanding of the scope of works and that they have the resource capacity required to undertake the works. The offer from SCES was the third lowest priced and received the third highest evaluation score.

3. Strategic Implications

3.1 Legislative/Legal Implications

Due to the value of the work being greater than \$200,000, a competitive open tender process was undertaken. The tender was called 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 and integrated regional transport network.

3.3 Policy Implications

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

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

3.4 Risk Management Implications

A third-party review of financial status has been undertaken on the successful tenderer, with All-Con Constructions Pty Ltd receiving a rating of '*sound*' confirming that All-Con Constructions Pty Ltd have the capability and financial capacity to carry out these tendered works.

Impact on local pedestrian traffic – The contractor will develop and present approved site-specific pedestrian traffic management plans for each of the locations to be completed under the contract. Alternate pedestrian routes will be placed to ensure safe passage for footpath users and construction activities.

3.5 Delegated Authority Implications

No delegated authority implications arising as a direct result of this report.

3.6 Financial Implications

A total of \$550,000 has been allocated in the 2019/20 Capital Projects Program towards the regional Footpath Renewal Program (105030). All financials are excluding GST.

Tendered sum	\$ 452,171.00
Contingency (10%)	\$ 45,217.10
QLeave (.475%)	\$ 2,148.00

Total cost	\$ 499,536.10
	=====

Works are scheduled to commence in late October 2019 and be completed by March 2020. Remaining funds will be used to renew further projects in order of priority.

3.7 Economic Benefit

The appointment of a sole contractor will enable Council to deliver its programs in a timely and cost-effective manner.

ITEM 4.6 TENDER - FOOTPATH RENEWAL PROGRAM (MBRC008785) - REGIONAL - A19046131 (Cont.)

3.8 Environmental Implications

The tender assessment included a review of the preferred contractor's environmental policies and procedures regarding environmental protection. The contractor has appropriate environmental policies and procedures in place to undertake the works.

3.9 Social Implications

The works will improve safety, structural integrity and trafficability for pedestrians of the footpaths being renewed.

3.10 Consultation / Communication

Consultation for the delivery of this program has been undertaken with relevant officers, Councillors, section managers and the procurement section of Council.

SUPPORTING INFORMATION

Ref: A18936389, A18936379

The following list of supporting information is provided for:

ITEM 4.6

TENDER - FOOTPATH RENEWAL PROGRAM (MBRC008785) - REGIONAL

Confidential #1 Tender Evaluation - Separable Portion 1

Confidential #2 Tender Evaluation - Separable Portion 2

5 PARKS, RECREATION & SPORT SESSION

(Cr K Winchester)

ITEM 5.1

NEW LEASES - WAMURAN SPORTS COMPLEX - DIVISION 12

Meeting / Session: 5 PARKS, RECREATION & SPORT
Reference A18977587: 19 August 2019 - **Refer Supporting Information A18977977**
Responsible Officer: CM, Supervisor Community Leasing (CES Community Services, Sport & Recreation)

Executive Summary

This report seeks Council's approval for the provision of the following trustee leases (leases) at Wamuran Sports Complex, 84 Campbells Pocket Road, Wamuran:

- Wamuran Stanley River Cricket Club Inc. (refer Supporting Information #1 and #2);
- Wamuran Branch Little Athletics Centre Inc. (refer Supporting Information #1 and #2); and
- Lions Club of Wamuran Inc. (refer Supporting Information #2).

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 recommendation 5, Wamuran Stanley River Cricket Club Inc. be granted a lease over areas at 84 Campbells Pocket Road, Wamuran (refer Supporting Information #1 and #2) for a period of five years.
3. That, subject to recommendation 5, Wamuran Branch Little Athletics Centre Inc. be granted a lease over areas at 84 Campbells Pocket Road, Wamuran (refer Supporting Information #1 and #2) for a period of five years.
4. That, subject to recommendation 5, Lions Club of Wamuran Inc. be granted a lease over an area at 84 Campbells Pocket Road, Wamuran (refer Supporting Information #2) for a period of five years.
5. That the terms and conditions of these leases be in accordance with Council's Community Leasing Policy, with annual rental commencing at \$1.00 per annum.
6. That the Chief Executive Officer be authorised to take all action necessary including, but not limited to, negotiating, making, amending, signing and discharging the leases and any required variations of the leases on the Council's behalf, as described in this report.

ITEM 5.1 NEW LEASES - WAMURAN SPORTS COMPLEX - DIVISION 12 - A18977587 (Cont.)

REPORT DETAIL

1. Background

Wamuran Stanley River Cricket Club Inc.

In 2018, the Wamuran Cricket Club Inc. and Stanley River Cricket Club Inc. merged to become the Wamuran Stanley River Cricket Club Inc. This club currently utilises areas consisting of a cricket net enclosure, storage shed, clubhouse building (lower level) and sports fields at 84 Campbells Pocket Road, Wamuran (refer Supporting Information #1 and #2) for club activities and storage.

Since merging, the organisation has continued to operate without formal tenure arrangements due to ongoing lease negotiations.

Wamuran Branch Little Athletics Centre Inc

Formed in 1990, the Wamuran Branch Little Athletics Centre Inc. currently utilises areas consisting of storage sheds, clubhouse building (lower level) and sports fields at 84 Campbells Pocket Road, Wamuran (refer Supporting Information #1 and #2) for club activities and storage.

Since the adoption and implementation of Council's consolidated Community Leasing Policy (2150-079) in 2014, the organisation has operated without formal tenure arrangements due to ongoing lease negotiations.

Lions Club of Wamuran Inc

Since forming in 2017, the Lions Club of Wamuran Inc. has utilised a storage area within the clubhouse building (lower level) at 84 Campbells Pocket Road, Wamuran (refer Supporting Information #1 and #2). No formal tenure arrangements are currently in place for the group at this location.

2. Explanation of Item

Wamuran Stanley River Cricket Club Inc., Wamuran Branch Little Athletics Centre Inc. and Lions Club of Wamuran Inc. have all confirmed their willingness to formalise tenure over their designated areas. The agreed tenure model at this location would see the following tenure arrangements implemented.

Lease Arrangements

- A lease provided to Wamuran Stanley River Cricket Club Inc. over the cricket net enclosure and a storage area within the clubhouse building (refer Supporting Information #1 and #2);
- A lease provided to Wamuran Branch Little Athletics Centre Inc. over the western storage shed and a storage area within the clubhouse building (refer Supporting Information #1 and #2); and
- A lease provided to Lions Club of Wamuran Inc. over a storage area within the clubhouse building (refer Supporting Information #2).

Permit Arrangements

- A Permit to Occupy provided to Wamuran Stanley River Cricket Club Inc. and Wamuran Branch Little Athletics Centre Inc. for non-exclusive use of the eastern storage shed, and changerooms, amenities, and Persons With a Disability (PWD) toilet within the clubhouse building (refer Supporting Information #1 and #2);
- A Permit to Occupy provided to Lions Club of Wamuran Inc. for non-exclusive use of the PWD toilet within the clubhouse building (refer Supporting Information #2); and
- A sports field permit provided to Wamuran Stanley River Cricket Club Inc. and Wamuran Branch Little Athletics Centre Inc. for non-exclusive use of the sports fields (refer Supporting Information #1).

Accordingly, this report recommends that Council approves the provision of leases to the abovementioned organisations, under the terms and conditions of Council's Community Leasing Policy, over the areas identified in Supporting Information #1 and #2 for a period of five (5) years. Council approval is not required for the establishment of the abovementioned permits.

ITEM 5.1 NEW LEASES - WAMURAN SPORTS COMPLEX - DIVISION 12 - A18977587 (Cont.)

3. Strategic Implications

3.1 Legislative/Legal Implications

The proposed trustee leases 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 the community organisations 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 agreements will be in accordance with Council's Community Leasing Policy (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 6 of this report, it is proposed that the Chief Executive Officer be authorised to take all action necessary to execute the new leases.

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 each organisation will provide the organisations with facilities to support their operations.

3.10 Consultation / Communication

Councillor Hain (Division 3)
Councillor Flannery (Division 2)
Wamuran Stanley River Cricket Club Inc.
Wamuran Branch Little Athletics Centre Inc.
Lions Club of Wamuran Inc.

SUPPORTING INFORMATION

Ref: [A18977977](#)

The following list of supporting information is provided for:

ITEM 5.1

NEW LEASES - WAMURAN SPORTS COMPLEX - DIVISION 12

#1 Wamuran Sports Complex - Proposed tenure areas

#2 Wamuran Sports Complex - Proposed clubhouse tenure areas

ITEM 5.1 - NEW LEASES - WAMURAN SPORTS COMPLEX (Cont.)

#1 Wamuran Sports Complex - Proposed tenure areas



ITEM 5.1 - NEW LEASES - WAMURAN SPORTS COMPLEX (Cont.)

#2 Wamuran Sports Complex - Proposed clubhouse tenure areas



ITEM 5.2 COMMUNITY LEASE RENEWALS POLICY DIRECTIVE AND DELEGATION OF POWERS - REGIONAL

Meeting / Session: 5 PARKS, RECREATION & SPORT
Reference: A19065507: 3 September 2019 - Refer **Supporting Information A19065540**
Responsible Officer: CM, Supervisor Community Leasing (CES Community Services, Sport & Recreation)

Executive Summary

This report recommends Council's adoption of a policy directive under Council's Community Leasing Policy (2150-079) to guide application, assessment, consideration and communication processes associated with community lease renewals (refer Supporting Information #1 - Community Lease Renewals Policy Directive).

This report also recommends that Council delegate its power to the Chief Executive Officer to:

- approve the renewal of community leases under the terms and conditions of Council's Community Leasing Policy, when the renewal has been considered through the process detailed in Council's Community Lease Renewals Policy Directive, as amended from time to time; and
- take all action necessary including but not limited to, negotiating, making, amending, signing and discharging renewed leases and any required variations of the leases on the Council's behalf.

OFFICER'S RECOMMENDATION

1. That Council adopt the Community Lease Renewals Policy Directive contained in Supporting Information #1 to this report (**Policy Directive**).
2. That the exception contained in section 236(1)(b)(ii) of the Local Government Regulation 2012 applies to the Council on the granting of a lease in accordance with the Policy Directive (as amended from time to time).
3. That pursuant to section 257 of the *Local Government Act 2009*, Council delegates to the Chief Executive Officer the power to grant a lease in accordance with the Policy Directive (as amended from time to time).
4. That Council authorises the Chief Executive Officer to take all action necessary to give effect to Recommendation 3 (above) which includes negotiating, making, amending and signing leases.

ITEM 5.2 COMMUNITY LEASE RENEWALS POLICY DIRECTIVE AND DELEGATION OF POWERS - REGIONAL - A19065507 (Cont.)

REPORT DETAIL

1. Background

Council adopted its consolidated Community Leasing Policy (No. 2150-079) on 1 April 2014. Under this policy, community organisations are granted tenure over Council owned and/or controlled land and facilities for a variety of community purposes. Generally, leases are provided for a five-year term, however in exceptional circumstances, longer tenure terms are considered.

During the 2015 and 2016 calendar years, Council executed a high volume of new leases with community organisations under its new policy. Accordingly, these leases will be due for renewal by Council in the 2020 and 2021 calendar years.

2. Explanation of Item

In preparation for the upcoming high volume of lease renewals, a formalised Community Lease Renewals Policy Directive (refer Supporting Information #1) has been prepared and is recommended for Council's adoption. This directive details a six-stage process through which lease renewals will be applied for, assessed, considered and communicated by Council. The stages of the Lease Renewal Process are as follows:

1. Application for Renewal;
2. Officer Consultation;
3. Assessment;
4. Divisional Councillor Consultation;
5. Renewal Determination; and
6. Lessee Advice.

To improve the efficiency and responsiveness of Council's community lease renewals process, it is recommended that Council delegate to the Chief Executive Officer the authority to approve the renewal of community leases executed under the terms and conditions of Council's Community Leasing Policy (2150-079), when the renewal has been considered through the process detailed in Council's Community Lease Renewals Policy Directive.

3. Strategic Implications

3.1 Legislative/Legal Implications

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 exceptions provided under section 236(1)(b)(ii) of the Regulation will allow the Council to complete disposals in the form of lease renewals to community organisations 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

This report proposes the adoption of a policy directive (Community Lease Renewals Policy Directive) under Council's Community Leasing Policy (2150-079).

The terms and conditions of leases renewed in accordance with Community Lease Renewals Policy Directive will be in accordance with Council's Community Leasing Policy (2150-079).

3.4 Risk Management Implications

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

ITEM 5.2 COMMUNITY LEASE RENEWALS POLICY DIRECTIVE AND DELEGATION OF POWERS - REGIONAL - A19065507 (Cont.)

3.5 Delegated Authority Implications

In line with Officer's Recommendation 3 of this report, it is proposed that the Chief Executive Officer to be delegated power to grant leases in accordance with Council's Community Lease Renewals Policy Directive (as amended from time to time).

The CEO may sub-delegate these powers to appropriately qualified employees or contractors of the Council.

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 Workshop - 22 August 2019
Director Community and Environmental Services
Manager Community Services, Sport and Recreation
Manager Legal Services

SUPPORTING INFORMATION

Ref: [A18977977](#)

The following list of supporting information is provided for:

**ITEM 5.2
COMMUNITY LEASE RENEWALS POLICY DIRECTIVE AND DELEGATION OF POWERS -
REGIONAL**

#1 Policy Directive: 2160-XXX - Community Lease Renewals

ITEM 5.2 - COMMUNITY LEASE RENEWALS POLICY DIRECTIVE AND DELEGATION OF POWERS - REGIONAL (Cont.)
#1 Policy Directive: 2160-XXX - Community Lease Renewals



Policy Directive: 2160-024

Community Lease Renewals

Head of Power

Local Government Act 2009

Related Legislation

Land Act 1994

Objective

To establish the process through which the renewal of leases established under Council's Community Leasing Policy (No. 2150-079) will be reviewed, assessed and determined.

Definitions

Lease includes a trustee lease under the Land Act 1994.

Officer means an officer of the Council.

Renewal means provision of a lease over council owned or controlled land which the lessee currently occupies under an executed lease with Council.

Application

This policy directive applies to the renewal of all leases executed under the provisions of Council's Community Leasing Policy 2150-079.

Directive

Community Leasing - Lease Renewal Process

The renewal of leases executed under the provisions of Council's Community Leasing Policy (No. 2150-079) will be applied for, assessed, considered and communicated by Council utilising the following six stage process. Whilst Council will endeavour to complete these stages in the timeframes referenced below, it is acknowledged that the circumstances related to each lease renewal, and other circumstances from time to time, may require lease renewals to be considered on alternative timelines.

Stage 1 - Application for Renewal

Approximately nine (9) months prior to the expiry of a community lease, the lessee will be contacted by officers from Council's Community Services, Sport & Recreation Department to seek confirmation that they are seeking renewal of their lease with Council.

Should a renewal be sought, the lessee will be provided with a Lease Renewal Application Form. This form will collect key information from the lessee that will be utilised to inform future stages of the lease renewal process.

Information to be collected during this stage includes, but may not be limited to:

- Current office bearers;
- Memberships (Incl. membership composition and trends);
- Facility utilisation and activation;
- Future plans for facility expansion and/or embellishment;

ITEM 5.2 - COMMUNITY LEASE RENEWALS POLICY DIRECTIVE AND DELEGATION OF POWERS - REGIONAL (Cont.)



Policy Directive: 2160-024 - Community Lease Renewals

- Proposed changes to the existing lease area; and
- Audited financial statements.

Stage 2 - Officer Consultation

Upon receipt of the completed Lease Renewal Application Form, consultation with relevant internal stakeholder units will be undertaken. The following units will be consulted as a minimum, however depending on the lease renewal being considered, other internal stakeholders may also be consulted:

- Sport and Recreation;
- Parks and Recreation Planning; and
- Building Operations.

Through this consultation process, feedback will be sought regarding any relevant information or objections officers may have regarding the requested lease renewal.

Stage 3 - Assessment

Following the internal officer consultation, a qualitative assessment of the lease renewal application will be undertaken based on the below criteria.

No.	Criteria	Considerations
1.	Facility utilisation and activation	An assessment of the extent to which the lessee utilises and activates the lease area for its objects. Information including but not limited to, membership, hours of use and hire to other organisations will be considered.
2.	Community benefit	Alignment of the operations / services of the lessee to identified community needs and benefits.
3.	Facility development	Consideration of any completed and/or planned improvements to the facility.
4.	Maintenance	The extent to which the facility has been appropriately maintained by the lessee. Asset condition information will also be obtained from Building Operations unit for consideration.
5.	Financial viability	An assessment of the lessee's financial health will be undertaken. Where necessary, this will be undertaken in consultation with Accounting Services.
6.	Lease compliance	Consideration of the lessee's performance with respect to their lease obligations during the preceding lease term(s).
7.	Strategic land or facility use	Consideration of any strategic opportunities for Council regarding future use of the land and /or facilities.

At the conclusion of this assessment process, a recommendation regarding the renewal request will be formulated by officers from Council's Community Services, Sport and Recreation Department.

Stage 4 - Divisional Councillor Consultation

Following the formulation of a lease renewal recommendation, consultation will be undertaken with the Divisional Councillor(s) to seek feedback on the recommendation.

Stage 5 - Renewal Determination

In the instance where both the officer's recommendation and the Divisional Councillor(s) support the renewal of the lease, the lease will be progressed for granting by the Chief Executive Officer (CEO), or his/her delegate, under delegated authority from the Council.



Policy Directive: 2160-024 - Community Lease Renewals

Where either the officer’s recommendation or the Divisional Councillor(s) does not support the renewal of the subject lease, the matter will be brought to a Council Workshop for discussion with Council.

If following the Council Workshop, the lease renewal is supported, it will be progressed to the CEO (or his/her delegate) for granting under delegated authority (if the CEO considers that to be appropriate) or to a Council General Meeting for approval via resolution of the Council.

If following the Council Workshop, the lease renewal is not supported, the lease will cease at the end of the relevant lease term; a report will not be tabled at a Council General Meeting.

To ensure that all Councillors remain informed of community leasing renewal applications received and approved under delegated authority to the CEO, a regular communiqué will be provided by officers to all Councillors.

Stage 6 - Lessee advice

Following the Renewal Determination stage (approximately 6 months prior to lease expiry), the lessee will be advised by way of formal correspondence from Council’s Community Services, Sport and Recreation Department of the outcome of their lease renewal application.

Related Documents

Community Leasing Policy - 2150-079
Community Leasing Renewal Application Form

Review Triggers

This policy directive will be reviewed for applicability, effectiveness, and consistency with relevant legislation, Council resolutions, and other Council documents. Reviews of this policy directive will occur as required, or at least once every two years.

Responsibility

This Policy Directive is to be:

- (1) implemented by the Manager Community Services, Sport and Recreation; and
- (2) reviewed and amended in accordance with the "Review Triggers" by Manager Community Services, Sport and Recreation.

Policy Directive: 2160-024			Official Version: Atba
Document Control			
Version / Reviewed	Version Adoption / Reviewed <i>(Council meeting-Minute Page / CEO-date)</i> <i>(revision comment)</i>	Date	Word version reference
Version 1	DRAFT	xx.xx.2019	A19065540

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 SESSION

(Cr D Grimwade)

No items for consideration.

11. GENERAL BUSINESS OR RESPONSE TO QUESTIONS TAKEN ON NOTICE

Consideration of general business matters as raised at the meeting, or responses to questions taken on notice.

12. CLOSED SESSION

(s275 of the Local Government Regulation 2012)

Consideration of confidential officers' reports as referred by the Chief Executive Officer and confidential general business matters as raised at the meeting.

12a. CONFIDENTIAL OFFICERS' REPORTS TO COUNCIL

No items for consideration.

12b. CONFIDENTIAL GENERAL BUSINESS

No items for consideration.



MINUTES

GENERAL MEETING

Tuesday 10 September 2019
commencing at 10.35am

Strathpine Chambers
220 Gympie Road, Strathpine

UNCONFIRMED

LIST OF ITEMS

1.	OPENING PRAYER	1990
2.	ATTENDANCE & APOLOGIES	1990
3.	MEMORIALS OR CONDOLENCES	1990
4.	CONFIRMATION OF MINUTES FROM PREVIOUS GENERAL MEETING	1991
	General Meeting - 3 September 2019 (Pages 19/1962 - 19/1989)	1991
	RESOLUTION	
5.	PRESENTATION OF PETITIONS	1991
	<i>(Addressed to the Council and tabled by Councillors)</i>	
	Presentation of Certificate of Appreciation (A19078065)	1991
6.	CORRESPONDENCE	1991
7.	COMMUNITY COMMENT	1991
8.	NOTIFIED MOTIONS	1991
9.	NOTICES OF MOTION (Repeal or amendment of resolutions)	1991
	<i>(s262 of the Local Government Regulation 2012)</i>	
10.	OFFICERS' REPORTS TO COUNCIL (conducted in Sessions)	1992
	<i>(as referred by the Chief Executive Officer)</i>	
	1 GOVERNANCE SESSION (Cr A Sutherland, Mayor)	1993
	ITEM 1.1	1993
	AUSTRALIAN INSTITUTE OF COMPANY DIRECTORS (AICD) GOVERNANCE ESSENTIALS ONLINE COURSE - REGIONAL	
	RESOLUTION	
	REPORT DETAIL	
	2 PLANNING & DEVELOPMENT SESSION (Cr M Gillam)	1996
	3 CORPORATE SERVICES SESSION (Cr M Constance)	1996
	4 ASSET CONSTRUCTION & MAINTENANCE SESSION (Cr A Hain)	1997
	ITEM 4.1	1997
	CABOOLTURE - BROWN STREET CORRIDOR - ROAD CONSTRUCTION AND UPGRADE - DIVISION 3	
	RESOLUTION	
	REPORT DETAIL	

Moreton Bay Regional Council

GENERAL MEETING - 486
10 September 2019

PAGE b
Minutes

ITEM 4.2	2002
MARGATE - MARGATE CBD - CENTRE IMPROVEMENT PROJECT - DIVISION 6	
RESOLUTION	
REPORT DETAIL	
ITEM 4.3 - DECLARATION OF INTEREST	2008
<i>Conflict of Interest - Declaration - Cr Allan Sutherland (Mayor)</i>	2008
<i>Conflict of Interest - Declaration - Cr Mike Charlton (Deputy Mayor)</i>	2008
<i>Councillor not voluntarily left meeting - other Councillors who are entitled to vote must decide</i>	2008
ITEM 4.3	2009
CABOOLTURE - MCKEAN STREET - ROAD REHABILITATION AND ACTIVE TRANSPORT IMPROVEMENTS - DIVISION 3	
CLOSED SESSION	2009
OPEN SESSION	2009
RESOLUTION	
REPORT DETAIL	
5 PARKS, RECREATION & SPORT SESSION (Cr K Winchester)	2015
6 LIFESTYLE & AMENITY SESSION (Cr A Sutherland - Mayor)	2016
ITEM 6.1	2016
SPECIAL FEE ARRANGEMENTS FOR VOLUNTEER-MANAGED COMMUNITY HALLS - REGIONAL	
RESOLUTION	
REPORT DETAIL	
7 ECONOMIC DEVELOPMENT, EVENTS & TOURISM SESSION (Cr P Flannery)	2020
8 REGIONAL INNOVATION SESSION (Cr D Grimwade)	2020
11. GENERAL BUSINESS OR RESPONSE TO QUESTIONS TAKEN ON NOTICE	2020
ITEM 11.1	2020
REGIONAL EVENTS	
ITEM 11.2	2021
MORETON BAY BOWLS ASSOCIATION	
RESOLUTION	
ITEM 11.3	2021
BOUNTY BOULEVARD STATE SCHOOL DRAMA PRODUCTION	
RESOLUTION	
ADJOURNMENT	2021
RECONVENE	2021
RESOLUTION	

Moreton Bay Regional Council

GENERAL MEETING - 486
10 September 2019

PAGE c
Minutes

12. CLOSED SESSION	2022
<i>(s275 of the Local Government Regulation 2012)</i>	
12a. CONFIDENTIAL OFFICERS' REPORTS TO COUNCIL	2022
12b. CONFIDENTIAL GENERAL BUSINESS	2023
CLOSED SESSION	2023
OPEN SESSION	2023
ITEM 12.1 RESIGNATION OF CHIEF EXECUTIVE OFFICER RESOLUTION	2023
13. CLOSURE	2024

UNCONFIRMED

1. OPENING PRAYER

The Mayor recited the Opening Prayer and invited Councillors to join him in the recitation of the Lord's Prayer.

2. ATTENDANCE & APOLOGIES

Attendance:

Cr Allan Sutherland (Mayor) (Chairperson)
Cr Brooke Savige
Cr Peter Flannery (attending after the meeting reconvened)
Cr Adam Hain
Cr Julie Greer
Cr James Houghton
Cr Koliana Winchester
Cr Mick Gillam
Cr Mike Charlton (Deputy Mayor)
Cr Matthew Constance
Cr Darren Grimwade

Acting Chief Executive Officer	(Mr Graeme Kanofski)
Director Community & Environmental Services	(Mr Bill Halpin)
Director Planning	(Mr Mike Pickering)
Director Engineering, Construction & Maintenance	(Mr Tony Martini)
Director Infrastructure Planning	(Mr Andrew Ryan)
Meeting Support	(Kim Reid)

Apologies:

Cr Denise Sims

Suspended:

Under section 182A of the *Local Government Act 2009* Cr Adrian Raedel is currently suspended from office

3. MEMORIALS OR CONDOLENCES

Cr Koliana Winchester made special mention of the recent passing of the late **Mrs Doreen Charlish** aged 96 years. Doreen was born on 16 August 1923 in Roma, Queensland and was the wife of former Redcliffe Council Mayor, Alf Charlish.

Cr Winchester noted that Doreen was known for her quick wit and cheeky humour. She was an avid traveller and had an extensive silver spoon collection in memory of her travels.

Doreen is survived by her five children, 12 grandchildren, 10 great-grandchildren and five great-great grandchildren.

Council observed a moment's silence for residents who have passed away.

4. CONFIRMATION OF MINUTES FROM PREVIOUS GENERAL MEETING

General Meeting - 3 September 2019 (Pages 19/1962 - 19/1989)

RESOLUTION

Moved by Cr Mike Charlton (Deputy Mayor)

Seconded by Cr James Houghton

CARRIED 10/0

Cr Peter Flannery was not present when the vote was taken

That the minutes of the General Meeting held 3 September 2019, be confirmed.

5. PRESENTATION OF PETITIONS

(Addressed to the Council and tabled by Councillors)

Presentation of Certificate of Appreciation (A19078065)

Cr Mike Charlton (Deputy Mayor) reported that he and Cr Mick Gillam had attended a recent Pine Rivers Municipal Brass Band Management Meeting at which he was presented a Certificate of Appreciation thanking Council for its continued support.

6. CORRESPONDENCE

There was no correspondence to be tabled.

7. COMMUNITY COMMENT

There are no participants in the Community Comment session for this meeting.

8. NOTIFIED MOTIONS

There were no notified motions.

9. NOTICES OF MOTION (Repeal or amendment of resolutions)

(s262 of the Local Government Regulation 2012)

There were no notices of motion.

10. OFFICERS' REPORTS TO COUNCIL (conducted in Sessions)

(as referred by the Chief Executive Officer)

Consideration of officers' reports as referred by the Chief Executive Officer, to be conducted in Sessions.

The Session Chairperson and designated Spokesperson for the respective portfolio, is as follows:

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

1 GOVERNANCE SESSION

(Cr A Sutherland, Mayor)

ITEM 1.1

AUSTRALIAN INSTITUTE OF COMPANY DIRECTORS (AICD) GOVERNANCE ESSENTIALS ONLINE COURSE - REGIONAL

Meeting / Session: 1 GOVERNANCE
Reference: A19046487 : 4 September 2019
Responsible Officer: LK, Executive Support Officer (CORP Executive Services)

Executive Summary

This report seeks consideration of Councillor enrolment to the Australian Institute of Company Directors (AICD) Governance Essentials online course from 1 October to 11 November 2019.

RESOLUTION

Moved by Cr Mike Charlton (Deputy Mayor)

Seconded by Cr Julie Greer

CARRIED 10/0

Cr Peter Flannery was not present when the vote was taken.

1. **That Cr Matt Constance be authorised to enrol in the Australian Institute of Company Directors (AICD) Governance Essentials online course.**
2. **That the Chief Executive Officer arrange for officer attendance at this conference as appropriate.**

ITEM 1.1 AUSTRALIAN INSTITUTE OF COMPANY DIRECTORS (AICD) GOVERNANCE ESSENTIALS ONLINE COURSE - REGIONAL - A19046487 (Cont.)

OFFICER'S RECOMMENDATION

1. That Cr Matt Constance be authorised to enrol in the Australian Institute of Company Directors (AICD) Governance Essentials online course.
2. That the Chief Executive Officer arrange for officer attendance at this conference as appropriate.

REPORT DETAIL

1. Background

Advice has been received that the AICD Governance Essentials course will be held online from 1 October to 11 November 2019. Cr Matt Constance has expressed an interest in undertaking this course.

2. Explanation of Item

The AICD Governance Essentials course will investigate the fundamentals of governance and directorship, including the role of the board, directors and management in a well-run organisation. The roles and responsibilities that contribute to good governance will be examined including the role of the board, its composition and structure, the regulatory framework, board meeting protocols and procedures, liabilities of directors and related protections, and case studies.

The course will provide information regarding how to effectively contribute to the good governance of an organisation, and to:

- identify how to form effective relationships with organisational leaders
- understand how boards and individual directors fulfil their responsibilities
- identify how boards drive organisational strategy
- understand the regulatory environment that impacts directors and affects organisations.

3. Strategic Implications

3.1 Legislative/Legal Implications

There are no legislation/legal implications arising as a direct result from this report.

3.2 Corporate Plan / Operational Plan

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

3.3 Policy Implications

Arrangements will be made in accordance with Council's Professional Development Policy 2150-089.

3.4 Risk Management Implications

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

3.5 Delegated Authority Implications

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

3.6 Financial Implications

Appropriate funds have been provided in the 2019/20 Budget.

3.7 Economic Benefit

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

ITEM 1.1 AUSTRALIAN INSTITUTE OF COMPANY DIRECTORS (AICD) GOVERNANCE ESSENTIALS ONLINE COURSE - REGIONAL - A19046487 (Cont.)

3.8 Environmental Implications

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

3.9 Social Implications

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

3.10 Consultation / Communication

Consultation was undertaken with Councillors, the Chief Executive Officer and Directors.

UNCONFIRMED

2 PLANNING & DEVELOPMENT SESSION

(Cr M Gillam)

No items for consideration.

3 CORPORATE SERVICES SESSION

(Cr M Constance)

No items for consideration.

UNCONFIRMED

4 ASSET CONSTRUCTION & MAINTENANCE SESSION

(Cr A Hain)

ITEM 4.1

CABOOLTURE - BROWN STREET CORRIDOR - ROAD CONSTRUCTION AND UPGRADE - DIVISION 3

Meeting / Session: 4 ASSET CONSTRUCTION & MAINTENANCE
Reference: A18988823 : 21 August 2019
Responsible Officer: BB, Manager Project Management (ECM Project Management)

Executive Summary

A quotation was sought from Energex Limited (Energex) for the design and construction of street lighting as part of the 'Caboolture - Brown Street Corridor - Road Construction and Upgrade' project.

It is recommended that Council proceed with works as per the quotation contained in the Letter of Offer R0604637 from Energex for the sum of \$288,608.57 (excluding GST).

RESOLUTION

Moved by Cr Mick Gillam

Seconded by Cr Julie Greer

CARRIED 10/0

Cr Peter Flannery was not present when the vote was taken.

1. That in accordance with section 235(a) of the Local Government Regulation 2012, Council is satisfied that Energex Limited is the only supplier who is reasonably available for design and construction of street lighting as part of the 'Caboolture - Brown Street Corridor - Road Construction and Upgrade' project.
2. That the Letter of Offer (R0604637) from Energex Limited for design and construction of street lighting as part of the 'Caboolture - Brown Street Corridor - Road Construction and Upgrade' project, for the sum of \$288,608.57 (excluding GST) be accepted.
3. That the Council enters into an agreement with Energex Limited as described in this report.
4. That the Chief Executive Officer be authorised to take all action necessary, including, but not limited to, negotiating, making, amending, signing and discharging the agreement with Energex Limited for works described in Letter of Offer R0604637 and any required variations of the agreement on Council's behalf.

ITEM 4.1 CABOOLTURE - BROWN STREET CORRIDOR - ROAD CONSTRUCTION AND UPGRADE - DIVISION 3
- A18988823 (Cont.)

OFFICER'S RECOMMENDATION

1. That in accordance with section 235(a) of the Local Government Regulation 2012, Council is satisfied that Energex Limited is the only supplier who is reasonably available for design and construction of street lighting as part of the 'Caboolture - Brown Street Corridor - Road Construction and Upgrade' project.
2. That the Letter of Offer (R0604637) from Energex Limited for design and construction of street lighting as part of the 'Caboolture - Brown Street Corridor - Road Construction and Upgrade' project, for the sum of \$288,608.57 (excluding GST) be accepted.
3. That the Council enters into an agreement with Energex Limited as described in this report.
4. That the Chief Executive Officer be authorised to take all action necessary, including, but not limited to, negotiating, making, amending, signing and discharging the agreement with Energex Limited for works described in Letter of Offer R0604637 and any required variations of the agreement on Council's behalf.

REPORT DETAIL

1. Background

The project is located along the Brown Street corridor, between Ardrossan Road and Pettigrew Street, Caboolture. The scope of works includes the construction of a new 450m long section of road, from Ardrossan Road to Elof Road. Works also include road widening/upgrade to a 200 m long section of Elof Road, from Cassowary Court to Jensen Street; provision of on-road cycle lanes and the construction of pathway facilities linking North Caboolture to the Caboolture Hospital and includes elements of water sensitive urban design. The project also includes the supply and installation of road side lighting.

Energex's Letter of Offer R0604637 includes the design and construction of Energex Rate 2 LED street lighting and the associated works component of the project. The commencement of works is dependent on Energex formally programming the works upon receipt of approval from Council. Energex has indicated that the construction would commence four weeks from the date of issue for construction and the construction duration would be no longer than eight weeks.

ITEM 4.1 CABOOLTURE - BROWN STREET CORRIDOR - ROAD CONSTRUCTION AND UPGRADE - DIVISION 3
- A18988823 (Cont.)



Project location - Extent of Energex street lighting and associated works

2. Explanation of Item

A quotation was sought from Energex for the design and construction of street lighting as part of the 'Caboolture - Brown Street Corridor - Road Construction and Upgrade' project.

Energex provided an offer (letter of offer R0604637) for the design and construction of the required works for the sum of \$288,608.57 (excluding GST).

The street lighting works are Energex Rate 2 lighting which means that it is unmetered lighting (contributory) - public lighting for which all supply and installation costs are funded by Council and then ownership and maintenance is vested in Energex on completion.

3. Strategic Implications

3.1 Legislative/Legal Implications

Due to the value of work being greater than \$200,000, an exception is required in accordance with section 235(a) of the Local Government Regulation 2012 that 'the local government resolves it is satisfied that there is only 1 supplier who is reasonably available', as outlined in Council's Procurement Policy 2150-006. Works or modifications to existing Energex assets are required to be done by Energex.

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.

ITEM 4.1 CABOOLTURE - BROWN STREET CORRIDOR - ROAD CONSTRUCTION AND UPGRADE - DIVISION 3
- A18988823 (Cont.)

3.3 Policy Implications

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

- Council's Procurement Policy 2150-006
- *Local Government Act 2009*
- Local Government Regulation 2012

3.4 Risk Management Implications

A detailed risk management plan has been prepared. The project risk relating to the Energex street lighting works has been assessed and the following issues identified. The way in which the potential impact of these risks is minimised is detailed below.

Construction Risks:

- Risk of design and construction non-compliances is lowered by having the future asset owner complete the street lighting works.
- Street lighting works that can be undertaken prior to the civil works construction contractor being on site will be planned and supervised to ensure no conflicts during the civil road construction.
- The civil works construction contract will detail and require the successful civil contractor to coordinate any remaining Energex works to complete the street lighting installation by Energex with the civil contractor on-site.
- There is an approved Development Approval on the western side of Brown Street (Ardrossan Road) associated with the retirement village DA/34563/2017/V2L and an approved Development Approval for Material Change of Use for properties on the eastern side of Brown Street DA/27767/2013/V2N. Development Services has advised that there are no conditions to be applied to any of these DAs as a result of this project.

3.5 Delegated Authority Implications

No delegated authority implications arising as a direct result of this report.

3.6 Financial Implications

Council has allocated a total of \$3,865,000 for this project with \$1,865,000.00 in the 2019-20 FY Capital Projects Program and \$2,000,000.00 in the draft 2020-21 FY Capital Projects Program (project 101267). All financials below are excluding GST.

Street lighting offer (Energex)	\$ 288,608.57
Civil works construction (forecast estimate excluding Energex works)	\$ 2,681,640.95
Contingency (10%)	\$ 268,164.10
Supervision - consultant fees	\$ 50,000.00

Total project cost	\$ 3,288,413.62
	=====

There are no ongoing operational/maintenance costs for the street lighting works as the assets are transferred to Energex to maintain.

The budget amount for this project is sufficient.

3.7 Economic Benefit

The project will supplement capacity improvements created by the construction of the Brown Street bridge to accommodate future traffic volumes and provide pedestrian/cyclist connectivity.

3.8 Environmental Implications

Energex are required to comply with State Government environmental policies.

*ITEM 4.1 CABOOLTURE - BROWN STREET CORRIDOR - ROAD CONSTRUCTION AND UPGRADE - DIVISION 3
- A18988823 (Cont.)*

3.9 Social Implications

The project will provide a safe link for road users (motorists and cyclists) travelling this section of roadway at night.

3.10 Consultation / Communication

A detailed communications plan has been prepared. Variable message boards will be in place and project notices and project signs will be distributed two weeks prior to commencement. Weekly project updates via email will be provided to the Divisional Councillor who has been consulted and is supportive of the project.

UNCONFIRMED

ITEM 4.2

MARGATE - MARGATE CBD - CENTRE IMPROVEMENT PROJECT - DIVISION 6

Meeting / Session: 4 ASSET CONSTRUCTION & MAINTENANCE
Reference: A18965701: 15 August 2019 - Refer **Confidential Supporting Information A18959760**
Responsible Officer: BB, Manager Project Management (ECM Project Management)

Executive Summary

Tenders were invited for the 'Margate - Margate CBD - Centre Improvement Project (MBRC008976)' project. The tender closed on 13 August 2019, with five conforming tenders received.

It is recommended that Council award the contract to LEAF Building Group Pty Ltd for the sum of \$249,982.19 (excluding GST) as this tender was evaluated as representing the best overall value to Council.

RESOLUTION

Moved by Cr Koliana Winchester

Seconded by Cr James Houghton

CARRIED 10/0

Cr Peter Flannery was not present when the vote was taken.

1. That the tender for 'Margate - Margate CBD - Centre Improvement Project (MBRC008976)' be awarded to LEAF Building Group Pty Ltd for the sum of \$249,982.19 (excluding GST).
2. That the Council enters into an agreement with LEAF Building Group Pty Ltd as described in this report.
3. That the Chief Executive Officer be authorised to take all action necessary, including but not limited to, negotiating, making, amending, signing and discharging the agreement with LEAF Building Group Pty Ltd for the 'Margate - Margate CBD - Centre Improvement Project (MBRC008976)' project and any required variations of the agreement on Council's behalf.

ITEM 4.2 MARGATE - MARGATE CBD - CENTRE IMPROVEMENT PROJECT - DIVISION 6 - A18965701 (Cont.)

OFFICER'S RECOMMENDATION

1. That the tender for 'Margate - Margate CBD - Centre Improvement Project (MBRC008976)' be awarded to LEAF Building Group Pty Ltd for the sum of \$249,982.19 (excluding GST).
2. That the Council enters into an agreement with LEAF Building Group Pty Ltd as described in this report.
3. That the Chief Executive Officer be authorised to take all action necessary, including but not limited to, negotiating, making, amending, signing and discharging the agreement with LEAF Building Group Pty Ltd for the 'Margate - Margate CBD - Centre Improvement Project (MBRC008976)' project and any required variations of the agreement on Council's behalf.

REPORT DETAIL

1. Background

The project is located at Margate, within the business centre and immediate surrounds. The project scope includes the design and construction of streetscape and landscape improvements to the business centre. Works will also include new signage, notice board, landscaping, street tree and lighting. The objective of the project is to design and construct key improvement works which will enhance the Margate business centre as a destination.

Public consultation was undertaken during November 2018. In this consultation, key placemaking concepts were put on display and the public were asked to comment on these, as well as to raise any other ideas they wished to canvass. The results identified key improvement works which were widely supported and will enhance the amenity within Margate Central and its commercial centre. The following five elements are now required and form part of this tender:

- Two "Margate" entry signs (south and north - same design) to be manufactured and installed. These signs are to replace the two existing signs on Oxley Avenue.
- A "Welcome to Margate" new arrival sign adorning Langdon Park at the south-west corner. This sign will have to be manufactured and installed.
- A community noticeboard - to be supplied and installed.
- An illuminated catenary sign at the Oxley Avenue/Baynes Street intersection - to be manufactured and installed.
- Replacement of roundabout Ficus in Baynes Street with a Pine (Norfolk or Hoop) with lighting - to be supplied and installed.

Works are expected to commence in October 2019 and take six weeks to complete, including an allowance for wet weather.

ITEM 4.2 MARGATE - MARGATE CBD - CENTRE IMPROVEMENT PROJECT - DIVISION 6 - A18965701 (Cont.)

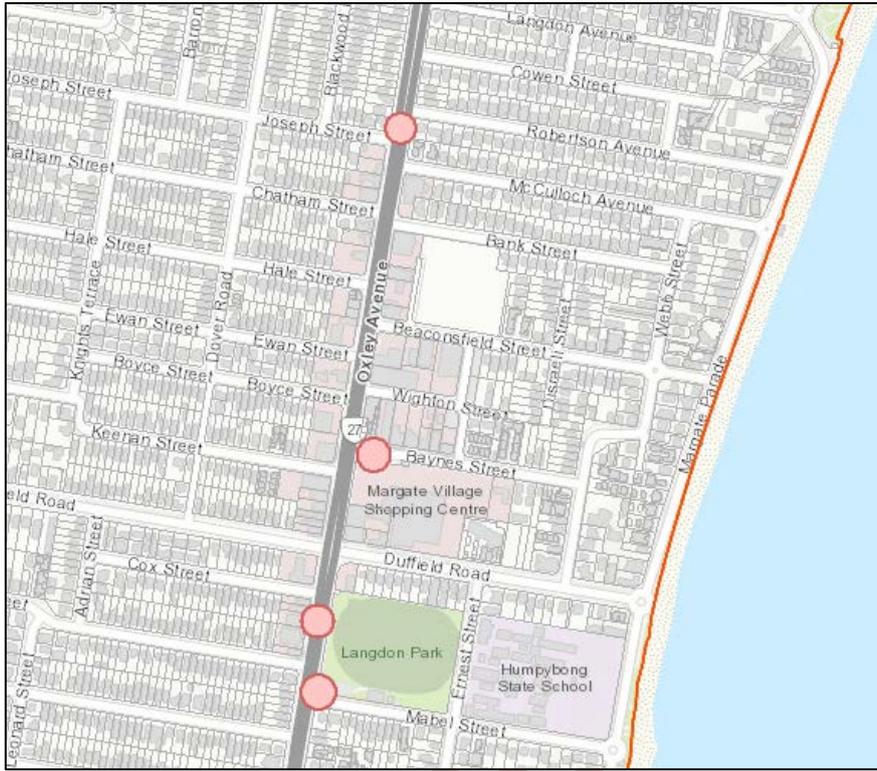


Figure1: Site locations



Figure 2: Signage

ITEM 4.2 MARGATE - MARGATE CBD - CENTRE IMPROVEMENT PROJECT - DIVISION 6 - A18965701 (Cont.)



Figure 3: Noticeboard



Figure 4: Entry signage

2. Explanation of Item

Tenders for the 'Margate - Margate CBD - Centre Improvement Project (MBRC008976)' project closed on 13 August 2019 with five 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 4.2 MARGATE - MARGATE CBD - CENTRE IMPROVEMENT PROJECT - DIVISION 6 - A18965701 (Cont.)

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

RANK	TENDERER	EVALUATION SCORE
1	LEAF Building Group Pty Ltd	98.14
2	Koppens Developments Pty Ltd	84.95
3	Main Constructions Pty Ltd	82.72
4	CES Civil Pty Ltd	78.92
5	The Landscape Construction Company Pty Ltd	78.41

LEAF Building Group Pty Ltd (LEAF) submitted a comprehensive tender and demonstrated their methodology and experience on projects of a similar scale and complexity. LEAF has undertaken the construction of similar projects for various clients, including Toowoomba Regional Council involving the Queen's Park Amenities and Picnic Shelter with a value of \$655,000 and MBRC involving the Queensland State Equestrian Centre warm up arena, with a value of \$4.02 million. At a tender clarification meeting held on 23 August 2019, LEAF demonstrated their understanding and methodology to complete this project, including their understanding of the required traffic management, day and night works.

Koppens Developments Pty Ltd (Koppens) 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 26 August 2019, Koppens demonstrated their understanding and methodology to complete this project, however, there were no additional benefits for the higher price.

Main Constructions Pty Ltd submitted a comprehensive tender and demonstrated their installation methodology and experience on projects of a similar scale and complexity; however, 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 - Creating Opportunities: Local jobs for residents - an innovative and thriving economy.

3.3 Policy Implications

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

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

3.4 Risk Management Implications

A detailed risk management plan has been prepared. The project risk has been assessed and the following issues identified. The manner in which the identified risks are to be managed is detailed below.

Financial Risks:

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

ITEM 4.2 MARGATE - MARGATE CBD - CENTRE IMPROVEMENT PROJECT - DIVISION 6 - A18965701 (Cont.)

Construction Risks:

- a. The recommended contractor will provide a detailed program of works, a staging plan, site specific traffic management, environmental management and safety plans and will be required to meet relevant workplace health and safety requirements as part of the contract, including safe work method statements. Council officers will review and audit all of these plans. Some road pavement works will be undertaken at night in stages, with preparation for night works, minor drainage/kerbing/path works, primarily completed outside of peak times during the day. Traffic management of day works will consider impacts on road users and minimise adverse impact by conducting major pavement works during the school holidays.
- b. Some works will be on a Department of Transport and Main Roads roadway (Oxley Avenue). Relevant approvals and permits have been obtained for these works.

3.5 Delegated Authority Implications

No delegated authority implications arising as a direct result of this report.

3.6 Financial Implications

Council allocated a total of \$389,000 for this project for construction in the 18-19 FY Capital Works Program (project 107249). Design for the project was carried out late in the 18-19 FY and the remaining funds of \$318,416 are to be re-provisioned into the 19-20 FY Capital Works Program. All financials below are excluding GST.

Planning/Design (18-19 FY)	\$ 70,584.00
Tender Price (Construction)	\$ 249,982.19
Contingency (10%)	\$ 24,998.22
QLeave (0.475%)	\$ 1,187.42

Total Project Cost	\$ 346,751.83
	=====
 Estimated ongoing operational/maintenance costs	 \$ 4,000.00 per F/Y

The budget amount for this project is sufficient.

3.7 Economic Benefit

One of the main drivers of this project is to highlight the commercial area of Margate with new attractive signage, noticeboard and large iconic tree in an existing roundabout. This is to stimulate community interest and confidence within the retail sector as a catalyst to activating this underutilised area.

3.8 Environmental Implications

New infrastructure will have a positive effect on the environment as it will replace old and tired items with new and modern infrastructure which communicates the support Council has for this area.

3.9 Social Implications

Expenditure by Council in this area will have a positive effect on the community. Local patrons and visitors will appreciate that Council has confidence in the potential viability of this area.

3.10 Consultation / Communication

An information session was undertaken with the community and councillor where the concepts were presented.

A detailed communication plan has been prepared. Communication strategies include pre-project notices, project notices, project signs, weekly updates to the Divisional Councillor which will be implemented once the tender is awarded. Residents, businesses and schools directly abutting the project site will be contacted by Council to advise on the proposed works and associated timing, providing a minimum of two days' notice for works directly adjacent to their properties. The Divisional Councillor has been consulted and is supportive of the project.

ITEM 4.3 - DECLARATION OF INTEREST

Conflict of Interest - Declaration - Cr Allan Sutherland (Mayor)

Pursuant to s175E of the *Local Government Act 2009*, Cr Allan Sutherland (Mayor) declared a perceived conflict of interest in Item 4.3 as BMD Constructions (a related company to a tenderer of Item 4.3) provided \$2200 on 2 November 2010 to Moreton Futures Trust. A further donation from Urbex, BMD Holdings (possibly a related company to a tenderer of Item 4.3) was received in 2012 for \$1100 to Cr Allan Sutherland (Mayor).

Cr Allan Sutherland (Mayor) retired from the meeting at 10.49am taking no part in the debate or resolution regarding same.

Conflict of Interest - Declaration - Cr Mike Charlton (Deputy Mayor)

Pursuant to s175E of the *Local Government Act 2009*, Cr Mike Charlton (Deputy Mayor) declared a perceived conflict of interest in Item 4.3 as BMD Constructions (a related company to a tenderer of Item 4.3) provided \$2200 on 2 November 2010 to Moreton Futures Trust. Cr Charlton advised that he received an interest free loan in the amount of \$5000 from Moreton Futures Trust in late September 2011 which was repaid in full on 25 January 2012. Cr Charlton has not received a donation since that time.

However, Cr Mike Charlton (Deputy Mayor) has considered his position and is firmly of the opinion that he could participate in the debate and resolution on the matter in the public interest.

Councillor not voluntarily left meeting - other Councillors who are entitled to vote must decide

Pursuant to s175E(3) of the Local Government Act 2009, the other Councillors who are entitled to vote at the meeting have been informed about a Councillor's personal interests in the matter and the Councillor has not voluntarily left the meeting, and in accordance with s175E(4) the other Councillors must decide whether the Councillor has a real or perceived conflict of interest in the matter and what action the Councillor must take.

Moved by Cr James Houghton

Seconded by Cr Mick Gillam

CARRIED 8/0

Cr Peter Flannery was not present when the vote was taken

That in accordance with s175E(4) of the *Local Government Act 2009*, it is considered that Cr Mike Charlton (Deputy Mayor) has a perceived conflict of interest in the matter however, may participate in the meeting including voting on the matter as it is considered that this is in the public interest.

Cr Mike Charlton (Deputy Mayor) remained in the meeting and assumed the Chair at this time.

**ITEM 4.3
CABOOLTURE - MCKEAN STREET - ROAD REHABILITATION AND ACTIVE
TRANSPORT IMPROVEMENTS - DIVISION 3**

Meeting / Session: 4 ASSET CONSTRUCTION & MAINTENANCE
Reference: A18944580 : 2 August 2019 - Refer **Confidential Supporting Information**
A18879250
Responsible Officer: BB, Manager Project Management (ECM Project Management)

Executive Summary

Tenders were invited for the 'Caboolture - McKean Street - Road Rehabilitation and Active Transport Improvements (MBRC008760)' project. The tender closed on 10 July 2019, with 13 conforming tenders received.

It is recommended that Council award the contract to Stanley Macadam Pty Ltd. (trading as Stanley Road Construction) for the sum of \$1,640,622.07 (excluding GST) as this tender was evaluated as representing the best overall value to Council.

CLOSED SESSION

RESOLUTION

Moved by Cr Mick Gillam

Seconded by Cr Brooke Savage

CARRIED 9/0

*Cr Allan Sutherland (Mayor) had declared a conflict of interest and had left the meeting
Cr Peter Flannery was not present when the vote was taken.*

That Council move into closed session to discuss Item 4.3, pursuant to the provisions of s275 (1) of the Local Government Regulation 2012 clause (e), as the matter involves contracts proposed to be made by the Council.

Members of the press and public gallery left the Chambers.
The closed session commenced at 10.51am.

OPEN SESSION

RESOLUTION

Moved by Cr Mick Gillam

Seconded by Cr Matt Constance

CARRIED 9/0

*Cr Allan Sutherland (Mayor) had declared a conflict of interest and had left the meeting
Cr Peter Flannery was not present when the vote was taken.*

That Committee resume in open session and that the following resolutions be made.

The open session resumed at 11.03am.
Members of the press and public gallery returned to the Chambers.

ITEM 4.3 CABOOLTURE - MCKEAN STREET - ROAD REHABILITATION AND ACTIVE TRANSPORT IMPROVEMENTS - DIVISION 3 - A18944580 (Cont.)

RESOLUTION

Moved by Cr James Houghton

Seconded by Cr Julie Greer

CARRIED 9/0

Cr Allan Sutherland (Mayor) had declared a conflict of interest and had left the meeting

Cr Peter Flannery was not present when the vote was taken

1. That the tender for 'Caboolture - McKean Street - Road Rehabilitation and Active Transport Improvements (MBRC008760)' be awarded to Stanley Macadam Pty Ltd (trading as Stanley Road Construction) for the sum of \$1,640,622.07 (excluding GST).
2. That the Council enters into an agreement with Stanley Macadam Pty Ltd (trading as Stanley Road Construction) as described in this report.
3. That the Chief Executive Officer be authorised to take all action necessary, including but not limited to, negotiating, making, amending, signing and discharging the agreement with Stanley Macadam Pty Ltd (trading as Stanley Road Construction) for the 'Caboolture - McKean Street - Road Rehabilitation and Active Transport Improvements (MBRC008760)' project and any required variations of the agreement on Council's behalf.

ITEM 4.3 CABOOLTURE - MCKEAN STREET - ROAD REHABILITATION AND ACTIVE TRANSPORT IMPROVEMENTS - DIVISION 3 - A18944580 (Cont.)

OFFICER'S RECOMMENDATION

1. That the tender for 'Caboolture - McKean Street - Road Rehabilitation and Active Transport Improvements (MBRC008760)' be awarded to Stanley Macadam Pty Ltd (trading as Stanley Road Construction) for the sum of \$1,640,622.07 (excluding GST).
2. That the Council enters into an agreement with Stanley Macadam Pty Ltd (trading as Stanley Road Construction) as described in this report.
3. That the Chief Executive Officer be authorised to take all action necessary, including but not limited to, negotiating, making, amending, signing and discharging the agreement with Stanley Macadam Pty Ltd (trading as Stanley Road Construction) for the 'Caboolture - McKean Street - Road Rehabilitation and Active Transport Improvements (MBRC008760)' project and any required variations of the agreement on Council's behalf.

REPORT DETAIL

1. Background

The project is located on McKean Street, from Beerburum Road to St Columban's College, Caboolture. The project involves pavement rehabilitation to an 890-metre section of road between Beerburum Road and Payne Street. The project scope also includes active transport improvements along the total 1200m length (between Beerburum Road and St Columban's College), which include line-marking, alterations to install bicycle lanes and bicycle awareness markings, alterations of existing traffic islands, installation of new zebra crossings and street lighting; as well as improvements to drainage and kerb and channel, pathway improvements and the provision of shade tree planting to improve the pedestrian environment. The pathway, landscape and minor drainage upgrades are to be constructed east of Manley Street.

The project objective is to renew the pavement and achieve the required level of service, improve user functionality, safety for cyclists and pedestrians, rectify existing road safety deficiencies, remove existing hazards, reduce the potential for crash risk and severity along the section of McKean Street and allow all abilities access.

Tenderers were required to price for nightworks for works on McKean Street that will affect a number of traffic lanes between Beerburum Road and the eastern side of Railway Parade (immediately east of intersection). Nightworks are limited to this section of road and are only allowed from Sunday to Thursday inclusive from 7pm to 5am.

Works will proceed from early October 2019 through to mid-December 2019, which includes an allowance for wet weather.

ITEM 4.3 CABOOLTURE - MCKEAN STREET - ROAD REHABILITATION AND ACTIVE TRANSPORT IMPROVEMENTS - DIVISION 3 - A18944580 (Cont.)



Figure 1: Location of works

2. Explanation of Item

Tenders for the 'Caboolture - Mckean Street - Road Rehabilitation and Active Transport Improvements (MBRC008760)' project closed on 10 July 2019 with 13 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	Stanley Macadam Pty Ltd T/A Stanley Road Construction	98.10
2	CES Civil	98.01
3	AllenCon Pty Ltd	97.87
4	BMD Urban Pty Ltd	93.17
5	Koppens Developments Pty Ltd	92.15
6	Winslow Constructors P/L	90.40
7	Hall Contracting Pty Ltd	87.65
8	Civil Engineered Construction Group Pty Ltd	86.44
9	Aramira Civil Engineering Pty Ltd	86.18
10	Hazell Bros (Qld) Pty Ltd	85.64
11	Civlec Pty Ltd T/A GRC Civil	78.84
12	Pensar Civil Pty Ltd	78.72
13	Allroads Pty Ltd	78.69

ITEM 4.3 CABOOLTURE - MCKEAN STREET - ROAD REHABILITATION AND ACTIVE TRANSPORT IMPROVEMENTS - DIVISION 3 - A18944580 (Cont.)

Stanley Macadam Pty Ltd, trading as Stanley Road Construction (SRC) submitted a comprehensive tender and demonstrated their methodology and experience on projects of a similar scale and complexity. SRC has undertaken the construction of similar projects for various clients, including Brisbane City Council (Road Resurfacing and Rehabilitation - External Asphalt Resurfacing Package 17/18 valued at \$4M), CBP Contractors on behalf of DTMR (Logan Enhancement Project involving asphalt paving and surfacing to the value of \$1.2M) and Fulton Hogan (Wynnum Road Upgrade (ongoing) seal and asphalt installation with a value of \$2M). At a tender clarification meeting held on 30 July 2019, SRC demonstrated their understanding and methodology to complete this project, including their understanding of the required traffic management, day and night works.

CES Civil submitted a comprehensive tender and demonstrated their installation methodology and experience on projects of a similar scale and complexity; however, there were no additional benefits for the higher price.

AllenCon Pty Ltd (AC) 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 31 July 2019, AC demonstrated their understanding and methodology to complete this project; however, 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 procured in accordance with the provisions of the following documents:

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

3.4 Risk Management Implications

A detailed risk management plan has been prepared. The project risk has been assessed and the following issues identified. The manner in which the identified risks are to be managed is detailed below.

Financial Risks:

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

Construction Risks:

- c. The recommended contractor will provide a detailed program of works, a staging plan, site specific traffic management, environmental management and safety plans and will be required to meet relevant workplace health and safety requirements as part of the contract, including safe work method statements. Some road pavement works will be undertaken at night in stages, with preparation for night works, minor drainage/kerbing/path works, primarily completed outside of peak times during the day. Traffic management of day works will consider impacts on road users.
- d. 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

No delegated authority implications arising as a direct result of this report.

ITEM 4.3 CABOOLTURE - MCKEAN STREET - ROAD REHABILITATION AND ACTIVE TRANSPORT IMPROVEMENTS - DIVISION 3 - A18944580 (Cont.)

3.6 Financial Implications

Council has allocated a total of \$2,565,500 for this project with \$115,000 for design in the 18-19 FY and \$2,450,500 for construction in the 19-20 FY Capital Works Program (project number 101448).

All financials below are excluding GST.

Design (18/19 FY)	\$ 50,686.95
Energex works	\$ 31,269.91
Telstra services relocation	\$ 9,993.75
Tender (construction)	\$1,640,622.07
Contingency (10%)	\$ 164,062.21
QLeave (0.475%)	\$ 7,792.95

Total project cost	\$1,904,427.84
	=====

Estimated ongoing operational/maintenance costs \$10,000 per F/Y

The budget amount for this project is sufficient.

3.7 Economic Benefit

The project's aim is to reduce maintenance costs and to extend the pavement life.

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 project will renew the pavement and achieve the required level of service, improve user functionality and safety for cyclists and pedestrians.

3.10 Consultation / Communication

A detailed communication plan has been prepared. Communication strategies include pre-project notices, project notices, project signs, forewarning variable message signs (VMS) and weekly updates to the Divisional Councillor which will be implemented once the tender is awarded. Residents, businesses and schools directly abutting the project site will be contacted by Council to advise on the proposed works and associated timing, providing a minimum of two days' notice for works directly adjacent to their properties. The Divisional Councillor has been consulted and is supportive of the project.

ATTENDANCE

Cr Allan Sutherland (Mayor) returned to the meeting at 11.05am after Item 4.3 and resumed the Chair.

5 PARKS, RECREATION & SPORT SESSION

(Cr K Winchester)

No items for consideration.

UNCONFIRMED

6 LIFESTYLE & AMENITY SESSION**(Cr A Sutherland - Mayor)****ITEM 6.1****SPECIAL FEE ARRANGEMENTS FOR VOLUNTEER-MANAGED COMMUNITY HALLS - REGIONAL**

Meeting / Session: 6 LIFESTYLE & AMENITY
Reference: A18973194 : 30 August 2019
Responsible Officer: JH, Supervisor Community Halls (CES Community Services, Sport & Recreation)

Executive Summary

A number of historical 'special fee arrangements' (fee discounts) currently exist for various hirers of Council's volunteer-managed community halls. These special hire fees, primarily for non-profit community groups, facilitate the hire of the community hall for a reduced fee.

This report seeks Council's direction regarding the continuation of existing 'special fee arrangements' across Council's volunteer-managed community halls, as well as the implementation of other arrangements to reduce their impact on relevant hall management committees.

RESOLUTION**Moved by Cr Mick Gillam****Seconded by Cr Julie Greer****CARRIED 10/0**

Cr Peter Flannery was not present when the vote was taken

1. That existing 'special fee arrangements' for the non-profit hirers listed in Table 1.1 of this report, be continued for the 2019 -2020 financial year, and be subject to ongoing review.
2. That the management agreements applicable to the halls referenced in Tables 1.1 and 1.2 be varied to enable the management committees to retain additional hall revenue of up to 30% of the lost hall revenue associated with the special fee arrangements as additional management fees, effective from the date of this report.
3. That where management committees have implemented special fee arrangements for their own activities or programs, Recommendation 2 of this report not apply.
4. That the existing 'special fee arrangement' for the commercial hirer listed in Table 1.2 be continued for a period of 7 months, with Council's approved fees and charges applied thereafter.

ITEM 6.1 SPECIAL FEE ARRANGEMENTS FOR VOLUNTEER-MANAGED COMMUNITY HALLS - REGIONAL - A18973194 (Cont.)

OFFICER'S RECOMMENDATION

1. That existing 'special fee arrangements' for the non-profit hirers listed in Table 1.1 of this report, be continued for the 2019 -2020 financial year, and be subject to ongoing review.
2. That the management agreements applicable to the halls referenced in Tables 1.1 and 1.2 be varied to enable the management committees to retain additional hall revenue of up to 30% of the lost hall revenue associated with the special fee arrangements as additional management fees, effective from the date of this report.
3. That where management committees have implemented special fee arrangements for their own activities or programs, Recommendation 2 of this report not apply.
4. That the existing 'special fee arrangement' for the commercial hirer listed in Table 1.2 be continued for a period of 7 months, with Council's approved fees and charges applied thereafter.

REPORT DETAIL

1. Background

Hire fees and charges for the thirty-eight volunteer-managed community halls are provided annually by hall management committees for approval by Council. Hall management committees collect hire fees as an agent of Council and are permitted under their management agreement to retain up to 30% of gross hall hire income as a management fee.

Twenty-one 'special fee arrangements' exist across fourteen of Council's volunteer-managed community halls. These hirers include twenty non-profit community group hirers, two of which are the non-profit hall management committees themselves (Refer Table 1.1 below), and one commercial hirer (Refer Table 1.2 below). These historical arrangements have been established by management committees to facilitate hire of the community hall for a discounted fee.

Table 1.1 Existing Special Fee Arrangements - Non-profit hirers

Facility	Management Committee	Hirer Name	Hirer Type
Donnybrook Community Hall	Enhance Care Inc	RSL Donnybrook	Non-profit
Burpengary Community Hall	Burpengary Community Association Inc	Burpengary Central Neighbourhood Watch	Non-profit
Burpengary Community Hall	Burpengary Community Association Inc	Burpengary Community Association Inc	Non-profit (Management Committee)
Deception Bay Community Hall	Deception Bay Neighbourhood Centre Inc	Deception Bay Seventh Day Adventist Church	Non-profit
Deception Bay Community Hall	Deception Bay Neighbourhood Centre Inc	Deception Bay Indoor Bowls	Non-profit
Deception Bay Community Hall	Deception Bay Neighbourhood Centre Inc	Orbital Works Program - Deception Bay Neighbourhood Centre	Non-profit (Management Committee)
Deception Bay Community Hall	Deception Bay Neighbourhood Centre Inc	RSL Deception Bay	Non-profit
Caboolture Memorial Hall	Enhance Care Inc	RSL Caboolture	Non-profit
John Naumann Hall	Lions Club of Deception Bay Inc	Bay Christian Fellowship	Non-profit

ITEM 6.1 SPECIAL FEE ARRANGEMENTS FOR VOLUNTEER-MANAGED COMMUNITY HALLS - REGIONAL - A18973194 (Cont.)

Facility	Management Committee	Hirer Name	Hirer Type
Rothwell Hall	Redcliffe-Kippa Ring Lions Inc	Congregational Christian Church of Samoa	Non-profit
Rothwell Hall	Redcliffe-Kippa Ring Lions Inc	Alofa Tunoa Pentecostal Church	Non-profit
Woody Point Memorial Hall	Lion Club of Redcliffe Inc	RSL Woody Point	Non-profit
Narangba Community Hall	Encircle Ltd	Narangba Lions Club	Non-profit
John Oxley Reserve Community Centre	Kallangur Halls Committee Inc	Kallangur Al Anon Family Group	Non-profit
Alf Shaw Park Community Centre	Alf Show Park Community Centre Inc	Pine Rivers Family Association	Non-profit
Albany Creek Community Centre	Encircle Ltd	Evergreen Club of Albany Creek	Non-profit
Bunya house	Bunya House Inc	U3A Pine Rivers	Non-profit
Woodford Memorial Hall	Woodford Memorial Community Centre Inc	RSL Woodford	Non-profit
Bellthorpe Community Hall	Bellthorpe Progress Association Inc	Bellthorpe Craft Ladies	Non-profit
Bellthorpe Community Hall	Bellthorpe Progress Association Inc	Kilcoy/Woodford Anglican Church	Non-profit

Table 1.2 Existing Special Fee Arrangements - Commercial hirer

Facility	Management Committee	Hirer Name	Hirer Type
Bellthorpe Community Hall	Bellthorpe Progress Association Inc	AUXFIT	Commercial

2. Explanation of Item

On 14 May 2019, Council adopted the 2019-20 Fees and Charges for volunteer-managed community halls. Across these facilities, a number of hirers have historically received 'special fee arrangements', which have been implemented by current and/or previous hall management committees. These special fee arrangements have not previously been endorsed by Council.

In recognition of the non-profit status of hirers detailed in Table 1.1, it is recommended that Council continue these existing 'special fee arrangements' for the 2019-20 financial year and conduct ongoing annual reviews.

However, with regards to the 'special fee arrangement' for the commercial hirer detailed in table 1.2, it is recommended that this arrangement be continued for 7 months, with Council's approved fees and charges be applied thereafter.

In addition, it is recommended that the management agreements applicable to the halls referenced in Tables 1.1 and 1.2 above be varied to enable the management committees to retain additional hall revenue of up to 30% of the lost hall revenue associated with the special fee arrangements as additional management fees. This provision however will not apply in instances where the management committee have implemented special fee arrangements for their own activities or programs.

ITEM 6.1 SPECIAL FEE ARRANGEMENTS FOR VOLUNTEER-MANAGED COMMUNITY HALLS - REGIONAL - A18973194 (Cont.)

3. Strategic Implications

3.1 Legislative/Legal Implications

No legislative/legal implications arising as a direct result of this report.

3.2 Corporate Plan / Operational Plan

Valuing Lifestyle: Quality recreation and cultural opportunities - celebrating local arts, culture and 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

This report recommends the continuation of various 'special fee arrangements' (fee discounts) across Council's network of volunteer-managed community halls.

3.7 Economic Benefit

There are no 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.

3.9 Social Implications

Non-profit groups make a significant contribution to the Moreton Bay community through the delivery of various low-cost community services and recreational opportunities at Council's community halls.

The recommendations of this report aim to reduce the impact of fee increases on those non-profit groups, allowing the continuation of their services at a reduced cost to members and the broader community.

3.10 Consultation / Communication

All Councillors - Council Workshop (15 August 2019).

7 ECONOMIC DEVELOPMENT, EVENTS & TOURISM SESSION

(Cr P Flannery)

No items for consideration.

8 REGIONAL INNOVATION SESSION

(Cr D Grimwade)

No items for consideration.

11. GENERAL BUSINESS OR RESPONSE TO QUESTIONS TAKEN ON NOTICE

**ITEM 11.1
REGIONAL EVENTS**

Cr Adam Hain reported on the **Caboolture Snakes Rugby League** senior and junior presentations that took place over the weekend noting that 'The Snakes' is a strong club with 600 playing members.

Cr Hain also noted the **Caboolture U17's Queensland Premier League Netball team** won the QPL grand final against Metro held on Friday night, 6 September 2019.

Cr Adam Hain had also participated in the **Wheelchair Rugby League** game on the weekend and made mention that the English Wheelchair Rugby League team will be playing the Queensland team at the Morayfield Sport and Events Centre in October 2019.

Cr Koliana Winchester represented Cr Allan Sutherland (Mayor) at the **Redcliffe Leagues Netball Association** finals presentation which was held on Saturday, 7 September 2019.

Cr Mike Charlton (Deputy Mayor) together with Cr James Houghton and Cr Peter Flannery noted their attendance at the **Karyn Murphy Cup Queensland State Final 2019** which was held at the Dolphins Stadium on Friday, 6 September 2019. Cr Charlton reported that this event was held to promote young girls in sports, in particular, rugby league. The event was a 9-a-side competition and Cr Charlton noted that the skills on display were fantastic to watch with Karyn Murphy providing an address to the participants. Cr Charlton congratulated the organisers of the event.

Cr James Houghton made mention of his attendance together with Cr Allan Sutherland (Mayor) at the **Dolphins Rugby League presentation** on Saturday night, 7 September 2019. The event was a presentation for best and fairest and players of the year awards with Cr Houghton noting this was an exciting night ahead of the Dolphins match which they played against Tweed Heads the following day and won by 1 point.

Cr Allan Sutherland (Mayor) mentioned the **Moreton Bay Food and Wine Festival** which was held at Redcliffe over the weekend of 7 and 8 September 2019. Cr Sutherland (Mayor) noted this event was a great showcase of the region and a major success for all the vendors with many of the venues having sold out by Saturday afternoon due to the popularity of the event. Cr Allan Sutherland (Mayor) expressed his thanks to all who were involved in the planning, organisation and successful running of the event.

Cr Koliana Winchester and Cr James Houghton also noted their attendance at this event concurring it was a very successful, having both received positive comments.

**ITEM 11.2
MORETON BAY BOWLS ASSOCIATION**

Cr Mick Gillam made mention of his attendance together with Cr Brooke Savige at the **Moreton Bay Bowls Association** finals which was held over the preceding weekend at the Bribie Island Bowls Club. The association was a merger of the Caboolture and North Brisbane Bowls Associations which had just completed their first year of operations. Cr Gillam noted that 16 teams consisting of 216 players had participated in a great day of bowls.

RESOLUTION

Moved by Cr Mick Gillam

Seconded by Cr Brooke Savige

CARRIED 10/0

That Council write a congratulatory letter to the Moreton Bay Bowls Association on the successful completion of their first year of operations.

**ITEM 11.3
BOUNTY BOULEVARD STATE SCHOOL DRAMA PRODUCTION**

Cr Julie Greer reported on her attendance at the **Bounty Boulevard State School** drama production of *Annie* on Friday night. Cr Greer noted that this was the 9th consecutive year a drama production has been held at the school.

RESOLUTION

Moved by Cr Julie Greer

Seconded by Cr Brooke Savige

CARRIED 10/0

That a Mayoral letter of congratulation be sent to Bounty Boulevard State School for the successful drama production, Annie.

ADJOURNMENT

The meeting adjourned at 11.20am.

The Mayor left the meeting during the adjournment and was not present when the meeting reconvened.

RECONVENE

RESOLUTION

Moved by Cr Koliانا Winchester

Seconded by Cr Adam Hain

CARRIED 10/0

That the general meeting be reconvened.

The meeting reconvened at 3.05pm.

Cr Peter Flannery was in attendance when the meeting reconvened.

12. CLOSED SESSION

(s275 of the Local Government Regulation 2012)

Consideration of confidential officers' reports as referred by the Chief Executive Officer and confidential general business matters as raised at the meeting.

12a. CONFIDENTIAL OFFICERS' REPORTS TO COUNCIL

No items for consideration.

UNCONFIRMED

12b. CONFIDENTIAL GENERAL BUSINESS

CLOSED SESSION

RESOLUTION

Moved by Cr Matt Constance
Seconded by Cr Peter Flannery

CARRIED 10/0

That Council move into closed session pursuant to the provisions of s275 (1) of the Local Government Regulation 2012 clause (a), to discuss a staffing matter.

Members of the press and public gallery left the Chambers.
The closed session commenced at 3.06pm.

OPEN SESSION

RESOLUTION

Moved by Cr Koliانا Winchester
Seconded by Cr Adam Hain

CARRIED 10/0

That Council resume in open session and that the following resolutions be made.

The open session resumed at 3.58pm.

**ITEM 12.1
RESIGNATION OF CHIEF EXECUTIVE OFFICER**

RESOLUTION

Moved by Cr Adam Hain
Seconded by Cr Matt Constance

CARRIED 10/0

That Council resolves to:

1. Accept the resignation of Daryl Hitzman, Chief Executive Officer.
2. Delegate to the Deputy Mayor, the responsibility to undertake all steps necessary to finalise Mr Hitzman's employment and to assist the Acting Chief Executive Officer address Council's operational matters to hand over during his notice period.

13. CLOSURE

There being no further business the meeting closed at 4.00pm.

ACTING CHIEF EXECUTIVE OFFICER'S CERTIFICATE

I certify that minute pages numbered 19/1990 to 19/2024 constitute the minutes of the General Meeting of the Moreton Bay Regional Council held 10 September 2019.

Graeme Kanofski
Acting Chief Executive Officer

CONFIRMATION CERTIFICATE

The foregoing minutes were confirmed by resolution of Council at its meeting held Tuesday 17 September 2019.

Graeme Kanofski
Acting Chief Executive Officer

Councillor Mike Charlton
Deputy Mayor