



AGENDA

GENERAL MEETING

Tuesday 19 November 2019

commencing at 10.30am

Strathpine Chambers
220 Gympie Road, Strathpine

COUNCILLOR:

NOTICE IS HEREBY GIVEN, that a General Meeting of the Moreton Bay Regional Council will be held on Tuesday 19 November 2019 commencing at 10.30am in Strathpine Chambers, 220 Gympie Road, Strathpine to give consideration to the matters listed on this agenda.

Graeme Kanofski
Acting Chief Executive Officer

14 November 2019

Membership = 13
Mayor and all Councillors

Quorum = 7

Agenda for public distribution

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1. OPENING PRAYER

2. ATTENDANCE & APOLOGIES

Attendance:

Cr Allan Sutherland (Mayor) (Chairperson)

Apologies:

Suspended:

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

3. MEMORIALS OR CONDOLENCES

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

4. A) CONFIRMATION OF MINUTES FROM PREVIOUS GENERAL MEETING

General Meeting - 12 November 2019 (Pages 19/2307 to 19/2342)

RESOLUTION that the minutes of the General Meeting held 12 November 2019, be confirmed.

Attachment #1 Unconfirmed Minutes - General Meeting 12 November 2019

4. B) ADOPTION OF COMMITTEE MEETING REPORT & RECOMMENDATION

Audit Committee Meeting - 13 November 2019 (Pages 19/2343 - 19/2353)

RESOLUTION that the report and recommendations of the Audit Committee Meeting held 13 November 2019, be adopted.

Attachment #2 Unconfirmed Report & Recommendations - Audit Committee Meeting 13 November 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 residents/ratepayers, having made the appropriate application in accordance with Council's Community Comment Session Policy (2150-062), have 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: Kenlie Williams - Development Application 2019 / 39704 / V23R - Combined MCU and RAL - Residential Stockland Subdivision Newport (Aqua Street Development Application) (A19340403)

As part of the Community Comment session, Kenlie Williams, as approved by the Acting Chief Executive Officer, has been invited to address the Council in respect of Development Application 2019 / 39704 / V23R - Combined MCU and RAL - Residential Stockland Subdivision Newport (Aqua Street Development Application).

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 Koliana 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

ADOPTION OF COUNCIL POLICY - REGIONAL

Meeting / Session: 1 GOVERNANCE

Reference: A19337427 : 13 November 2019 - **Refer Supporting Information A16452725**

Responsible Officer: DD, 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 policy, as appearing in the supporting information to this report:

- Policy 2150-011 - Conflict of Interest

OFFICER'S RECOMMENDATION

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

- Policy 2150-011 - Conflict of Interest

ITEM 1.1 ADOPTION OF COUNCIL POLICY - REGIONAL - A19337427 (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

Objective: To assist employees of Moreton Bay Regional Council (Council) manage instances where their private or personal interests may be contrary to those of the organisation or have the capacity to conflict with the employee's duty to act in the public interest.

This Policy defines Council's commitment to assist employees to identify and manage conflicts of interest and to foster:

- a) integrity and impartiality;
- b) promoting the public good;
- c) commitment to the system of government; and
- d) accountability and transparency.

Policy Summary: Council is committed to ensuring that the conduct of all employees is beyond reproach and that appropriate processes are in place to assist employees to act impartially and in accordance with the public interest at all times. This accords with Section 6 of the *Public Sector Ethics Act 1994* which establishes that the primary obligation of a government employee is to always act in the public interest.

All employees **must** place the public interest above their private or personal interests when carrying out their official duties.

Overview of amendments: Amendments have been made to the definitions and policy statement sections of the policy to provide greater clarity and bring definitions into line with those provided by the Crime and Corruption Commission's audit report *Managing and responding to conflicts of interest involving council employees*.

3. Strategic Implications

3.1 Legislative/Legal Implications

This policy and directive has 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

Effective implementation of this policy and other resource will significantly reduce risks to Council presented by employee COIs.

3.5 Delegated Authority Implications ☒ Nil identified

3.6 Financial Implications ☒ Nil identified

3.7 Economic Benefit Implications ☒ Nil identified

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ITEM 1.1 ADOPTION OF COUNCIL POLICY - REGIONAL - A19337427 (Cont.)

3.8 Environmental Implications ☒ Nil identified

3.9 Social Implications ☒ Nil identified

3.10 Consultation / Communication

MBRC all Councillors, EMT, relevant Council officers and the Audit Committee have been consulted in the preparation of this report.

SUPPORTING INFORMATION

Ref: [A16452725](#)

The following list of supporting information is provided for:

ITEM 1.1

ADOPTION OF COUNCIL POLICY - REGIONAL

#1 Conflict of Interest Policy 2150-011

ITEM 1.1 - ADOPTION OF COUNCIL POLICY - REGIONAL - A19337427 (Cont.)

#1 Conflict of Interest Policy 2150-011



Policy: 2150-011

Conflict of Interest

Head of Power

Local Government Act 2009
Local Government Regulation 2012

Related legislation

Public Sector Ethics Act 1994
Crime and Corruption Act 2001

Objective

To assist employees of Moreton Bay Regional Council (Council) manage instances where their private or personal interests may be contrary to those of the organisation or have the capacity to conflict with the employee's duty to act in the public interest.

This Policy defines Council's commitment to assist employees to identify and manage conflicts of interest and to foster:

- a) integrity and impartiality;
- b) promoting the public good;
- c) commitment to the system of government; and
- d) accountability and transparency.

Definitions

Conflict of Interest - A conflict of interest involves a **potential, perceived or actual** conflict between an employee's official duties and responsibilities in serving the public interest and their private interests. A conflict of interest can arise from avoiding personal losses as well as gaining a personal advantage - whether financial or otherwise. This includes advantages to relatives, friends and business associates.

A conflict of interest can occur when an employee has, or is seen to have, a private interest, either pecuniary or non-pecuniary, which interferes, or may appear to interfere, with the discharge of the employee's duties.

Types of conflict of interest include:

- An **actual** conflict of interest exists where the actions of an employee, at the present time, could be influenced by the employee's private interests.
- A **perceived** conflict arises where it appears that decisions that an employee makes in the course of their employment may be influenced by the employee's private interests, whether or not this is in fact the case.
- If an employee is employed in a role where their future decision making may be influenced by their private interests, the employee has a **potential** conflict of interest.

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

Interest means anything that can have an impact on an individual or group. It includes anything that can bring a benefit or disadvantage to an employee, or others an individual may wish to benefit or disadvantage.

ITEM 1.1 - ADOPTION OF COUNCIL POLICY - REGIONAL - A19337427 (Cont.)



Policy: 2150-011 - Conflict of Interest

Interests may be pecuniary or non-pecuniary:

- **Non-pecuniary interest** - do not have a financial component but may arise from personal or family relationships or involvement in sporting, social, community or cultural activities. They include any tendency toward favour or prejudice resulting from friendship, animosity or other personal involvement that could bias an employee's judgment or decisions.
- **Pecuniary interest** - involves an actual or potential financial gain or loss. It may result from the employee or related party owning property, holding shares or a position in a company bidding for government work, accepting gifts or hospitality, or receiving an income from a second job. Money does not have to change hands for an interest to be pecuniary.

Private or Personal interests means private, professional or business interests that can benefit or disadvantage employees, or others an individual may wish to benefit or disadvantage. They also include the personal, professional and business interests of individuals or groups with whom employees associate. Private interests include a wide range of external activities including financial and economic interests, family or private businesses and interest groups and involvement in other employment.

Public interest means the collective interest of the entire community, not the sum of individual interests nor the interest of a particular group.

Application

This policy applies to all employees.

Policy Statement

Council is committed to ensuring that the conduct of all employees is beyond reproach and that appropriate processes are in place to assist employees to act impartially and in accordance with the public interest at all times. This accords with Section 6 of the *Public Sector Ethics Act 1994* which establishes that the primary obligation of a government employee is to always act in the public interest.

All employees **must** place the public interest above their private or personal interests when carrying out their official duties. Employees achieve this by, among other things:

- Carrying out official duties in accordance with the ethical and local government legislative principles as outlined in the *Moreton Bay Regional Council Employee Code of Conduct*;
- Assessing their private and personal interests as to whether they conflict, or have the potential to conflict, with their employment at Council;
- Proactively identifying and declaring any conflicts of interest;
- Avoiding, where possible, situations that may give rise to a conflict of interest;
- Managing conflicts of interest in accordance with any agreed resolution or management plan; and
- Notifying Council of any change in circumstances that may impact on a conflict of interest.

Managers and Supervisors **must**:

- Encourage a culture of disclosure;
- Model compliance and appropriate behavior in relation to Council's conflict of interest policy;
- Educate employees about Council's conflict of interest policy and procedure;
- Regularly remind employees of the obligation to identify and declare any conflict of interest;
- Work together with employees to manage and resolve conflicts of interest;
- Monitor the work of employees and the risks to which they are exposed in order to develop adequate controls to minimise conflicts occurring;

ITEM 1.1 - ADOPTION OF COUNCIL POLICY - REGIONAL - A19337427 (Cont.)



Policy: 2150-011 - Conflict of Interest

- Monitor employees in adhering to agreed conditions in the management plan;
- Keep conflict of interest declarations confidential; and
- Take appropriate action in circumstances where employees do not appear to have responded to the obligation of working in the public interest and where there are continuing unresolved conflicts of interest.

Related Documents

This Policy complements and is to be implemented in conjunction with other Council policies, directives and relevant documents published by other agencies including, but not limited to:

MBRC Employee Code of Conduct
Policy Directive 2160-020 - Conflict of Interest

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 Chief Executive Officer.
- (2) reviewed and amended in accordance with the "Review Triggers" by the Manager Human Resources.

Policy: 2150-011 Conflict of Interest			Official Version: A4535237
Document Control			
Version / Reviewed	Version Adoption (Council meeting / Minute Page) Reviewed (revision comment)	Date	Word version reference
Version 1	Coordination Committee (10/362-363)	2.3.2010	A4535237
Version 2	Legislation amendment only (Whistleblowers Protection Act 1994 amended to Public Interest Disclosure Act 2010)	3.3.2012	A4535237 (version of PDF)
Version 3	Coordination Committee (16/642)	3.5.2016	A10650826
Version 4	DRAFT	xx.xx.2019	A16452725

ITEM 1.2

DISCRETIONARY FUNDS - LAWNTON SWIM CLUB - DIVISION 9

Meeting / Session: 1 GOVERNANCE
Reference: A19334849 : 12 November 2019
Responsible Officer: LK, Executive Support Officer (CORP Executive Services)

Executive Summary

The purpose of this report is to seek Council approval for a discretionary funds application by the Lawnton Swim Club Inc for \$22,000 to host the annual 'Aussie Arvo' event.

The Council makes discretionary funds available each financial year to community organisations for community purposes in accordance with Council's Discretionary Funds Policy, Availability Notice and Guidelines.

Cr Allan Sutherland (Mayor), Cr Mike Charlton (Division 9) and Cr Mick Gillam (Division 8) would like to support this initiative through the discretionary funds program in the amounts of \$4,000, \$9,000 and \$9,000 respectively.

OFFICER'S RECOMMENDATION

Council direction is required in relation to the application by the Lawnton Swim Club Inc under Council's Discretionary Funds Policy, for the 'Aussie Arvo' event in the amount of \$22,000.

ITEM 1.2 DISCRETIONARY FUNDS - LAWNTON SWIM CLUB - DIVISION 9 - A19334849 (Cont.)

REPORT DETAIL

1. Background

The Council makes discretionary funds available each financial year to community organisations for community purposes, in accordance with Council's Discretionary Funds Policy, Availability Notice and Guidelines.

Unless otherwise approved by Council, each financial year community organisations are eligible to apply for a maximum of \$10,000 and \$3,000 in discretionary funds to the Mayor and Councillors respectively. Community organisations may apply for discretionary funds to both the Mayor and Councillors up to a maximum of \$13,000 in total each financial year.

In instances where a community organisation applies for discretionary funds in excess of \$13,000, the application is to be considered at Council's General Meeting.

2. Explanation of Item

Lawnton Swim Club has applied for \$22,000 in discretionary funds in support of the 'Aussie Arvo' event which is held at the Lawnton Aquatic Centre on Australia Day each year.

The six-hour event comprises a range of family focussed activities (rides, games, movie, BBQ's) across the Club's three pools and adjoining outdoor spaces.

The 'Aussie Arvo' event has been run by the Lawnton Swim Club for two years now (commencing in 2017) and the event has grown in popularity over time, becoming a local tradition. On average between 3,000 - 4,000 people attend the event over the course of the afternoon.

The 'Aussie Arvo' is an important event for the Moreton Bay region providing an opportunity for residents to celebrate together and acknowledge Australia's national day. The event delivers broader community benefit through social connection, active lifestyles, opportunities for youth, and by activation of a local recreational facility.

Admission to the event is free ensuring that low cost entertainment is available to Moreton Bay residents over the Australia Day long weekend. 'Aussie Arvo' also provides community groups such as Lions Club Kallangur, Rotary Club Albany Creek, Pine Rivers Soccer Club with an opportunity for fundraising activities through the sale of sausages, fairy floss and glow sticks.

Funding requested in the application will be used for costs associated with the hire of carnival rides, catering, marketing, entertainment, movie screening, extra toilets, security, lighting and staffing to ensure community safety at the event.

3. Strategic Implications

3.1 Legislative / Legal Implications ☒ Nil identified

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 Discretionary Funds Policy 2150-101.

3.4 Risk Management Implications ☒ Nil identified

3.5 Delegated Authority Implications ☒ Nil identified

Moreton Bay Regional Council

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ITEM 1.2 DISCRETIONARY FUNDS - LAWNTON SWIM CLUB - DIVISION 9 - A19334849 (Cont.)

3.6 Financial Implications

Appropriate funds have been provided in the 2019/20 budget and the application for funding is eligible under the 2019/20 Discretionary Funds guidelines.

3.7 Economic Benefit Implications ☒ Nil identified

3.8 Environmental Implications ☒ Nil identified

3.9 Social Implications ☒ Nil identified

3.10 Consultation / Communication

Councillors, the Acting Chief Executive Officer, Director Finance and Corporate Services and Manager Executive Services have been consulted in relation to the preparation of this report.

2 PLANNING & DEVELOPMENT SESSION

(Cr M Gillam)

No items for consideration.

3 CORPORATE SERVICES SESSION

(Cr M Constance)

ITEM 3.1

MONTHLY REPORTING PACKAGE - OCTOBER 2019 - REGIONAL

Meeting / Session: 3 CORPORATE SERVICES
Reference: A19332544 : 12 November 2019 - **Refer Supporting Information A19333651**
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 October 2019.

OFFICER'S RECOMMENDATION

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

ITEM 3.1 MONTHLY REPORTING PACKAGE - OCTOBER 2019 - REGIONAL - A19332544 (Cont.)

REPORT DETAIL

1. Background

The Financial Reporting Package for the month ending 31 October 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 October period.
 - The Statement of Financial Position highlights Council's position at the end of October 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 October 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 October.

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

☒ Nil identified

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ITEM 3.1 MONTHLY REPORTING PACKAGE - OCTOBER 2019 - REGIONAL - A19332544 (Cont.)

3.6 Financial Implications

As at the end of October 2019, Council's operating result is \$89.65 million and the capital expenditure incurred amounted to \$46.89 million (excluding the University Project).

3.7 Economic Benefit Implications ☒ Nil identified

3.8 Environmental Implications ☒ Nil identified

3.9 Social Implications ☒ Nil identified

3.10 Consultation / Communication

Director Finance and Corporate Services and Accounting Services Manager.

SUPPORTING INFORMATION

Ref: [A19333651](#)

The following list of supporting information is provided for:

ITEM 3.1

MONTHLY REPORTING PACKAGE - OCTOBER 2019 - REGIONAL

#1 Monthly Financial Report - 31 October 2019

ITEM 3.1 - MONTHLY REPORTING PACKAGE - OCTOBER 2019 - REGIONAL - A19332544 (Cont.)

#1 Monthly Financial Report - 31 October 2019

Moreton Bay Regional Council

Monthly Financial Report

Year to date result as at: 31 October 2019

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ITEM 3.1 - MONTHLY REPORTING PACKAGE - OCTOBER 2019 - REGIONAL - A19332544 (Cont.)

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

33% of the year
elapsed

	2019/20 Original Budget \$'000	2019/20 Amended Budget \$'000	2019/20 YTD Actuals \$'000	Actuals to Amended Budget 2019/20
Revenue				
Operating Revenue				
Rates and utility charges	313,151	313,151	160,146	51.14%
Fees and charges	37,272	37,272	14,868	39.89%
Grants, subsidies and contributions	20,149	20,149	8,654	42.95%
Interest revenue	45,426	45,426	13,596	29.93%
Other revenue	39,452	39,452	13,049	33.08%
Share of profit of associate	72,000	72,000	24,000	33.33%
Total Operating Revenue	527,449	527,449	234,313	44.42%
Expenses				
Operating Expenses				
Employee benefits	(140,406)	(140,406)	(47,114)	33.56%
Materials and services	(190,790)	(190,790)	(55,445)	29.06%
Depreciation and amortisation	(97,721)	(97,721)	(34,515)	35.32%
Finance costs	(22,409)	(22,409)	(7,591)	33.88%
Total Operating Expenses	(451,326)	(451,326)	(144,666)	32.05%
Operating Result	76,122	76,122	89,647	117.77%
Capital Revenue	96,868	96,868	38,850	40.11%
Capital Expenses	-	-	(4,746)	No Budget
NET RESULT	172,991	172,991	123,750	71.54%
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	-	-	15	No Budget
Total other comprehensive income for the year	-	-	15	No Budget
TOTAL COMPREHENSIVE INCOME FOR THE YEAR	172,991	172,991	123,765	71.54%

Moreton Bay Regional Council

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ITEM 3.1 - MONTHLY REPORTING PACKAGE - OCTOBER 2019 - REGIONAL - A19332544 (Cont.)

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

	2019/20 Budget as at 30 June 2020 \$'000	2019/20 YTD Actual \$'000
Assets		
Current Assets		
Cash and cash equivalents	330,445	395,130
Trade and other receivables	48,848	55,949
Inventories	1,081	1,180
Total Current Assets	380,374	452,259
Non-Current Assets		
Trade and other receivables	677,576	677,594
Investments	1,357,637	1,354,434
Property, plant and equipment	4,837,717	4,887,724
Total Non-Current Assets	6,872,930	6,919,751
Total Assets	7,253,304	7,372,010
Liabilities		
Current Liabilities		
Trade and other payables	44,918	40,531
Borrowings	37,334	26,403
Provisions	12,888	14,060
Other	21,427	7,548
Total Current Liabilities	116,567	88,542
Non-Current Liabilities		
Borrowings	332,801	344,307
Provisions	43,841	59,269
Total Non-Current Liabilities	376,642	403,576
Total Liabilities	493,209	492,117
NET COMMUNITY ASSETS	6,760,095	6,879,893
Community Equity		
Retained surplus	5,889,554	5,943,136
Asset revaluation surplus	870,541	936,757
TOTAL COMMUNITY EQUITY	6,760,095	6,879,893

Moreton Bay Regional Council

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ITEM 3.1 - MONTHLY REPORTING PACKAGE - OCTOBER 2019 - REGIONAL - A19332544 (Cont.)

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

	2019/20 Budget as at 30 June 2020 \$'000	2019/20 YTD Actuals \$'000
Cash flows from operating activities		
Receipts from customers	413,708	165,139
Payments to suppliers and employees	(341,034)	(133,296)
Interest received	45,426	19,351
Non capital grants and contributions	20,567	8,654
Borrowing costs	(20,379)	(6,984)
Net cash inflow/(outflow) from operating activities	118,288	52,864
Cash flows from investing activities		
Payments for property, plant and equipment	(227,389)	(55,502)
Payments for investment property	-	(76)
Proceeds from sale of property, plant and equipment	21,800	1,227
Net movement in loans to community organisations	-	(50)
Grants, subsidies and contributions	56,868	43,506
Net cash inflow/(outflow) from investing activities	(148,721)	(10,895)
Cash flows from financing activities		
Proceeds from borrowings	25,000	-
Repayment of borrowings	(33,916)	(8,283)
Net cash inflow/(outflow) from financing activities	(8,916)	(8,283)
Net increase/(decrease) in cash held	(39,349)	33,686
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	395,130

Moreton Bay Regional Council

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ITEM 3.1 - MONTHLY REPORTING PACKAGE - OCTOBER 2019 - REGIONAL - A19332544 (Cont.)

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

	Original Budget 2019/20 \$'000	Amended Budget 2019/20 \$'000	YTD Actuals 2019/20 \$'000
<u>Capital Funding Sources</u>			
Cash Utilised	203,011	203,011	52,796
Capital Grants and Subsidies received	33,368	33,368	12,636
Contributed Assets and assets not previously recognised	40,000	40,000	6,543
Loans received	25,000	25,000	-
Total Capital Funding Sources	301,380	301,380	71,975
<u>Capital Funding Applications</u>			
Capital Expenditure	227,464	227,464	57,149
Contributed Assets and assets not previously recognised	40,000	40,000	6,543
Loan Redemption	33,916	33,916	8,283
Total Capital Funding Applications	301,380	301,380	71,975

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ITEM 3.1 - MONTHLY REPORTING PACKAGE - OCTOBER 2019 - REGIONAL - A19332544 (Cont.)

Analysis of Results by Segment

For the period ended 31 October 2019	Operating Revenue \$'000	Operating Expenses \$'000	Operating Result \$'000	Capital Revenue \$'000	Capital Expenses \$'000	Net Result \$'000
Operational Plan						
Engineering, Construction & Maintenance	29,653	(49,969)	(20,316)	4,151	443	(15,723)
Community & Environmental Services	13,748	(19,888)	(6,140)	-	700	(5,440)
Governance and Corporate Services	170,208	(70,780)	99,428	43,532	(5,889)	137,072
Planning	3,371	(4,030)	(659)	8,500	-	7,841
Total Council	216,980	(144,666)	72,314	56,183	(4,746)	123,750

Analysis of Results by Entity

For the period ended 31 October 2019	Operating Revenue \$'000	Operating Expenses \$'000	Operating Result \$'000	Capital Revenue \$'000	Capital Expenses \$'000	Net Result \$'000
Entity						
General	188,539	(129,726)	58,813	55,999	(4,664)	110,149
Waste	28,441	(14,940)	13,501	184	(83)	13,602
Total Council	216,980	(144,666)	72,314	56,183	(4,746)	123,750

ITEM 3.1 - MONTHLY REPORTING PACKAGE - OCTOBER 2019 - REGIONAL - A19332544 (Cont.)

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

Synopsis

- * 33% of the financial year is complete.
- * The operating result is \$89.65 million.

Operating Revenue

- * Rates and Utility Charges are slightly above budget following the second quarterly rates levy.
- * Fees and Charges are tracking above budget due to animal registrations and health and environmental license fees being issued for the year and a significant portion of these fees have been received. Development application fees, and building and plumbing fees are tracking to budget.
- * Operating Grants and Subsidies are above budget at this time of year.
- * Interest revenue is tracking below budget while all other revenue categories are performing closely to budget at this time of the year.

Operating Expenditure

- * Employee Expenses are aligning to budget at this point in the year while Materials and Services are tracking below budget.
- * Finance Costs are tracking to budget at this time of the year.
- * Depreciation is slightly over budget and is expected to continue to exceed budget.

Capital Revenue

- * Infrastructure cash contributions are tracking well above the budget at this stage.
- * Contributed Assets are tracking below budget, however it is expected this will increase in the coming months.
- * Capital grants and subsidies are tracking above budget at this time of year.

Capital Expenditure

- * To date \$46.89 million has been spent on capital works, (which represents 29.78% of the capital program). This excludes the University project costs.

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ITEM 3.1 - MONTHLY REPORTING PACKAGE - OCTOBER 2019 - REGIONAL - A19332544 (Cont.)

Moreton Bay Regional Council

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

Year to date result as at: 31 October 2019

33% of the year elapsed

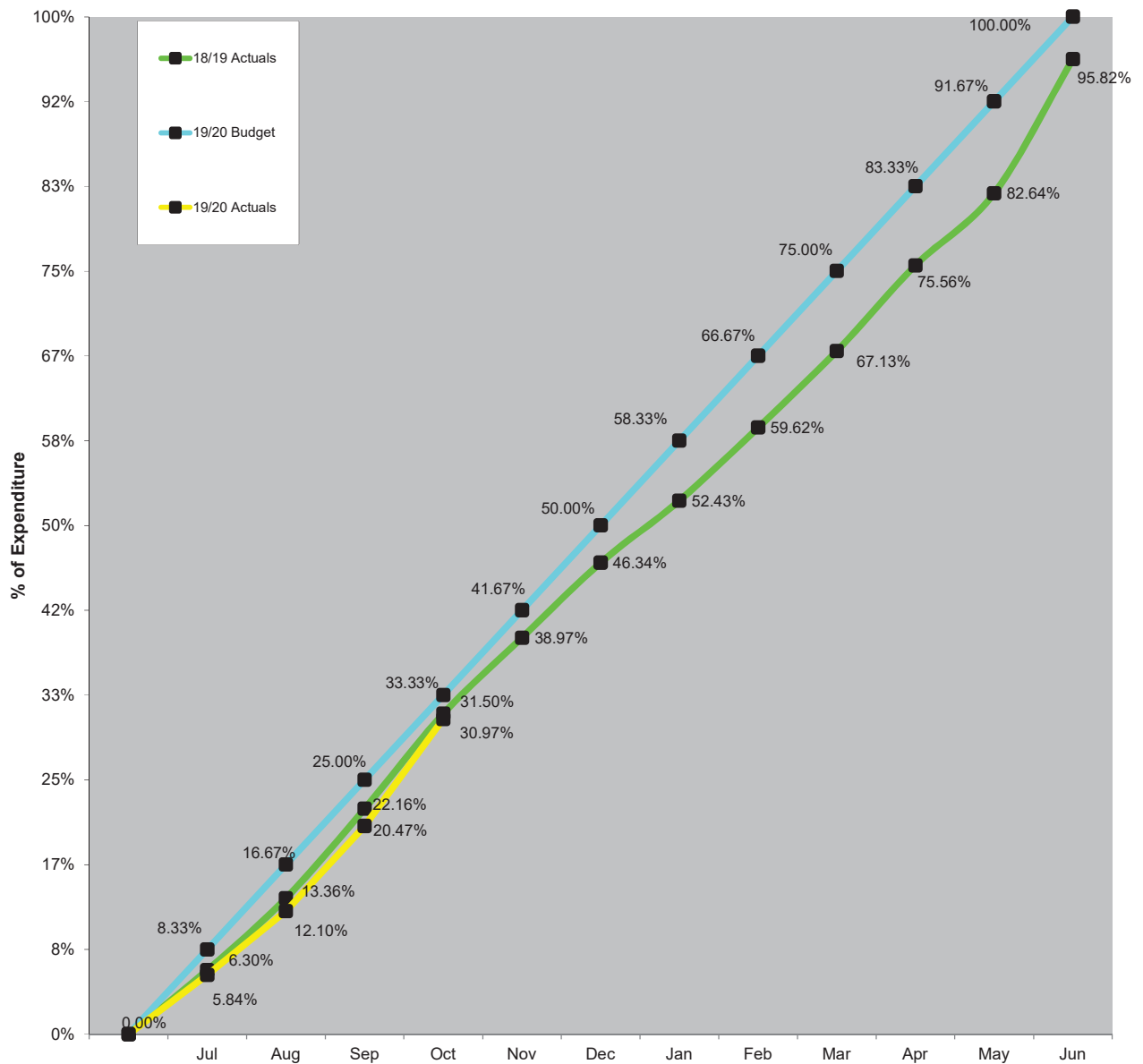
	Budget 2019/20 \$'000	YTD Actuals 2019/20 \$'000	Actuals to Budget 2019/20 %	Actuals to Budget 2018/19 %	Actuals to Budget 2017/18 %	Comments
Operating Revenue						
Rates & Utility Charges	313,151	160,146	51%	49%	49%	Revenue is slightly above target after the second quarter rates levy.
User Fees & Charges	37,272	14,868	40%	44%	45%	Revenue is tracking over budget but is below the previous years.
Interest Revenue	45,426	13,596	30%	31%	34%	The % for 2019/20 is tracking below budget and is consistent with the previous year.
Operating Expenses						
Employee Expenses & Material and Services	331,196	102,560	31%	31%	28%	Expenditure is tracking below budget and is consistent with the previous year.
External Loan Interest Expense	20,379	6,984	34%	35%	35%	Expenditure is tracking to budget and is comparable to previous years.
Capital Revenues						
Infrastructure Cash Contributions	23,500	19,671	84%	63%	76%	Infrastructure cash contributions are tracking above the previous years and exceeding budget.
Contributed Assets	40,000	6,543	16%	45%	0%	All contributed assets have been recognised to date.
Grants & Subsidies	33,368	12,636	38%	12%	26%	The % of grants and subsidies received is tracking above budget and is above the prior year.
Capital Expenditure						
Total Capital Expenditure**	157,464	46,893	30%	20%	22%	Capital expenditure remains behind budget.
<p>* The data presented reflects the position of Council as at 31 October 2019 compared to the position of Council as at 31 October 2018 and 31 October 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 3.1 - MONTHLY REPORTING PACKAGE - OCTOBER 2019 - REGIONAL - A19332544 (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.

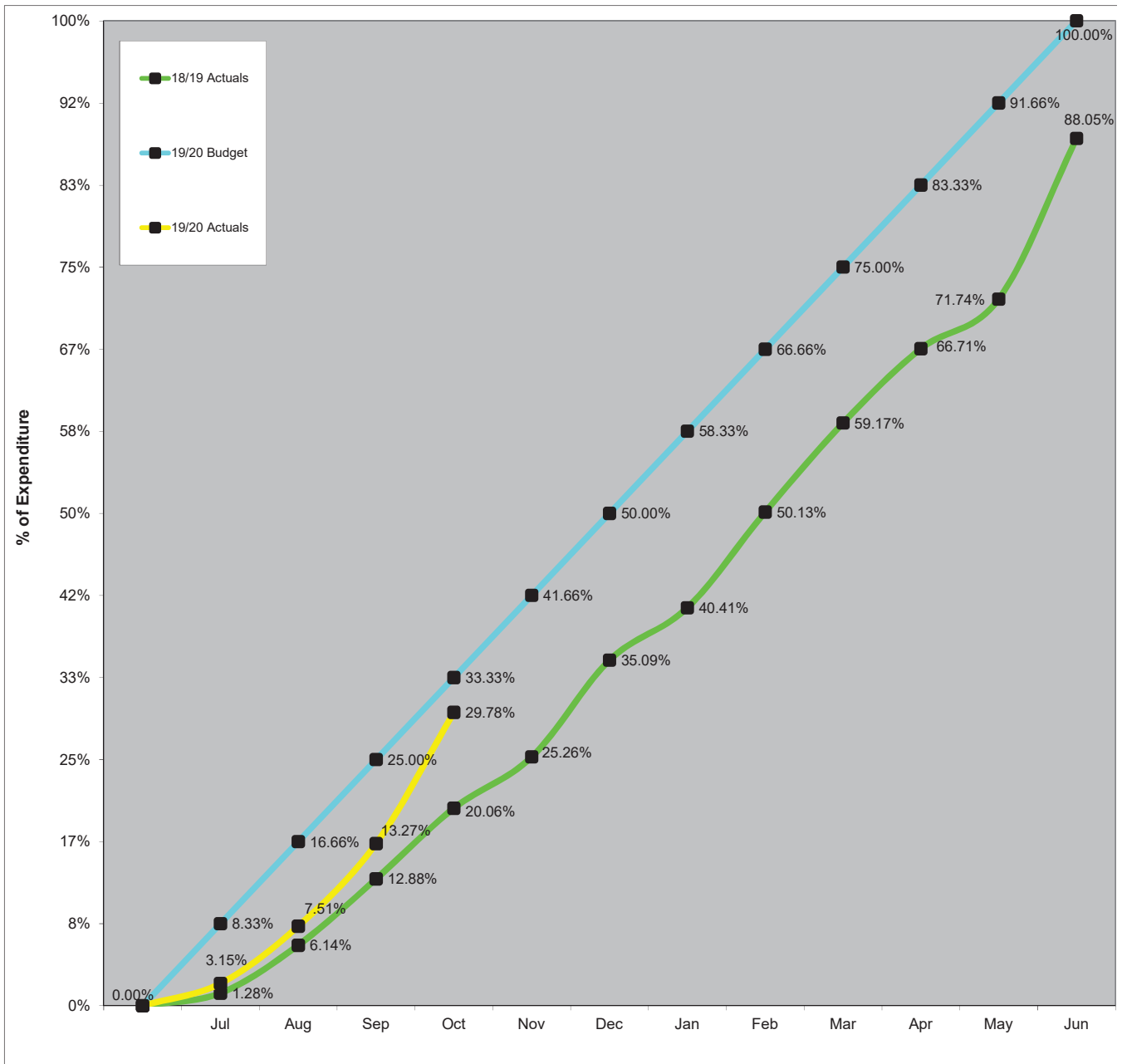


	Budget \$'000	Actuals to October \$'000	Actuals to Budget % spent
2018/19	296,916	93,521	31.50%
2019/20	331,196	102,560	30.97%

ITEM 3.1 - MONTHLY REPORTING PACKAGE - OCTOBER 2019 - REGIONAL - A19332544 (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.



	Budget \$'000	Actuals to October \$'000	Actuals to Budget % spent
2018/19	186,374	37,387	20.06%
2019/20	157,464	46,893	29.78%

Moreton Bay Regional Council

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ITEM 3.1 - MONTHLY REPORTING PACKAGE - OCTOBER 2019 - REGIONAL - A19332544 (Cont.)

TREASURY REPORT

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

Investments

At 31 October 2019 all of Council's investments are in accordance with the approved Investment Policy. As at this date Council held 69.95% 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 October 2019	Interest earned YTD
A1+	Qld Treasury Corp*	1.49%	Short Term (45 days)	120,012,828	663,466
A1+	ANZ	1.22%	At Call	11,511,065	55,887
A1+	National Australia Bank	1.25%	At Call	108,056,083	44,367
A1+	ANZ	2.02% to 2.7%	124 to 364 days	40,550,035	303,197
A1+	Bankwest				65,342
A1+	National Australia Bank	1.7% to 2.77%	91 to 357 days	30,000,000	245,893
A1+	Westpac	1.6% to 2.77%	210 to 364 days	40,000,000	453,455
A1	Suncorp				21,781
A2	Bank of Queensland	1.7% to 2.75%	180 to 279 days	30,000,000	239,342
A2	IMB	1.6%	92 days	5,000,000	44,363
A2	AMP Bank	2% to 2.8%	180 to 272 days	10,000,000	88,110
	Petrie Paper Mill Site Funds				49,586
	Trust Investments				60,799
				395,130,011	2,335,588

* 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 1.65% 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	108,621

Performance to Budget - Year to Date (YTD) Summary

33% 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	2,336	22%	Interest rates are very low
Interest on Debt held in Unitywater	34,000	34,000	10,968	32%	Tracking as per Budget
Total Investment Income	44,391	44,391	13,303	30%	

Borrowings

Debt Position	\$ '000
Debt held as at 1 July 2019	378,992
New borrowings	0
Borrowings repaid	(8,283)
Debt held as at 31 October 2019	370,710

As at 31 October 2019 the weighted average interest rate of all Council debt is 5.61%

4 ASSET CONSTRUCTION & MAINTENANCE SESSION

(Cr A Hain)

ITEM 4.1

MANGO HILL - HALPINE LAKE - PATHWAY CONSTRUCTION - DIVISION 4

Meeting / Session: 4 ASSET CONSTRUCTION & MAINTENANCE
Reference: A19275299: 29 October 2019 - Refer **Confidential** Supporting Information
A19141670
Responsible Officer: BB, Manager Project Management (ECM Project Management)

Executive Summary

Tenders were invited from Council's prequalified Civil Construction panel for the 'Mango Hill - Halpine Lake - Pathway Construction (MBRC008453/VP159702)' project. Tenders closed on 17 October 2019 with ten tenders received, including three alternative offers.

It is recommended that Council award the contract to Main Constructions (Building) Pty Ltd for the sum of \$427,758.13 (excluding GST) as this tender was evaluated as representing the best overall value to Council.

OFFICER'S RECOMMENDATION

1. That the tender for 'Mango Hill - Halpine Lake - Pathway Construction (MBRC008453/VP159702)' project be awarded to Main Constructions (Building) Pty Ltd for the sum of \$427,758.13 (excluding GST).
2. That the Council enters into an agreement with Main Constructions (Building) 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 Main Constructions (Building) Pty Ltd for 'Mango Hill - Halpine Lake - Pathway Construction (MBRC008453/VP159702)' project and any required variations of the agreement on Council's behalf.

ITEM 4.1 MANGO HILL - HALPINE LAKE - PATHWAY CONSTRUCTION - DIVISION 4 - A19275299 (Cont.)

REPORT DETAIL

1. Background

The project is located between Mango Hill Train Station and Halpine Lake Reserve, Mango Hill. The project scope includes the construction of a 3m wide concrete pathway connection between Mango Hill Train Station and Jasper Place. Works also include full disability compliance, a pedestrian/cycle bridge, access ramp to the train station and all associated landscaping. The objective of the project is to shorten the commuter link to Mango Hill Train Station and provide greater recreational use of the park around the lake for cyclists and pedestrians.

Detailed design has been completed. Construction, pending award, is programmed to commence in April 2020 and be completed by July/August 2020, in line with budget allocation.



Figure 1: Locality plan - Halpine Lake Reserve

2. Explanation of item

Tenders were invited from Council's prequalified Civil Construction panel for the 'Mango Hill - Halpine Lake - Pathway Construction (MBRC008453/VP159702)' project closed on 17 October 2019 with ten tenders received, all of which were conforming including three alternative offers. 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 score):

RANK	TENDERER	EVALUATION SCORE
1	Main Constructions (Building) Pty Ltd	100.00
2	AllenCon Pty Ltd	90.12
3	Pentacon Pty Ltd	90.04
4	The Landscape Construction Company Pty Ltd (Alternative)	89.45
5	The Landscape Construction Company Pty Ltd	88.98

ITEM 4.1 MANGO HILL - HALPINE LAKE - PATHWAY CONSTRUCTION - DIVISION 4 - A19275299 (Cont.)

RANK	TENDERER	EVALUATION SCORE
6	Auzcon Pty Ltd	86.47
7	Queensland Civil Group Pty Ltd (Alternative)	84.30
8	Queensland Civil Group Pty Ltd	83.91
9	Civlec Pty Ltd T/A GRC Civil (Alternative)	79.18
10	Civlec Pty Ltd T/A GRC Civil	78.88

Main Constructions (Building) Pty Ltd (Main) submitted a comprehensive tender. A tender clarification meeting was held on 31 October 2019, at which Main demonstrated relevant experience, detailed methodology, understanding of the project and capability in effectively delivering the project in a timely manner. Main has previously undertaken construction work for the Council, including the Mango Hill Footbridge (\$267,668), Maba Court, Everton Hills Pedestrian Bridge (\$603,000); as well as work for Brisbane City Council - Beams Road, Culvert Widening/Pathway (\$680,400).

AllenCon Pty Ltd submitted a comprehensive tender, demonstrating relevant similar project experience; however, there were no additional benefits for the higher price.

Pentacon Pty Ltd submitted a comprehensive tender, demonstrating relevant similar project experience; however, there were no additional benefits for the higher price.

3. Strategic Implications

3.1 Legislative / Legal Implications

A competitive tender process was undertaken 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/contract/initiative has been procured/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 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. The tenderers were sourced from Council's Prequalified Civil Construction Panel (MBRC008453).
- b. 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 detailed program of works, a staging plan, site specific traffic management, environmental management, tree management and safety plans. Work areas will be isolated to protect site personnel, the public, and to meet workplace health and safety requirements. The contractor will provide details on tree protection and management principles that will be included in the tree management plan.

ITEM 4.1 MANGO HILL - HALPINE LAKE - PATHWAY CONSTRUCTION - DIVISION 4 - A19275299 (Cont.)

- b. The contractor has demonstrated their understanding of constructability challenges and their technical capability to complete the works at this location.
- c. The contractor has provided a program with an allowance (10 days) for weather delays as part of their tendered program.
- d. A Riverine Protection Permit Exemption applies as confirmed by the Department of Natural Resources, Mines and Energy.
- e. There are no Development Approvals relating to this site or project.
- f. The project site is adjacent to the Queensland Rail (QR) corridor. All works are outside of the QR property.
- g. There are no procurement risks relating to this contract. The timeframe from awarding the contract and commencement of works has been clarified with the contractor and there is sufficient lead time for material procurement so as not to delay the project.

3.5 Delegated Authority Implications ☒ Nil identified

3.6 Financial Implications

Council has allocated a total of \$687,000 in the Capital Projects Program for this project (103686); with \$77,000 for design in 18-19 FY; \$215,000 for construction in 19-20 FY; and \$395,000 for construction in 20-21 FY.

Design 2018-19	\$ 78,401.00
Tender Price (Construction)	\$ 427,758.13
Contingency (10%)	\$ 42,775.81
QLeave	\$ 2,032.00

Total Project Cost	\$ 550,966.94
	=====
 Estimated ongoing operational/maintenance costs	 \$3,050.00 per F/Y

The budget amount for this project is sufficient.

3.7 Economic Benefit Implications ☒ Nil identified

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 pathway will provide improved amenity and more direct access for local residents to the Mango Hill Train Station. This will encourage increased levels of walking which will support Council's goals of improving the health of Moreton Bay residents which will, in turn, also increase the use of public transport facilities and may aid in the reduction of traffic congestion within the Mango Hill area.

3.10 Consultation / Communication

A detailed communication plan has been prepared. Project signage will be displayed a minimum of four weeks prior to and throughout the works, including project notices distributed a minimum of two weeks prior to the commencement of works. QR has been consulted throughout the design phase and will be consulted during construction. The Divisional Councillor will receive weekly email updates on the progress of the project. The Divisional Councillor has been consulted and is supportive of the project.

SUPPORTING INFORMATION

Ref: A19141670

The following list of supporting information is provided for:

ITEM 4.1

MANGO HILL - HALPINE LAKE - PATHWAY CONSTRUCTION - DIVISION 4

Confidential #1 Tender Evaluation

ITEM 4.2 NEWPORT WATERS ACCESS CHANNEL DREDGING - DIVISION 5

Meeting / Session: 4 ASSET CONSTRUCTION & MAINTENANCE
Reference: A19236994 : 13 November 2019 - **Refer Confidential Supporting Information A19210765**
Responsible Officer: BB, Manager Project Management (ECM Project Management)

Executive Summary

Tenders were called for the 'Newport Waters Access Channel Dredging - (MBRC009078)' project. The tender closed on 8 October 2019, with a total of eight tenders received, seven of which were conforming.

It is recommended that the tender for the 'Newport Waters Access Channel Dredging - (MBRC009078)' project be awarded to Port of Brisbane Pty Ltd for the total sum of \$766,930.52 (excl. GST) as this offer represents the best overall value to Council.

OFFICER'S RECOMMENDATION

1. That the tender for 'Newport Waters Access Channel Dredging - (MBRC009078)' project be awarded to Port of Brisbane Pty Ltd for the total sum of \$766,930.52 (excl. GST).
2. That the Council enters into an agreement with Port of Brisbane 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 Port of Brisbane Pty Ltd for the 'Newport Waters Access Channel Dredging - (MBRC009078)' project and any required variations of the agreement on Council's behalf.

ITEM 4.2 NEWPORT WATERS ACCESS CHANNEL DREDGING - DIVISION 5 - A19236994 (Cont.)

REPORT DETAIL

1. Background

Moreton Bay Regional Council (MBRC) is responsible for maintaining navigable water depths for the access channel which provides access to and from the Newport Waters residential canals and marina. Hydrographic surveys of the channel have identified sections of the channel which are above the original design profile and do not provide safe navigable depths, as required by the relevant standards.

The scope of work involves the maintenance dredging of the Newport Waterways Access Channel with disposal of dredge spoil at the Mud Island seabed disposal grounds.

Works are expected to commence late November 2019 and take fourteen weeks to complete, weather permitting, including two weeks shutdown over Christmas.



Figure 2: Location of Newport Waters Access Channel dredging works

2. Explanation of Item

Tenders for the 'Newport Waters Access Channel Dredging - (MBRC009078)' project closed on 8 October 2019 with a total of eight tenders received, seven of which were conforming. The tenders were assessed by the assessment panel in accordance with Council's Purchasing Policy and the selection criteria set out in the tender documents.

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

ITEM 4.2 NEWPORT WATERS ACCESS CHANNEL DREDGING - DIVISION 5 - A19236994 (Cont.)

RANK	TENDERER	EVALUATION SCORE
1	Port of Brisbane Pty Ltd	100.00
2	Synergy Resource Management Pty Limited (5 Days) Conforming	93.64
3	Auzcon Pty Ltd	82.30
4	Hall Contracting Pty Ltd	78.76
5	East Coast Maritime Pty Ltd	76.19
6	McQuade Marine No 2 Pty Ltd	67.33
7	Birdon (QLD) Pty Ltd	61.59
8	Synergy Resource Management Pty Limited (7 Days) Alternate	Non-conforming

Port of Brisbane Pty Ltd submitted a comprehensive and well-presented tender. A tender clarification meeting was held on 24 October 2019 at which Port of Brisbane Pty Ltd demonstrated their relevant experience, construction methodology, understanding of the project and capability in delivering the project. Port of Brisbane Pty Ltd have previously completed similar projects including Maintenance Dredging Raby Approach Channel (\$1.82M), Scarborough Boat Harbour Maintenance Dredging (\$1.35M) and previously completed the lengthening, widening and deepening of the Newport Waters Access Channel in 2012.

Synergy Resource Management Pty Limited (conforming) submitted a comprehensive and well-presented tender; however, there were no additional benefits for the higher price.

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

The non-conforming submission did not meet the approved normal hours of operation and included work on Saturday/Sunday, not in line with the Department of Environment and Science condition.

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: Healthy and 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:

ITEM 4.2 NEWPORT WATERS ACCESS CHANNEL DREDGING - DIVISION 5 - A19236994 (Cont.)

Financial Risks:

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

Construction Risks:

- a. The recommended contractor will provide a detailed program of works, site specific traffic management plan including Maritime Safety Queensland approvals and notifications, site specific environmental management plan and safety plans including work method statements.
- b. The project has the necessary State Government Agency approvals in place including Marine Park approval and approval from the Department of Transport and Main Roads for disposal of dredge spoil at Mud Island seabed disposal grounds.
- c. The contractor has provided a program with an allowance of 14 days for wet weather, including a stand-down period over the Christmas/New Year period.
- d. There are no Development Approval risks associated with this project.
- e. There are no Procurement risks associated with this project.

3.5 Delegated Authority Implications ☒ Nil identified

3.6 Financial Implications

Council has allocated a total of \$1,482,000 (excl. GST) in the 19-20 FY Operational Projects Program for this project. All financials below are excluding GST.

Design (18/19)	\$ 13,243.50
Design (19/20)	\$ 6,950.00
Tender Price (Construction)	\$ 766,930.52
Contingency 10%	\$ 76,693.05
Consultant (Construction Phase)	\$ 16,789.00
Q-Leave (0.475%)	\$ 3,642.92

Total Project Cost	\$ 884,248.99
	=====

Maintenance costs are funded from the Newport Canal Levy Fund and will be debited to budget/project number 20739.101. The budget amount for the Newport Waters Access Channel Dredging and spoil disposal project is sufficient, and provides a budget surplus of \$597,751.01, as demonstrated below:

Budget - Entrance channel dredging & spoil disposal (19/20)	\$ 1,482,000.00
Total Project Cost	\$ 884,248.99

Budget surplus	\$ 597,751.01
	=====

It should be noted that in addition to the Access Channel dredging and spoil disposal works, Council intends to award a separate contract within the 19-20 FY, for similar works in the Newport Canals and Marina. A budget of \$1,936,250 has been allocated towards these works, but it is proposed that the budget surplus from Access Channel dredging will be allocated to canal and marina dredging works, providing a revised budget of \$2,534,001.01.

3.7 Economic Benefit Implications ☒ Nil identified

3.8 Environmental Implications

The project has the necessary environmental approvals in place. Environmental monitoring, as required by the approvals, will be undertaken throughout the construction period by Council's

ITEM 4.2 NEWPORT WATERS ACCESS CHANNEL DREDGING - DIVISION 5 - A19236994 (Cont.)

consultant and a site-based environmental management plan will be required to be prepared by the contractor and approved by the Department of Environment and Science prior to works commencing.

3.9 Social Implications

There may be minor impacts to the movement of recreational and commercial vessels both in and out of the main entrance channel while work is progressing. Direct consultation with the Harbour Master and Newport Waterways Property Owners Association will be undertaken in advance, to advise of the potential impacts to vessel movements.

3.10 Consultation / Communication

A detailed communications plan has been prepared. Project stakeholders and residents who will be directly affected by the works will be advised four weeks prior to works commencing, utilising Council's project notice newsletter. Maritime Safety Queensland will also be notified by the contractor. The Divisional Councillor has been consulted and is supportive of the project and the consultation plan and will be updated by e-mail on a weekly basis.

SUPPORTING INFORMATION

Ref: [A19210765](#)

The following list of supporting information is provided for:

ITEM 4.2

NEWPORT WATERS ACCESS CHANNEL DREDGING - DIVISION 5

Confidential #1 Tender Evaluation

5 PARKS, RECREATION & SPORT SESSION

(Cr K Winchester)

ITEM 5.1

BEACHMERE - BIGGS AVENUE - PROPOSED NAMING OF MAZLIN PARK - DIVISION 2

Meeting / Session: 5 PARKS, RECREATION & SPORT
Reference: A19265640 : 28 October 2019
Responsible Officer: BS, Technical Officer (IP Parks & Recreation Planning)

Executive Summary

An application has been received requesting that parkland, located at 21 Biggs Avenue, Beachmere be named after the Mazlin family. This report provides Council with background information relevant to the application and recommends that Lot 1, SP163744 be named "Mazlin Park".

OFFICER'S RECOMMENDATION

1. That having regard to the information provided within this report and subject to the outcome of public advertising, the naming of Lot 1, SP163744 as "Mazlin Park", be approved.
2. That the name "Beachmere Activity Centre" be retained and applied only to the building within the parkland.
3. That the proposal to name the parkland be advertised in local newspapers with public submissions open for a period of 28 days.
4. That should adverse submissions be received as a result of public advertising; the matter be referred to Council in a subsequent report.

*ITEM 5.1 BEACHMERE - BIGGS AVENUE - PROPOSED NAMING OF MAZLIN PARK - DIVISION 2 - A19265640
(Cont.)*

REPORT DETAIL

1. Background

An application has been received by Council requesting that Lot 1, SP163744 (refer Figure 1), located at 21 Biggs Avenue, Beachmere, be named in recognition of the Mazlin family.



Figure 1: Lot 1, SP163744 - Parkland to be named

Lot 1, SP163744 is currently shown in Council's asset register system as Beachmere Activity Centre with an existing sign located in front of the building (see figure 2).

ITEM 5.1 BEACHMERE - BIGGS AVENUE - PROPOSED NAMING OF MAZLIN PARK - DIVISION 2 - A19265640
(Cont.)



Figure 2: Beachmere Activity Centre sign and building

2. Explanation of Item

As the name "Beachmere Activity Centre" is more properly associated with the building rather than the parkland, it is proposed that this name continue to be applied to the building only and that the park be acknowledged with its own name.

The application to name a park or recreation reserve under Council control was lodged by Geoffrey Mazlin, son of Victor and Olive Mazlin, in recognition of the association the Mazlin family has with the area. Information received from the applicant notes the following in respect of the Mazlin's:

The Mazlin family particularly Victor and Olive lived in Beachmere for over 66 years and would possibly have been the longest-term residents - during that time they were heavily involved in the community - both Olive and Vic have sadly passed in the past 4 weeks - Olive on June 25th, 2019 and Vic on 10th July 2019. All four of their children and families also live at Beachmere and have been actively involved in the community.

The nomination is for the family particularly Vic and Olive - they were founding members of the Beachmere Sailing Club and worked tirelessly to raise funds and build the Clubhouse (now the Activity Centre) - Vic Mazlin was the instigator of the application for the land on which to build the Beachmere Bowls Club and greens, the greens were opened first, then Vic Mazlin and his building company built the original clubhouse after sufficient funds were raised, the clubhouse was virtually built for the cost of the materials only.

ITEM 5.1 BEACHMERE - BIGGS AVENUE - PROPOSED NAMING OF MAZLIN PARK - DIVISION 2 - A19265640
(Cont.)

Vic and Olive were life members of the Club, and held many senior positions including those of Patron, Chairman and Treasurer. The Club has a plaque inside honouring their commitment to the community and the Club.

Vic Mazlin was also part of the team that built the Community Hall, was one of the founding members of the Beachmere Lions Club holding the position of President for many years and being recognised for his work in the community with many high awards from Lions International. The Beachmere Lions Club has injected tens of thousands of dollars into the community and local school and does to this day.

Under Policy No: 11-2150-039, Naming of Council Owned or Administered Buildings, Structures and other Assets (excluding roads), applicants are required to provide documentation to substantiate the good character of the person or persons being acknowledged. This application has been supported by a letter of recommendation from Division 2 Councillor Peter Flannery and the Lions Club of Beachmere. The proposal was also referred to Council's local historian, who has verified the statements made by the applicant.

The recommendation to name the area after the Mazlin family complies with the Council's policy guideline as outlined below:

- Persons with a historical connection to the land or area;
- Names of pioneering families and long-term residents;
- Names of respected community members of considerable service who are, or were resident or working within the region;
- Persons having made a significant financial or "in kind" contribution to the park;

Council internal policy requires that any proposal to name a park be advertised in local newspapers for a period of up to 28 days during which time submissions can be received. This process allows Council to assess any possible objections to the proposed naming.

A history board is proposed to be installed in conjunction with the new park name sign to explain the connection the Mazlin family had with the area. The proposed wording is as follows:

"The Mazlin family were active volunteers within the Beachmere community and were a driving force behind several major projects, notably, the Beachmere Activity Centre."

3. Strategic Implications

3.1 Legislative / Legal Implications ☒ Nil identified

3.2 Corporate Plan / Operational Plan

Valuing Lifestyle: Quality recreation and cultural opportunities - places to discover, learn, play and imagine.

3.3 Policy Implications

The submitted application complies with and has all the supporting documentation required under MBRC Policy No: 11-2150-039, Naming of Council Owned or Administered Buildings, Structures and other Assets (excluding roads).

3.4 Risk Management Implications ☒ Nil identified

3.5 Delegated Authority Implications

Subject to no adverse submissions being received, the matter should be referred to the Director Engineering Construction and Maintenance for implementation.

3.6 Financial Implications

The estimated cost of fabricating and installing a new sign in accordance with the draft Park and Open Space Signage Guidelines is approximately \$2,000.

Moreton Bay Regional Council

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ITEM 5.1 BEACHMERE - BIGGS AVENUE - PROPOSED NAMING OF MAZLIN PARK - DIVISION 2 - A19265640 (Cont.)

3.7 Economic Benefit Implications ☒ Nil identified

3.8 Environmental Implications ☒ Nil identified

3.9 Social Implications
Formal naming will provide improved awareness of, and the ability to recognise distinct locations within the region.

3.10 Consultation / Communication
The proposed naming is supported by the Division 2 Councillor. The proposed naming will be advertised in local newspapers for a period of 21 days (reduced due to the coming Christmas break) during which time public submissions can be made and will be received. If adverse comments are received, then the matter will be reported back to Council for final consideration and direction. Where no adverse comments are received, the matter will be delegated to the Director Engineering Construction and Maintenance for implementation.

ITEM 5.2

BEACHMERE - MAIN STREET - PROPOSED NAMING OF BUILDING - DIVISION 2

Meeting / Session: 5 PARKS, RECREATION & SPORT
Reference: A19315122 : 7 November 2019
Responsible Officer: BS, Technical Officer (IP Parks & Recreation Planning)

Executive Summary

The former Beachmere RSL building, located at 10 Biggs Avenue, Beachmere, is being redeveloped to form part of Councils network of community facilities following its closure in 2018. It is proposed that the facility be named to allow for marketing and booking processes to commence prior to its re-opening in early 2020. This report provides Council with background information relevant to the application and recommends that the building shown in figure 1 on Lot 1, SP212541 be named "Beachmere Hub".

OFFICER'S RECOMMENDATION

1. That having regard to the information provided within this report and subject to the outcome of public advertising, the naming of the building shown in figure 1 on Lot 1, SP212541, as "Beachmere Hub" be approved.
2. That the proposal to name the building be advertised in local newspapers with public submissions open for a period of 21 days.
3. That should adverse submissions be received as a result of public advertising; the matter be referred to Council in a subsequent report.

ITEM 5.2 BEACHMERE - MAIN STREET - PROPOSED NAMING OF BUILDING - DIVISION 2 - A19315122 (Cont.)

REPORT DETAIL

1. Background

The building is located within Clayton Park, half way between the commercial centre and Beachmere foreshore. The facility is surrounded by other public facilities - bowling greens, play equipment, green space, war memorial and the water tower.

Originally established in the early 1980s, Beachmere Bowls Club Inc. built the premises and lawn bowling greens. In 2009, the newly formed Club Beachmere Inc. took over management of the facility. During these years, the community referred to the facility as 'Club Beachmere'.

In 2015 the facility was leased to the Beachmere RSL and some continued to refer to it as 'Club Beachmere' while others called it 'the RSL' until it was returned to Council in 2018 for financial reasons.

Although the bowling greens will remain in use, the facility aims to accommodate a range of different community uses and accordingly, should be named to reflect the change in use.

Forming part of Councils community halls network, the facility will be managed by a local community organisation on behalf of Council. It will be a multipurpose community centre with a variety of different size rooms to enable adaptive community use. Generally, the facility will be a meeting place; a place where members of the local community can gather for a range of purposes.



Figure 1 Building to be named

2. Explanation of Item

Council's Policy: 2150-039 Naming of Council-Owned or Administered Buildings, Structures and other Assets (excluding roads) requires the naming of community facilities to be consistent with the overarching values, ethical principles, and current standards of Council, stakeholders and both the local and wider community. In naming a facility, consideration should be given to reflecting the location, geographical or historical context of the land on which the facility is erected. An expanded scope may need to be considered in some instances. The policy also states that this does not preclude them being named in recognition of community members or using any of the other conventions listed in the Guidelines for Selection of Permanent Names.

Research for a name was conducted using the Guidelines for Selection of Permanent Names. Investigations into the site of the facility and the local geography and history found no obvious reference that could be used to guide naming of the facility. As a facility available for the wider community, it was not considered appropriate to name it in recognition of a single person from the local area.

Several possible names were considered prior to the selection of the preferred name. These were derived from the intended use of a facility as a gathering place and a place to connect for community activities and benefit. The following names were considered:

ITEM 5.2 BEACHMERE - MAIN STREET - PROPOSED NAMING OF BUILDING - DIVISION 2 - A19315122 (Cont.)

<i>Beachmere Connect</i>	<i>Beachmere Universal Centre</i>	<i>Beachmere Square</i>
<i>The Village Green</i>	<i>Connections Centre</i>	<i>Beachmere Hive</i>
<i>Beachmere Place</i>	<i>Gathering Centre</i>	<i>Beachmere Green</i>

These alternative options all reflected the intended use of the facility and while they broadly met policy requirements, uniform agreement on one name could not be found within the community.

Research on community hubs shows that a hub is a place that facilitates service collaboration and integration and provides a “place-making opportunity to build cohesive communities”. A hub is a gathering place for local people and “an access point for a wide range of community activities, programs, services and events”.

Three community service groups will be co-located at the Beachmere facility: Beachmere Area Network Group (BANG), Beachmere Lawn Bowls and Disaster Management. It is anticipated a range of other groups will hire the facility to provide social, support and assistance programs and services to the local community. What is being provided at this new centre is consistent with the various definitions of a community hub. BANG has expressed support for this name and believe it will be very welcomed by the local community.

It is desirable for marketing and booking processes to approve the naming prior to construction when the work itself will greatly assist in promoting the facility. Having a name will establish a clear identity and allow for preparation of marketing and promotional material as well as assisting with implementing management and booking procedures in a timely manner.

3. Strategic Implications

3.1 Legislative / Legal Implications ☒ Nil identified

3.2 Corporate Plan / Operational Plan
Strengthening Communities: Healthy and supportive communities - a healthy and inclusive community.

3.3 Policy Implications
The submitted application complies with and has all the supporting documentation required under MBRC Policy No: 11-2150-039, Naming of Council Owned or Administered Buildings, Structures and other Assets (excluding roads). Council policy requires that any proposal to name a building be advertised in local newspapers for a period of up to 28 days during which time submissions can be received. This process allows Council to assess any possible objections to the proposed naming.

3.4 Risk Management Implications
The proposed name meets Policy requirements and poses no governance risk. However, there may be a risk of the community not readily accepting the name chosen for the facility, posing a risk to Council's reputation.

3.5 Delegated Authority Implications ☒ Nil identified

3.6 Financial Implications ☒ Nil identified

3.7 Economic Benefit
For marketing and promotion purposes, the facility name should contain as few words with as few syllables as possible. The proposed name provides marketing opportunities for the refurbished building that will assist in achieving a regular income from hire and contribute to its long-term economic sustainability.

3.8 Environmental Implications ☒ Nil identified

ITEM 5.2 BEACHMERE - MAIN STREET - PROPOSED NAMING OF BUILDING - DIVISION 2 - A19315122 (Cont.)

3.9 Social Implications

It is appropriate to name the refurbished facility such that it does not cause confusion with other local community facilities, however it is also appropriate to provide a name that reflects the intended use of the facility and is acceptable to the community the centre is to serve.

3.10 Consultation / Communication

Internal

- Councillor Division 2
 - The proposed naming is supported by the Division 2 Councillor. The proposed naming will be advertised in local newspapers for a period of 21 days (reduced due to the coming Christmas break) during which time public submissions can be made and will be received. If adverse comments are received, then the matter will be reported back to Council for final consideration and direction. Where no adverse comments are received, the matter will be delegated to the Director Engineering Construction and Maintenance for implementation.
- Director - Community and Environmental Services
- Community Planning and Resources Manager
- Community Planning and Policy Coordinator
- Community Halls staff

External

- BANG Inc (management group for the refurbished facility)
- Beachmere Community Hall Progress Association (own and manage the Beachmere Community Hall)
- Beachmere Lions Club (manage the Beachmere Activity Centre)

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

ITEM C.1 – CONFIDENTIAL

FERNY HILLS POOL EXTENSION OF OPENING SEASON - DIVISION 10

Meeting / Session: **6 Lifestyle & Amenity (Cr D Sims)**

Reference: A19296677 : 4 November 2019

Responsible Officer: BP, Coordinator Regional Leisure Venues (CES Property & Commercial Services)

Basis of Confidentiality

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

Executive Summary

The Ferny Hills Aquatic Centre (FHAC) located at 71 Ferny Way, Ferny Hills comprises a 50-metre outdoor pool, toddlers play pool and a 15-metre indoor heated pool. The centre opens on a seasonal basis from 1 September to 30 April with exception of the indoor heated pool which opens year-round at the discretion of the operator.

Officers propose to transition FHAC to year-round operation including an upgrade to the pool heating system and variation of the management and operation agreement with the contracted operator.

ITEM C.2 – CONFIDENTIAL

AGREEMENT TO PURCHASE EXISTING LEASED PORTABLE WEIGHBRIDGES - REGIONAL

Meeting / Session: 4 Asset Construction & Maintenance (Cr A Hain)

Reference: A19306956 : 11 November 2019 - Refer **Confidential** Supporting Information
A19307077

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

Basis of Confidentiality

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

Executive Summary

The introduction of the State Government's waste levy has driven significant operational changes to Council's waste management facilities. At both the Dakabin and Bunya waste management facilities (WMF), such change has required the procurement and installation of an additional weighbridge to each facility to minimise operational impacts of the waste levy.

Council engaged Australian Weighing Equipment Pty Ltd (AWE) to supply and install two weighbridges on short-term leases via a vendor panel arrangement. The two additional weighbridges are satisfactorily addressing some of the key operational challenges due to the waste levy introduction.

To maintain effective and safe weigh-in and weigh-out ingress and egress from the Bunya and Dakabin WMFs, it is proposed to accept an offer from AWE for the purchase of the installed weighbridge systems for a one-off residual payment that credits the lease payments made by Council from the final purchase costs at the conclusion of the lease.

12b. CONFIDENTIAL GENERAL BUSINESS

No items for consideration.



MINUTES

GENERAL MEETING

Tuesday 12 November 2019
commencing at 10.34am

Caboolture Chambers
2 Hasking Street, Caboolture

UNCONFIRMED

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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
Cr Adam Hain
Cr Julie Greer
Cr James Houghton
Cr Koliana Winchester
Cr Denise Sims
Cr Mick Gillam
Cr Mike Charlton (Deputy Mayor)
Cr Darren Grimwade

Officers:

Acting Chief Executive Officer	(Mr Graeme Kanofski)
Director Engineering, Construction & Maintenance	(Mr Tony Martini)
Director Community & Environmental Services	(Mr Bill Halpin)
Director Infrastructure Planning	(Mr Andrew Ryan)
Director Planning	(Mr Mike Pickering)
Director Finance & Corporate Services	(Ms Donna Gregory)
Meeting Support	(Larissa Kerrisk)

Apologies:

Cr Matt Constance who is representing Council at the 2019 LGx Conference in Brisbane.

Suspended:

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

3. MEMORIALS OR CONDOLENCES

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

4. CONFIRMATION OF MINUTES FROM PREVIOUS GENERAL MEETING

General Meeting - 6 November (Pages 19/2286 - 19/2306)

RESOLUTION

Moved by Cr Mick Gillam

Seconded by Cr Peter Flannery

CARRIED 11/0

That the minutes of the General Meeting held 6 November 2019, be confirmed.

5. PRESENTATION OF PETITIONS

(Addressed to the Council and tabled by Councillors)

There were no petitions tabled.

6. CORRESPONDENCE

There was no correspondence tabled.

7. COMMUNITY COMMENT

7.1. Community Comment: Mr Derek Catterall - Objection to DA16705/2007VCHG/3 - Gayundah Esplanade, Woody Point (A19338563)

Cr Allan Sutherland (Mayor) opened the Community Comment session, making the required statement regarding the conduct of the Session, and invited Mr Derek Catterall, to address the Council in respect of an Objection to DA16705/2007VCHG/3 - Gayundah Esplanade, Woody Point.

Mr Catterall's address contained the following points:

- Mr Catterall advised that he was representing 100 local households who strongly object to the amended development application.
- The height zoning for the area is 21 metres, however the approved scheme for the development is 27.6 metres, which is in keeping with existing high-rise buildings in the Woody Point area.
- The amended development application is 45 metres which is excessive and over twice the height of the recommended zoning.
- The construction would be an eyesore and completely out of character for Woody Point 'village'. The amended scheme is ultra-modern and more in keeping with the Gold Coast or Brisbane CBD. The 'village' and skyline of Woody Point would be destroyed if the application was to be approved.
- The height of 45 metres is unprecedented for the area and would have a negative impact on Woody Point amenity.
- The approved scheme for the site allowed for 17-19 retail/visitor car parking spaces. The amended scheme allows for only 11 retail parking spaces with no mention of additional visitors car spaces. The amended scheme for retail/visitor car parking spaces is insufficient for the area, especially on weekends and public holidays.
- Mr Caterall said that residents and ratepayers put their faith in Moreton Bay Regional Council and hope that Council reject the application for the good and benefit of the residents and visitors to Woody Point and the Redcliffe Peninsula in general.

7. COMMUNITY COMMENT (Cont'd)

Cr Allan Sutherland (Mayor) thanked Mr Caterall for attending the Community Comment Session.

The Mayor clarified that under the *Planning Act 2016* Moreton Bay Regional Council must accept all Development Applications received and that each application must be considered on its merits.

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 Koliana 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
DISCRETIONARY FUNDS - DIVISION 12**

Meeting / Session: 1 GOVERNANCE
Reference: A19305921 : 5 November 2019
Responsible Officer: LK, Executive Support Officer (CORP Executive Services)

Executive Summary

The Council makes discretionary funds available each financial year to community organisations for community purposes, in accordance with Council's Discretionary Funds Policy, Availability Notice and Guidelines.

Under section 182A of the *Local Government Act 2009* the Councillor for Division 12, Cr Adrian Raedel, is currently suspended from office and is unable to approve the allocation of discretionary funds. An eligible application for discretionary funds has been received for Division 12 as follows:

- Lions Club of Wamuran Inc in the amount of \$500 for the 'Wamuran Christmas Carnival'.

The Department of Local Government, Racing and Multicultural Affairs have advised that in this instance where a Councillor is unable to consider this application for discretionary funds, the funding request should be considered by Council at its General Meeting.

This report seeks Council's direction in relation to the application for Division 12 discretionary funds from the Lions Club of Wamuran Inc.

RESOLUTION

Moved by Cr Peter Flannery

Seconded by Cr Adam Hain

CARRIED 11/0

That the application by the Lions Club of Wamuran under Council's Discretionary Funds Policy, for the 'Wamuran Christmas Carnival', be approved in the amount of \$500 from the Division 12 allocation.

ITEM 1.1 DISCRETIONARY FUNDS - DIVISION 12 - A19305921 (Cont'd)

OFFICER'S RECOMMENDATION

Council direction is required in relation to the application by Lions Club of Wamuran Inc for \$500 from Division 12 discretionary funds for the 'Wamuran Christmas Carnival'.

REPORT DETAIL

1. Background

The Council makes discretionary funds available each financial year to community organisations for community purposes, in accordance with Council's Discretionary Funds Policy, Availability Notice and Guidelines.

Unless otherwise approved by Council, each financial year community organisations are eligible to apply for a maximum of \$10,000 and \$3,000 in discretionary funds to the Mayor and Councillors respectively. Community organisations may apply for discretionary funds to both the Mayor and Councillors up to a maximum of \$13,000 in total each financial year.

2. Explanation of Item

Under section 182A of the *Local Government Act 2009* Cr Adrian Raedel is currently suspended from office and is unable to approve the allocation of discretionary funds.

The Department of Local Government, Racing and Multicultural Affairs have advised that in this instance where a Councillor is unable to consider this application for discretionary funds, the funding request should be considered by Council at its General Meeting.

Council direction is sought in relation to the following eligible application for Division 12 discretionary funds.

Lions Club of Wamuran Inc

Lions Club of Wamuran Inc has applied for \$500 under the Discretionary Funds Policy for the 'Wamuran Christmas Carnival'. The festive event will provide an opportunity for community involvement within the Moreton Bay Region.

3. Strategic Implications

3.1 Legislative / Legal Implications ☒ Nil identified

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 Discretionary Funds Policy 2150-101.

3.4 Risk Management Implications ☒ Nil identified

3.5 Delegated Authority Implications ☒ Nil identified

3.6 Financial Implications
Appropriate funds have been provided in the 2019/20 budget and the applications for funding are eligible under the 2019/20 Discretionary Funds guidelines.

3.7 Economic Benefit Implications ☒ Nil identified

3.8 Environmental Implications ☒ Nil identified

ITEM 1.1 DISCRETIONARY FUNDS - DIVISION 12 - A19305921 (Cont'd)

3.9 Social Implications

☒ Nil identified

3.10 Consultation / Communication

Councillors, the Acting Chief Executive Officer, Director Finance and Corporate Services and Manager Executive Services have been consulted in relation to the preparation of this report.

UNCONFIRMED

ITEM 1.2 - 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 1.2 as Mr Noel Powell, Chairman of Redcliffe PCYC (the applicant), is a friend of the Mayor.

Cr Allan Sutherland (Mayor) retired from the meeting at 10.48am taking no part in the debate or resolution regarding same.

Cr Mike Charlton (Deputy Mayor) assumed the Chair at this time.

Conflict of Interest - Declaration - Cr Koliana Winchester

Pursuant to s175E of the *Local Government Act 2009*, Cr Koliana Winchester declared a perceived conflict of interest in Item 1.2 as Mr Noel Powell, Chairman of Redcliffe PCYC (the applicant), supported Cr Winchester's nomination in the 2016 election, and Cr Winchester was previously a Committee Member of the Redcliffe PCYC.

Cr Koliana Winchester retired from the meeting at 10.49am taking no part in the debate or resolution regarding same.

ITEM 1.2

DISCRETIONARY FUNDS - REDCLIFFE PCYC - DIVISION 5

Meeting / Session: 1 GOVERNANCE
Reference: A19281896 : 30 October 2019
Responsible Officer: LK, Executive Support Officer (CORP Executive Services)

Executive Summary

The Council makes discretionary funds available each financial year to community organisations for community purposes in accordance with Council's Discretionary Funds Policy, Availability Notice and Guidelines.

An eligible application for discretionary funds has been received as follows:

- Redcliffe PCYC in the amount of \$5000 for the annual Santa Sleigh event.

Cr Allan Sutherland (Mayor), Cr Houghton (Division 5) and Cr Winchester (Division 6) would like to support this initiative through the discretionary funds program.

Cr Houghton and Cr Winchester have allocated \$1500 each to this project for a total contribution of \$3000.

A perceived conflict of interest has been declared by Cr Allan Sutherland (Mayor) in relation to this application.

This report seeks Council's direction in accordance with Council's adopted procedure. Where a Councillor has a real or perceived conflict of interest in a discretionary funds application, the conflicted Councillor may decide to not deal with the application, and the application is to be considered at Council's General Meeting.

ITEM 1.2 DISCRETIONARY FUNDS - REDCLIFFE PCYC - DIVISION 5 - A19281896 (Cont'd)

RESOLUTION

Moved by Cr James Houghton

Seconded by Cr Mick Gillam

CARRIED 9/0

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

That the application by Redcliffe PCYC under Council's Discretionary Funds Policy, for the Santa Sleigh event, be approved in the amount of \$2000 from the Regional (Mayor) allocation and \$1500 from the Division 6 allocation.

ITEM 1.2 DISCRETIONARY FUNDS - REDCLIFFE PCYC - DIVISION 5 - A19281896 (Cont'd)

OFFICER'S RECOMMENDATION

Council direction is required in relation to the application by Redcliffe PCYC for support through the Mayor's discretionary funds for the Santa Sleigh event for the remaining \$2000.

REPORT DETAIL

1. Background

The Council makes discretionary funds available each financial year to community organisations for community purposes, in accordance with Council's Discretionary Funds Policy, Availability Notice and Guidelines.

Unless otherwise approved by Council, each financial year community organisations are eligible to apply for a maximum of \$10,000 and \$3000 in discretionary funds to the Mayor and Councillors respectively. Community organisations may apply for discretionary funds to both the Mayor and Councillors up to a maximum of \$13,000 in total each financial year.

In accordance with Council's adopted procedure, where a Councillor has a real or perceived conflict of interest in a discretionary funds application, the conflicted Councillor may decide to not deal with the application, and the application is to be considered at Council's General Meeting.

2. Explanation of Item

A perceived conflict of interest has been declared by Cr Allan Sutherland (Mayor) in relation to this application.

As mentioned above, in accordance with Council's adopted procedure, where a Councillor has a real or perceived conflict of interest in a discretionary funds application, the conflicted Councillor may decide to not deal with the application, and the application is to be considered at Council's General Meeting. Therefore, Council direction is sought in relation to the Mayor's support of the Redcliffe PCYC's annual sleigh event.

Redcliffe PCYC

Redcliffe PCYC has applied for \$5000 under the discretionary funds policy in support of the event. This application is for the annual Santa Sleigh which is a long-standing event held in the Redcliffe area whereby Santa visits multiple locations on the Redcliffe Peninsula through to Rothwell. The sleigh is staffed by a range of volunteers from community groups and organisations who contribute a large number of volunteer hours to enable the success of the event.

3. Strategic Implications

3.1 Legislative / Legal Implications ☒ Nil identified

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 Discretionary Funds Policy 2150-101.

3.4 Risk Management Implications ☒ Nil identified

3.5 Delegated Authority Implications ☒ Nil identified

3.6 Financial Implications
Appropriate funds have been provided in the 2019/20 budget and the application for funding is eligible under the 2019/20 Discretionary Funds guidelines.

ITEM 1.2 DISCRETIONARY FUNDS - REDCLIFFE PCYC - DIVISION 5 - A19281896 (Cont'd)

3.7 Economic Benefit Implications ☒ Nil identified

3.8 Environmental Implications ☒ Nil identified

3.9 Social Implications ☒ Nil identified

3.10 Consultation / Communication

Councillors, the Acting Chief Executive Officer, Interim Director Finance and Corporate Services and Manager Executive Services have been consulted in relation to the preparation of this report.

ATTENDANCE

Cr Allan Sutherland (Mayor) and Cr Koliana Winchester returned to the meeting at 10.52am after consideration of Item 1.2.

The Mayor resumed the Chair.

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****ARANA HILLS - ARANA HILLS LIBRARY - INTERNAL REFURBISHMENT AND ROOF REPLACEMENT - DIVISION 10**

Meeting / Session: 4 ASSET CONSTRUCTION & MAINTENANCE
Reference: A19189864 : 25 October 2019 - Refer **Confidential** Supporting Information
A19186057
Responsible Officer: SC, Project Manager (ECM Project Management)

Executive Summary

Tenders were invited for the 'Arana Hills - Arana Hills Library - Internal Refurbishment and Roof Replacement (MBRC008990)' project. The request for tenders closed on 10 October 2019 with a total of six conforming tenders received.

It is recommended that Council award the contract to Kane Constructions (QLD) Pty Ltd (trading as arete Australia) for the sum of \$451,441 (excluding GST) as this tender was evaluated as representing the best overall value to Council.

RESOLUTION

Moved by Cr Mike Charlton (Deputy Mayor)**Seconded by Cr Mick Gillam****CARRIED 11/0**

1. That the tender for the *Arana Hills - Arana Hills Library - Internal Refurbishment and Roof Replacement* project (MBRC008990) be awarded to Kane Constructions (QLD) Pty Ltd (trading as arete Australia) for the sum of \$451,441 (excluding GST).
2. That the Council enters into an agreement with Kane Constructions (QLD) Pty Ltd (trading as arete Australia) 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 Kane Constructions (QLD) Pty Ltd (trading as arete Australia) for the *Arana Hills - Arana Hills Library - Internal Refurbishment and Roof Replacement* project (MBRC008990) and any required variations of the agreement on Council's behalf.

ITEM 4.1 ARANA HILLS - ARANA HILLS LIBRARY - INTERNAL REFURBISHMENT AND ROOF REPLACEMENT - DIVISION 10 - A19189864 (Cont'd)

OFFICER'S RECOMMENDATION

1. That the tender for the *Arana Hills - Arana Hills Library - Internal Refurbishment and Roof Replacement* project (MBRC008990) be awarded to Kane Constructions (QLD) Pty Ltd (trading as arete Australia) for the sum of \$451,441 (excluding GST).
2. That the Council enters into an agreement with Kane Constructions (QLD) Pty Ltd (trading as arete Australia) 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 Kane Constructions (QLD) Pty Ltd (trading as arete Australia) for the *Arana Hills - Arana Hills Library - Internal Refurbishment and Roof Replacement* project (MBRC008990) and any required variations of the agreement on Council's behalf.

REPORT DETAIL

1. Background

The project is located at the Arana Hills Library, 63 Cobbity Crescent, Arana Hills. The project scope comprises two main elements, being the internal refurbishment of the library, as well as the replacement of part of the roof structure and replacement of the existing external roof lining.

Internal refurbishment - this element's project scope includes creating new internal spaces, with connections to the existing parkland. The project will reconfigure the internal layout for the placement of shelving, furniture and functional areas and redesign the functionality of the staff areas and customer service counter. Existing external and internal door and window openings, as well as other alterations to the structure, will maximise connectivity with the exterior landscape.

Roof replacement - this element's project scope includes the replacement of the tiled roofing and damaged roofing structures. Specifically, works will include replacing the existing external roof lining with a new metal roof lining.

The objective of the overall project is to ensure the Arana Hills Library maintains relevance as a highly valued and well utilised library, meeting the needs of the community by creating welcoming and appealing spaces for all library customers, keeping the library's appearance modern and inviting and to address the serviceability issues associated with the roof.

The project has been tendered as one contract to minimise the disruption to library users due to the need for the library to be closed during the works.

The proposed timing of the works has been scheduled to minimise inconvenience to the users of the facility. The project work will commence in April 2020, taking up to ten weeks to complete and will require the library to close for the construction period. The relatively long lead time allows the recommended tenderer to procure materials well ahead of the works commencing.

ITEM 4.1 ARANA HILLS - ARANA HILLS LIBRARY - INTERNAL REFURBISHMENT AND ROOF REPLACEMENT - DIVISION 10 - A19189864 (Cont'd)



Figure 1: Location of works - Arana Hills Library

2. Explanation of Item

Tenders were invited for the 'Arana Hills - Arana Hills Library - Internal Refurbishment and Roof Replacement project (MBRC008990)' and closed on 10 October 2019, with six 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	Kane Constructions (QLD) Pty Ltd (trading as arete Australia)	98.15
2	NF Corbett Pty Ltd	97.95
3	J&D Contracting	91.86
4	Premis Solutions Pty Ltd	88.32
5	Modus Projects Pty Ltd	85.41
6	Leaf Building Group Pty Ltd	83.66

ITEM 4.1 ARANA HILLS - ARANA HILLS LIBRARY - INTERNAL REFURBISHMENT AND ROOF REPLACEMENT -
DIVISION 10 - A19189864 (Cont'd)

Kane Constructions Pty Ltd trading as arete Australia (Kane) submitted a comprehensive tender. A tender clarification meeting was held on 25 October 2019, at which Kane demonstrated their relevant experience, methodology, understanding of the project and capability in delivering the project. Kane has recently undertaken construction work for the Sunshine Coast Council at the Caloundra Events Centre refurbishment valued at \$5,000,000, the Noosa Council Noosaville Library refurbishment and extension valued at \$2,100,000 and the Gold Coast City Council Waterside West Building fitout valued at \$1,100,000. The panel evaluated the tender from Kane as the best overall value tender, despite it not being the lowest priced tender.

NF Corbett Pty Ltd (NFC) submitted a comprehensive tender. A tender clarification meeting was held on 25 October 2019 at which NFC demonstrated their relevant experience, methodology, understanding of the project and capability in delivering the project. The tendered price was the lowest tender received; however, the panel evaluated NFC's offer as the second-best tender received.

J&D Contracting submitted a 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: Quality recreation and cultural opportunities - places to discover, learn, play and imagine.

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 '*strong*'.

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 ability for the community to access the park.
- 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.
- d. Inclement weather may impact on the duration of the works due to a major component of the work being the external roof lining replacement where care will be required to mitigate the potential for water damage to the building and the library book collection.

ITEM 4.1 ARANA HILLS - ARANA HILLS LIBRARY - INTERNAL REFURBISHMENT AND ROOF REPLACEMENT - DIVISION 10 - A19189864 (Cont'd)

- e. There is some risk associated with roof structural elements where the existing tile roof has a history of water ingress over time which may have caused damage to the roof structure. The heavy roof has also impacted on the integrity of the roof truss/framing system where sagging is evident. An invasive investigation of the roof structure has been undertaken to assist with establishing the likely structural condition. In addition, 'hold points' during the work will be implemented to enable the structural engineer to review the condition of the roof structure prior to the new external roof lining being installed.
- f. Other risks may include termite/white ant infestation and potentially unsafe electrical works; again hold point inspections will occur.
- g. There are no development approval risks relating to this contract.
- h. There are no procurement risks relating to this contract. The timeframe from awarding the contract and commencement of works has been clarified with the contractor and there is sufficient lead time for material procurement so as not to delay the project.

3.5 Delegated Authority Implications ☒ Nil identified

3.6 Financial Implications

Council has allocated a total of \$579,000 in Capital funding in the 2019/20 FY. The combined funding comes from projects 108116 and 101970. All financials below exclude GST.

Tender price (construction)	\$ 451,441.00
Contingency (20%)	\$ 90,288.20
Consultancy services	\$ 5,000.00
QLeave (0.475%)	\$ 2,144.35

Total project cost	\$ 548,873.55
	=====

Estimated ongoing operational/maintenance costs \$2,400 per F/Y

The budget amount for this project is sufficient.

3.7 Economic Benefit ☒ Nil identified

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 refurbished internal spaces that will improve the visitor experience at the library as well as reducing the short and long-term effects of water ingress to the building and its resultant potential damage to the structure and library collection.

3.10 Consultation / Communication

A detailed communication plan has been prepared. Project signage will be displayed four weeks prior and throughout the works including project notices distributed two weeks prior to the commencement of works to the surrounding residents.

Project notices will also be available from the library counter in January 2020 and library staff will communicate with regular users and user/school groups.

Weekly project updates via email will be provided to the Divisional Councillor. The Divisional Councillor has been consulted and is supportive of the project.

ITEM 4.2 - STATEMENT OF LEGAL POSITION

Following the receipt of legal advice that agenda item 4.2 is administrative in nature and could not be perceived as having any substantive impact on any donor to the Moreton Futures Trust, no personal interests need be declared by any Councillor in relation to this item.

ITEM 4.2**PETRIE MILL REDEVELOPMENT PROJECT - PROVISION OF ENVIRONMENTAL ADVICE AND CONSTRUCTION SUPPORT (VP 147028) - DIVISION 7**

Meeting / Session: 4 ASSET CONSTRUCTION & MAINTENANCE
Reference: A19009678 : 27 August 2019 - Refer **Confidential Supporting Information A19003239**
Responsible Officer: HT, Project Engineer (ECM Major Projects - Petrie Mill Development)

Executive Summary

This report seeks Council approval to enter into arrangements with specialist environmental consultants to provide environmental construction support and advice services to Council regarding the decommissioning works being undertaken by Orora Limited (Orora). Under the terms of the Contract of Sale for the purchase of the former Petrie Mill site, Orora, the former owner of the site, are required to decommission the site.

Three companies were invited to provide tenders from the Local Buy Engineering & Environmental Consultancy Services Panel (contract number BUS 262-0317) for VP147028 - *Provision of Environmental Advice and Construction Support*. Tenders closed on 21 June 2019 and three conforming submissions were received.

It is recommended that Council enters into an arrangement with Cardno Pty Ltd for the sum of \$1,515,599 (excluding GST) from the date of signing the agreement until 31 December 2022 for the *Provision of Environmental Advice and Construction Support* (VP147028) for the Petrie Mill Redevelopment project as the offer represents the best overall offer to Council as assessed by the evaluation panel.

RESOLUTION

Moved by Cr Koliانا Winchester

Seconded by Cr Mick Gillam

CARRIED 11/0

1. That the tender for the '*Provision of Environmental Advice and Construction Support (VP147028)*' be awarded to Cardno Pty Ltd for the total sum of \$1,515,599 (excluding GST) from the date of signing the agreement until 31 December 2022, or approximately \$505,199.66 per annum (excluding GST).
2. That the Council enters into an agreement with Cardno 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 Cardno Pty Ltd for the '*Provision of Environmental Advice and Construction Support (VP147028)*' and any required variations of the agreement on Council's behalf.

ITEM 4.2 PETRIE MILL REDEVELOPMENT PROJECT - PROVISION OF ENVIRONMENTAL ADVICE AND CONSTRUCTION SUPPORT (VP 147028) - DIVISION 7 - A19009678 (Cont'd)

OFFICER'S RECOMMENDATION

1. That the tender for the '*Provision of Environmental Advice and Construction Support (VP147028)*' be awarded to Cardno Pty Ltd for the total sum of \$1,515,599 (excluding GST) from the date of signing the agreement until 31 December 2022, or approximately \$505,199.66 per annum (excluding GST).
2. That the Council enters into an agreement with Cardno 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 Cardno Pty Ltd for the '*Provision of Environmental Advice and Construction Support (VP147028)*' and any required variations of the agreement on Council's behalf.

REPORT DETAIL

1. Background

Council have previously engaged the services of specialist environmental consultants to assist with independent advice by way of inspection of works performed on site and reviews and recommendations surrounding documentation issued to Council (MBRC) by Orora as a part of the decommissioning process.

Council has previously commissioned the engineering firm Cardno Pty Ltd (Cardno) to undertake these works (Coordination Committee recommendation of 28 June 2016 - Item C.2 - Petrie Mill Development - site decommissioning - specialist consultancy services). The initial piece of work has now been completed. MBRC requires ongoing services to continue with this scope and meet the time frames and deliverables associated with the Deed of Variation of the Contract for Sale and Extension Deed as executed by MBRC and Orora on 11 June 2019.

2. Explanation of Item

The land Council procured for the Petrie Mill Redevelopment project contains areas that require advice from industry experts. These areas include historical landfills, engineered landfills, contaminated land and sites that are governed by stringent and complex management plans. MBRC requires specialist environmental advice and support to cover three key roles with expertise in the following areas:

- **Engineer / Environmental Technician** - assistance for part-time onsite construction support, primarily focusing on testing, data collection, monitoring and enabling ongoing construction in line with governing documentation and legislation. The technician will work directly with MBRC's construction and decommissioning team to provide technical and construction support.
- **Senior Engineer / Suitably Qualified Person (SQP)** - assistance for onsite and remote construction support to provide technical expertise and advice to MBRC's management, construction and decommissioning team. The SQP will assist the technician, as required, by ensuring legislative requirements are met and provide advice/direction to MBRC considering contractual and legislative requirements.
- **Specialist / Principal Engineering** - will assist the SQP and Environmental Technician, as required, by providing technical expertise and legislative direction. The Specialist will also work with MBRC's management team to provide formal direction and documentation to MBRC for a range of matters, including site parameters, professional opinion, legislation, management plans and industry benchmarking.

The level of commitment for each role is based on the respective workload associated with achieving milestones and construction programs. The Project Director - Petrie Mill will be required to balance the procurement of the necessary environmental construction personnel as required by construction demand.

ITEM 4.2 PETRIE MILL REDEVELOPMENT PROJECT - PROVISION OF ENVIRONMENTAL ADVICE AND CONSTRUCTION SUPPORT (VP 147028) - DIVISION 7 - A19009678 (Cont'd)

Council requested tenders through *Vendor Panel Local Buy BUS 262-0317 Engineering & Environmental*. Three companies were invited to tender to fulfil the required roles. The tenders closed on 21 June 2019 and three submissions were 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 request for quotation documents.

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

RANK	TENDERER	EVALUATION SCORE
1	Cardno Pty Ltd	99.56
2	Arcadis Australia Pacific Pty Limited	96.36
3	Advisian Pty Ltd	93.31

Cardno Pty Ltd (Cardno) received the highest overall ranking. Subsequent to tender clarification, Cardno indicated that the original candidates may no longer be available. As a result, Cardno elected to update their proposal. Cardno's submission demonstrated comprehensive understanding of the project requirements and capability to complete the works in an efficient manner. Cardno's submission met the mandatory criteria, and presented, in the panel's assessment, the best overall offer by way of value for money and the nominated personnel with technical expertise for the requirements unique to the Petrie Mill Redevelopment project.

Arcadis Australia Pacific Pty Limited (Arcadis) received the second highest overall ranking. Arcadis submitted a similarly comprehensive tender demonstrating detailed understanding of the project requirements and experience of personnel. Subsequent to tender clarification, Arcadis indicated that the original candidates may no longer be available. As a result, Arcadis updated their proposal. Arcadis met the mandatory criteria, submitted a competitive price and nominated personnel with good experience; however, they were not as experienced as those provided in Cardno's submission.

Advisian Pty Ltd (Advisian) received the third overall ranking. Advisian submitted a competitive price and satisfactorily responded to the mandatory criteria. The tender submission demonstrated a reasonable understanding of the project requirements and their capability to complete the works. While Advisian met the mandatory criteria and submitted a competitive price, the panel's assessment was that the team offered by Advisian was not to the same level as that of the two other tenders.

3. Strategic Implications

3.1 Legislative/Legal Implications

Due to value of work being greater than \$200,000, Council called for tenders for the work through Vendor Panel Local Buy BUS 262-0317 Engineering & Environmental in accordance with the *Local Government Act 2009*.

3.2 Corporate Plan / Operational Plan

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

3.3 Policy Implications

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

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

ITEM 4.2 PETRIE MILL REDEVELOPMENT PROJECT - PROVISION OF ENVIRONMENTAL ADVICE AND CONSTRUCTION SUPPORT (VP 147028) - DIVISION 7 - A19009678 (Cont'd)

3.4 Risk Management Implications

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

Continuity - personnel changes:

Potential risk is for changes in Environmental Advice and Construction Support team personnel throughout the duration of the project. MBRC will work with the successful consultant to establish and implement a communication management plan to mitigate the risk of impact to MBRC. MBRC and the successful consultant will conduct regular meetings to ensure the relevant personnel are up to date on project status and requirements. The consultant has specified and allowed for several backup personnel to ensure Council has adequate resources committed to the project.

Legislative and regulatory requirements:

The Petrie Mill Redevelopment project works are governed by the requirements of the Environmental Protection Act (1994), Environmental Protection Regulation (2008) and relevant management plans developed for individual lots. The successful consultant has vast experience and knowledge of relevant legislation, regulations and management plans and will be engaged to provide MBRC with technical expertise and direction.

Accepting Owner's Consent for Land:

MBRC is presented with *Owner's Consent* documents that specify requirements for managing land. The Senior Specialist and SQP will work directly with MBRC's management team to ensure risks are identified and appropriate strategies are implemented to mitigate risk to MBRC.

Achieving specified milestone dates:

With the assistance of the Environmental Advice and Construction Support team, the management of legislative requirements that impact construction works will be effectively anticipated and managed.

3.5 Delegated Authority Implications ☒ Nil identified

3.6 Financial Implications

The arrangement will be based on a schedule of rates basis for a period of approximately three years, from date of signing the agreement until 31 December 2022. The estimated total cost of the specialist service and advice for this period is \$1,515,599 (excluding GST), or approximately \$505,199.66 (excluding GST) per annum. The estimated total cost is within the Petrie Mill Redevelopment project budget.

3.7 Economic Benefit

The expert advice will assist MBRC with ensuring that Orora meets its contractual obligations in relation to the decommissioning of the site. Further, this engagement will enable ongoing delivery of the Petrie Mill Redevelopment which has significant economic benefits for the region.

3.8 Environmental Implications

The Environmental Advice and Construction Support team will assist MBRC in ensuring all environmental aspects across the Petrie Mill Redevelopment project are appropriately managed.

3.9 Social Implications

The overall Petrie Mill Redevelopment project will provide significant positive social benefits and will facilitate construction of a university campus.

3.10 Consultation / Communication

The works will be managed by the Major Projects team in line with communication policies and protocols.

ITEM 4.3**DECEPTION BAY SCOUTS HALL CONSTRUCTION - DIVISION 5**

Meeting / Session: 4 ASSET CONSTRUCTION & MAINTENANCE
Reference: A19300958 : 5 November 2019 - Refer **Confidential** Supporting Information
A19308748
Responsible Officer: MK, Principle Engineer Buildings and Facilities (IP Infrastructure Planning)

Executive Summary

Tenders were invited for the "Deception Bay Scouts Hall Construction (MBRC008989)" project. The tender closed on 10 September 2019 with a total of 14 conforming tenders received.

The project scope includes the construction of a new Scout's Hall on the corner of Bonton Avenue and George Street in Deception Bay. The reason for this project is that the old Scout's Hall was in very poor condition, and it was determined to be more financially feasible to demolish and re-construct the building rather than to completing remedial works.

It is recommended that the Council awards the contract for the "Deception Bay Scouts Hall Construction (MBRC008989)" to Ri-Con Contractors Pty Ltd for the sum of \$361,000.05 (excluding GST), as this tender submission was shown to have the best value for money.

RESOLUTION

Moved by Cr James Houghton

Seconded by Cr Peter Flannery

CARRIED 11/0

1. That the tender for "Deception Bay Scouts Hall Construction (MBRC008989)" be awarded to Ri-Con Contractors Pty Ltd for the amount of \$361,000.05 (excluding GST).
2. That the Council enters into an agreement with Ri-Con Contractors 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 Ri-Con Contractors Pty Ltd for "Deception Bay Scouts Hall Construction (MBRC008989)" and any required variations of the agreement on Council's behalf.

ITEM 4.3 DECEPTION BAY SCOUTS HALL CONSTRUCTION - DIVISION 5 - A19300958 (Cont'd)

OFFICER'S RECOMMENDATION

1. That the tender for "*Deception Bay Scouts Hall Construction (MBRC008989)*" be awarded to Ri-Con Contractors Pty Ltd for the amount of \$361,000.05 (excluding GST).
2. That the Council enters into an agreement with Ri-Con Contractors 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 Ri-Con Contractors Pty Ltd for "*Deception Bay Scouts Hall Construction (MBRC008989)*" and any required variations of the agreement on Council's behalf.

REPORT DETAIL

1. Background

Deception Bay Scouts is one of (16) Scout groups that operate on Moreton Bay Regional Council owned or controlled land. The existing Scout group are subject to the standard lease clauses under the current MBRC policy. This policy states that Scouts are responsible for internal maintenance and MBRC are responsible for external and structural maintenance. Since 2002, the Queensland branch of the Scout Association of Australia, has held a lease with Council over a building at 18 George Street, Deception Bay. The Deception Bay Scout group have been operating out of the old Scout's Hall since 1981/1982. The building had been well utilised by the 47 Scouts and nine leaders up to its demolition in July 2019.

On 11 May 2017 FSA Consulting Engineers were engaged to conduct an inspection of the structural defects on the Deception Bay Scout Hall, located at 18 George Street, Deception Bay QLD on behalf of Moreton Bay Regional Council. The inspection identified significant structural damage due to termite activity in the sub-floor members, timber floor boards, wall framing members and roof framing members. It also included structural damage to bearer ends resulting from water ingress via failed or non-existent water proofing systems. There was also a loss of structural capacity of roof framing due to defects in purlins and defective connection detail between purlins and bracing.

Following a detailed report and subsequent workshops with Council, it was decided that the best course of action was to demolish the building and construct a new facility for the Scouts to use. A budget allocation was provided in the 2019/20 Council budget to progress the design and construction of the new facility.

The site of Deception Bay Scouts Hall is at the corner of George Street and Bonton Avenue, Deception Bay, as shown in Figure 1 below.

ITEM 4.3 DECEPTION BAY SCOUTS HALL CONSTRUCTION - DIVISION 5 - A19300958 (Cont'd)



Figure 1 - Deception Bay Scouts Hall

The original Scout's Hall has now been demolished and a building has been designed to take its place. The new building will consist of a concrete floor with a steel framed construction. The new building will include PWD amenities, a kitchen-utility room, meeting room, store room and male and female toilets. The design also provides fully compliant access to all areas of the building.

The floor plan of the new building is shown below in Figure 2 and a north elevation in Figure 3.

ITEM 4.3 DECEPTION BAY SCOUTS HALL CONSTRUCTION - DIVISION 5 - A19300958 (Cont'd)

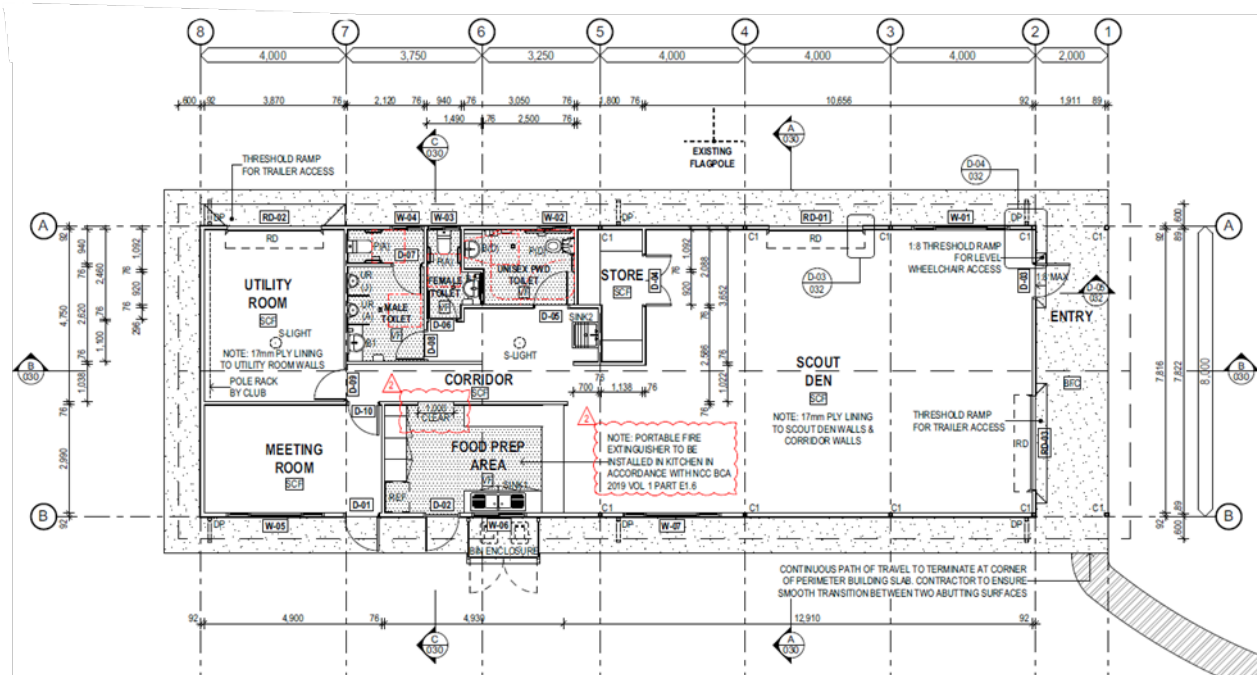


Figure 2 - Floor Plan of Scouts Hall

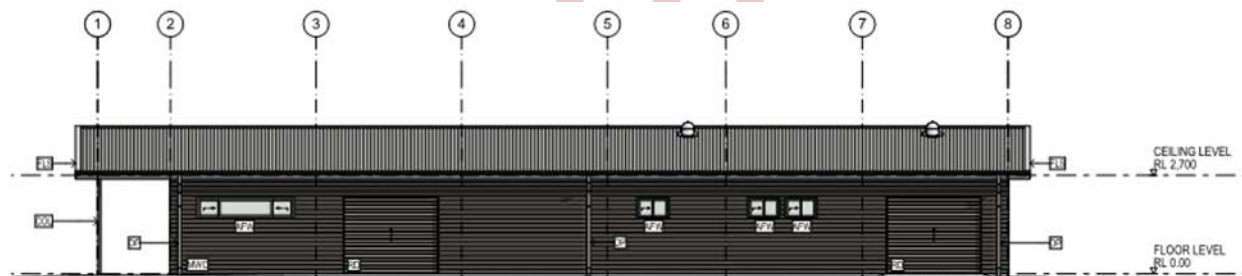


Figure 3 - North Elevation of new Hall

2. Explanation of Item

Tenders for the "Deception Bay Scouts Hall Construction (MBRC008989)" project closed on the 10th of September with a total of 14 conforming tenders and one non-conforming 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	Ri-Con Contractors	100.00
2	Murphy Builders	95.25
3	Main Constructions	94.76
4	Midson Constructions	90.20
5	A Dart & Co	89.90
6	Hawley Constructions	88.85
7	NF Corbett	88.77

ITEM 4.3 DECEPTION BAY SCOUTS HALL CONSTRUCTION - DIVISION 5 - A19300958 (Cont'd)

Rank	Tenderer	Evaluation Score
8	Verve Constructions	86.92
9	Anchor Building Services	82.37
10	Leaf Building Group	82.22
11	Caspian Building Services	81.22
12	Rork Projects	79.05
13	Goris Co Projects	72.77
14	KDR Build & Construct	66.89
-	Mint Construction	Non-conforming

Ri-con Contractors submitted a tender which extensively covered all evaluation criteria and all mandatory criteria. This included a detailed methodology and strategy, Gantt chart, and details of 3 previous relevant projects. These projects included works with both the Gympie Regional Council and the Sunshine Coast Regional Council, which demonstrates that they have experience working with local government. Two of these projects were the construction of community halls, which will be a similar type of construction to the Deception Bay Scouts Hall. Ri-Con Contractors attended a clarification meeting which was held on the 15th of October 2019. In this meeting Ri-Con Contractors confirmed all aspects of their tender which the MBRC enquired about, including their proposed schedule of works. They also confirmed that they understood all points raised in the MBRC standard document: "Tender Clarification Meeting Agenda - AS2124".

Ri-con Contractors have provided a Gantt Chart which indicates that works will be completed by mid-March 2020, if they are awarded the contract by mid-November. This Gantt chart only includes rain-days until the lock-up stage of the project. This means that rain days are only included in November and December and Ri-Con have confirmed that this is correct in a clarification meeting. Ri-con agreed during tender clarification meeting that the construction program will be 15.1 weeks.

Murphy Builders submitted a comprehensive tender and demonstrated their methodology and experience on projects of a similar scale and complexity. Murphy Builder's tendered construction program was 17.1 weeks duration including wet weather allowance; however, there were no additional benefit for the higher price.

Main Constructions submitted a comprehensive tender and demonstrated their methodology and experience on projects of a larger scale and increased complexity. This was considered less appropriate to this project, as a larger contract value requires a different approach. Main Construction's tendered construction program was 19.6 weeks duration including wet weather allowance; however, there were no additional benefit for the higher price.

The non-conforming tender did not provide the mandatory documentation.

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.

ITEM 4.3 DECEPTION BAY SCOUTS HALL CONSTRUCTION - DIVISION 5 - A19300958 (Cont'd)

3.3 Policy Implications

This project/contract/initiative has been procured/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

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

Financial Risk:

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

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. Work areas will be isolated to protect site personnel, the public, and to meet workplace health and safety requirements.
- b. The contractor has demonstrated their understanding of constructability challenges and their technical capability to complete the works at this location.

Wet weather delays

- a. The tender document required tenderers to include an allowance for inclement weather within their tendered construction time line. The allowance is based upon the Bureau of Meteorology Rainfall Graph for the Brisbane area. The contractor has provided an initial program of works with an inclusion of estimated wet weather days for the months of November and December. After these months the lock-up stage will be reached and as such no more wet weather days will be allowed for.

3.5 Delegated Authority Implications ☒ Nil identified

3.6 Financial Implications

Council has allocated \$489,526 in this FY for the Deception Bay Scouts Hall project. \$58,998 has been carried over from the 18/19 FY and was used to pay for the remaining design and demolition costs. This leaves \$430,528 for the construction of the Scout's hall in this financial year.

Tender Price (Construction)	\$361,000.05	
Contingency (10%)	\$ 36,100.05	

Total Project Cost	\$397,100.10	
	=====	
Estimated ongoing operational/maintenance costs	\$3,000.00	per F/Y.

This project will be debited to job/project number 105787.907.22004

The budget amount for this Project is sufficient.

3.7 Economic Benefit Implications

The project provides Council with a leasable facility and will bring the building back to full utilisation for the Scouts.

3.8 Environmental Implications

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

ITEM 4.3 DECEPTION BAY SCOUTS HALL CONSTRUCTION - DIVISION 5 - A19300958 (Cont'd)

3.9 Social Implications

The social implications for this project in relation to the Council are positive. By re-constructing this building, we will be providing the Scouts with a brand-new building to run activities in.

3.10 Consultation / Communication

Building & Facilities Planning will be in continuous communication with the Principal Contractor. Communication strategies include weekly site visits to gather updates from the contractor. In addition to this, Community Services Sports & Recreation will be given consistent updates on the projects progress which can then be passed on to the Scouts.

UNCONFIRMED

5 PARKS, RECREATION & SPORT SESSION

(Cr K Winchester)

No items for consideration.

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

**ITEM 11.1
REMEMBRANCE DAY SERVICES - REGIONAL
DS**

Cr Denise Sims made mention of her attendance at the Remembrance Day service held in the Memorial Gardens of the Pine Rivers District RSL Sub-Branch on Monday 11 November 2019.

RESOLUTION

Moved by Cr Denise Sims
Seconded by Cr Julie Greer

CARRIED 11/0

That a Mayoral letter of thanks be sent to the various RSL Sub-branches, community organisations, schools and volunteers throughout the region, for the conduct of services to commemorate Remembrance Day.

**ITEM 11.2
DALE MARSH - CATCHING THE LIGHT EXHIBITION - DIVISION 1
BS**

Cr Brooke Savage made mention of her attendance to the Dale Marsh 'Catching the Light' Exhibition held at the Bribie Island Seaside Museum on Saturday 9 November 2019. Cr Savage said that Dale's art has been a long-standing focal point on Bribie Island, becoming a part of its identity through the mural that is visible on entry to the island. Cr Savage added that Dale has been working with Council on the future of this Bribie Island mural for some time and his contributions are valued.

RESOLUTION

Moved by Cr Brooke Savage
Seconded by Cr Peter Flannery

CARRIED 11/0

That a Mayoral letter of thanks be sent to Mr Dale Marsh for his contributions to the local community and broader region.

ITEM 11.3

**AUSTRALIAN INDIGENOUS FOOTBALL CHAMPIONSHIPS - DIVISION 2
PF**

Cr Peter Flannery made mention of his attendance on Saturday 9 November 2019 at the Australian Indigenous Football Championships held at the Moreton Bay Central Sports Complex. Cr Flannery said that it was an extremely hot day and was supported by the indigenous community from all over the state and the country. Cr Flannery added that the tournament was very successful, with the Queensland men's team winning their competition after a penalty shoot-out. The event included teams of men, women, and for the first time, a Youth Tournament, and that a Qld Police vs All Stars Indigenous Exhibition game was played.

RESOLUTION

Moved by Cr Peter Flannery

Seconded by Cr Koliana Winchester

CARRIED 11/0

That a Mayoral letter of congratulation be sent to the Australian Football Indigenous Corporation on the successful conduct of the Australian championships tournament.

ITEM 11.4

MORETON BAY REGIONAL COUNCIL EVENTS - FIREWORKS - REGIONAL

Cr Allan Sutherland (Mayor) moved the following:

RESOLUTION

Moved by Cr Allan Sutherland (Mayor)

Seconded by Cr James Houghton

CARRIED 11/0

That a ban be placed on all Council-supported fireworks displays planned for upcoming Christmas and New Year events, and that alternative entertainment be investigated in the meantime.

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.

CLOSED SESSION

RESOLUTION

Moved by Cr Mike Charlton (Deputy Mayor)

Seconded by Cr James Houghton

CARRIED 11/0

That Council move into closed session pursuant to the provisions of s275 (1) of the Local Government Regulation 2012 to discuss Items C.1 to C.2.

Members of the press and public gallery left the Chambers.
The closed session commenced at 11.07am.

OPEN SESSION

RESOLUTION

Moved by Cr Adam Hain

Seconded by Cr James Houghton

CARRIED 11/0

That Council resume in open session and that the following motions be considered.

The open session resumed at 11.09am.

ITEM C.1 - DECLARATION OF INTEREST

Conflict of Interest - Declaration - Cr Darren Grimwade

Pursuant to s175E of the *Local Government Act 2009*, Cr Darren Grimwade declared a perceived conflict of interest in Item C.1 as Telstra Corporation Limited has provided the Councillor with event tickets and hospitality to numerous events.

However, Cr Darren Grimwade 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 Adam Hain

Seconded by Cr Koliana Winchester

CARRIED 10/0

Cr Darren Grimwade had declared a perceived conflict of interest and was not entitled to vote

CLOSED SESSION

RESOLUTION

Moved by Cr James Houghton

Seconded by Cr Koliana Winchester

CARRIED 11/0

That Council move into closed session pursuant to the provisions of s275 (1) of the Local Government Regulation 2012 to discuss Item C.1.

Members of the press and public gallery left the Chambers.
The closed session commenced at 11.12am.

OPEN SESSION

RESOLUTION

Moved by Cr Koliana Winchester

Seconded by Cr Peter Flannery

CARRIED 11/0

That Council resume in open session and that the following motions be considered.

The open session resumed at 11.15am.

12a. CONFIDENTIAL OFFICERS' REPORTS TO COUNCIL

ITEM C.1 – CONFIDENTIAL

PROPOSED LEASE - TELECOMMUNICATIONS FACILITY - DIVISION 12

Meeting / Session: 7 Economic Development, Events & Tourism (Cr P Flannery)
Reference: A19260817 : 28 October 2019 - Refer **Confidential** Supporting Information
A19260809
Responsible Officer: JH, Technical Officer - Property Services (CES Property & Commercial Services)

Basis of Confidentiality

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

Executive Summary

This report seeks Council's approval for the provision of a trustee lease to Telstra Corporation Limited (ABN 33 051 775 556) (**Telstra**), for the purpose of a telecommunications facility on the terms outlined in this report.

RESOLUTION

Moved by Cr Peter Flannery

Seconded by Cr Mick Gillam

CARRIED 11/0

1. That the exception contained in section 236(1)(c)(vi) of the Local Government Regulation 2012 applies to the Council regarding the disposal of the property referred to in this report.
2. That Telstra be granted a trustee lease over Lease T on SP315397 in Lot 68 on CP864872 on the terms outlined 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 lease and any required variations of the lease on the Council's behalf, as described in this report.

ITEM C.2 - STATEMENT OF LEGAL POSITION

Following the receipt of legal advice that agenda item C.2 is administrative in nature and could not be perceived as having any substantive impact on any donor to the Moreton Futures Trust, no personal interests need be declared by any Councillor in relation to this item.

CLOSED SESSION

RESOLUTION

Moved by Cr Koliana Winchester
Seconded by Cr James Houghton

CARRIED 11/0

That Council move into closed session pursuant to the provisions of s275 (1) of the Local Government Regulation 2012 to discuss Item C.2.

Members of the press and public gallery left the Chambers.
The closed session commenced at 11.18am.

OPEN SESSION

RESOLUTION

Moved by Cr Julie Greer
Seconded by Cr Mick Gillam

CARRIED 11/0

That Council resume in open session and that the following motions be considered.

The open session resumed at 11.21am.

12a. CONFIDENTIAL OFFICERS' REPORTS TO COUNCIL

ITEM C.2 – CONFIDENTIAL

PETRIE MILL REDEVELOPMENT - MASTER PLANNING FOR MILL CENTRAL - DIVISION 7

Meeting / Session: 4 ASSET CONSTRUCTION & MAINTENANCE
Reference: A19070524 : 22 July 2019
Responsible Officer: PC, Project Director, The Mill

Basis of Confidentiality

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

Executive Summary

A Master Plan review of stage 1 of the redevelopment project was recently undertaken by Archipelago under Local Buy contract BUS265 for Planning, Surveying, Design and Architectural Services.

The Master Planning now needs to be undertaken for the broader Mill Central. This plan will guide future stages of site development across the wider Mill Central.

This report recommends that Council enter into a new contractual arrangement with Archipelago to progress *Master Planning for Mill Central*.

RESOLUTION

Moved by Cr Adam Hain

Seconded by Cr Denise Sims

CARRIED 11/0

1. That in accordance with section 234 of the Local Government Regulation 2012, Council is satisfied that an agreement with Archipelago for the *Master Planning for Mill Central* project is entered into under a Local Buy Arrangement (LGAQ).
2. That the Council enters into an agreement with Archipelago 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 Archipelago for the *Master Planning for Mill Central* project and any required variations of the agreement on Council's behalf.

12b. CONFIDENTIAL GENERAL BUSINESS

No items for consideration.

13. CLOSURE

There being no further business the meeting closed at 11.23am.

CHIEF EXECUTIVE OFFICER'S CERTIFICATE

I certify that minute pages numbered 19/2307 to 19/2342 constitute the minutes of the General Meeting of the Moreton Bay Regional Council held 12 November 2019.

Graeme Kanofski
Acting Chief Executive Officer

CONFIRMATION CERTIFICATE

The foregoing minutes were confirmed by resolution of Council at its meeting held Tuesday 19 November 2019.

Graeme Kanofski
Acting Chief Executive Officer

Councillor Allan Sutherland
Mayor

REPORT

Audit Committee Meeting

Wednesday 13 November 2019
commencing at 1.57pm

Strathpine Chambers
220 Gympie Road, Strathpine

CHAIRPERSON'S REPORT

The recommendations contained within this report of the Audit Committee meeting held 13 Nov are recommended to the Council for adoption.

COUNCILLOR MATT CONSTANCE
CHAIRPERSON
AUDIT COMMITTEE

Membership = 4

Councillor Matt Constance (Chairperson)
Cr Mike Charlton (Deputy Mayor)

Mr Patrick McCallum
Mr Stephen Coates

Q
(Chairperson and one external member)

UNCONFIRMED

SCHEDULE OF ITEMS

1 POTENTIAL CONFLICT OF INTEREST DECLARATIONS

CLOSED SESSION

RESUME IN OPEN SESSION

2 SIGNIFICANT ORGANISATION & SYSTEM MATTERS

ITEM 2.1 2345
ACTING CHIEF EXECUTIVE OFFICER UPDATE - GRASSROOTS CONNECTIONS
AUSTRALIA

ITEM 2.2 2346
ANNUAL LEAVE ENTITLEMENTS

3 ENTERPRISE RISK MANAGEMENT ACTIVITIES UPDATE

ITEM 3.1 2347
CORPORATE SYSTEMS REVIEW

ITEM 3.2 2348
THIRD-PARTY VERIFICATION OF TECHONE PROJECT

ITEM 3.3 2349
BRIEFING ON INFRASTRUCTURE CHARGES

ITEM 3.4 2350
FRAUD RISK CONTROL GROUP

4 FINANCIAL REPORTING

ITEM 4.1 2351
MONTHLY FINANCIAL REPORT

5 EXTERNAL AUDITOR REPORT

ITEM 5.1 2352
QUEENSLAND AUDIT OFFICE UPDATE

6 INTERNAL AUDIT OVERVIEW, REPORTS & FOLLOW-UP ACTIONS

ITEM 6.1 2353
CONFLICT OF INTEREST POLICY & DIRECTIVE - REGIONAL

7 GENERAL BUSINESS

ITEM 7.1 2353
MORETON BAY REGIONAL COUNCIL ANNUAL REPORT 2018-19

8 NEXT AUDIT COMMITTEE MEETING

CLOSURE

ATTENDANCE & APOLOGIES

Attendance:

Committee Members:

Cr Matt Constance (Chairperson)
Cr Mike Charlton (Deputy Mayor)
Mr Patrick McCallum
Mr Stephen Coates

Invited External Representatives:

Mr Michael Keane (Queensland Audit Office)
Ms Carolyn Dougherty (Queensland Audit Office)

Officers:

Acting Chief Executive Officer
Director Finance & Corporate Services
Principal Internal Auditor/ A/Manager Human Resources
Accounting Services Manager
Manager Executive Services

Graeme Kanofski
Donna Gregory
Shara Reid
Denis Crowe
Darren Dallinger

Meeting Support

Hayley Kenzler

Apologies:

1 POTENTIAL CONFLICT OF INTEREST DECLARATIONS

Nil.

CLOSED SESSION

COMMITTEE RECOMMENDATION

Moved by Pat McCallum

Seconded by Steve Coates

CARRIED

That the meeting be closed pursuant to s275 (1) of the Local Government Regulation 2012, clause (h) as the matter involves other business for which a public discussion would be likely to prejudice the interests of the Council or someone else, or enable a person to gain a financial advantage.

The closed session commenced at 2.00pm.

ATTENDANCE

External Representatives attended for:

2.00pm - 2.48pm (Change Facilitator - Bruce Davidson)

Item 2.1 Acting Chief Executive Officer Update - Grassroots Connections Australia

2.48pm - 3.04pm (Director Planning - Mike Pickering and Manager Development Services - Dan Staley)

Item 3.3 Briefing on Infrastructure Charges

3.16pm - 3.32pm (Project Manager - Loretta Libke)

Item 3.1 Enterprise Risk Management Activities Update

3.33pm - 3.50pm (Manager Executive Services - Darren Dallinger)

Item 3.4 Fraud Risk Control Group

Item 6.1 Conflict of Interest Policy & Directive

RESUME IN OPEN SESSION

COMMITTEE RECOMMENDATION

Moved by Pat McCallum

Seconded by Mike Charlton (Deputy Mayor)

CARRIED

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

The open session resumed at 4.28pm.

2 SIGNIFICANT ORGANISATION & SYSTEM MATTERS

ITEM 2.1

ACTING CHIEF EXECUTIVE OFFICER UPDATE - GRASSROOTS CONNECTIONS AUSTRALIA

Meeting / Session: AUDIT COMMITTEE Refer **Confidential** Supporting Information A19332600
Responsible Officer: GK, Acting Chief Executive Officer

The Acting Chief Executive Officer will provide an update on the Grassroots Connections Australia review.

COMMITTEE RECOMMENDATION

1. That the Acting Chief Executive Officer update in relation to the Grassroots Connections Australia review be noted.
2. That an update in relation to the Grassroots Connections Australia review be provided to each Audit Committee meeting.

ITEM 2.2 ANNUAL LEAVE ENTITLEMENTS

Meeting / Session: AUDIT COMMITTEE Refer **Confidential** Supporting Information A19338058
Responsible Officer: SR, Acting HR Manager

At the Audit Committee meeting of 19 November 2014, and in line with the external auditor's recommendation, and further at the Audit Committee meeting of 16 November 2016, Committee requested that a current status report on excess annual leave be provided to the Audit Committee on an annual basis.

COMMITTEE RECOMMENDATION

That the status report detailing annual leave balances be received and noted.

3 ENTERPRISE RISK MANAGEMENT ACTIVITIES UPDATE

ITEM 3.1 CORPORATE SYSTEMS REVIEW

Meeting / Session: AUDIT COMMITTEE
Responsible Officer: LL, Project Manager

Project Manager - Loretta Libke attended Audit Committee to provide an update on the TechOne project.

COMMITTEE RECOMMENDATION

That the update provided in relation to the TechOne project be noted.

ITEM 3.2
THIRD-PARTY VERIFICATION OF TECHONE PROJECT

Meeting / Session: AUDIT COMMITTEE
Responsible Officer: GK, Acting Chief Executive Officer

The Acting Chief Executive Officer discussed a third-party verification of the TechOne project.

COMMITTEE RECOMMENDATION

That the briefing provided by the Acting Chief Executive Officer in relation to a third-party verification of the TechOne project be noted.

ITEM 3.3 BRIEFING ON INFRASTRUCTURE CHARGES

Meeting / Session: AUDIT COMMITTEE
Responsible Officer: MP, Director Planning

Director Planning, Mr Mike Pickering and Manager Development Services, Mr Dan Staley attended Audit Committee to provide a briefing on Infrastructure Charges.

COMMITTEE RECOMMENDATION

That the briefing provided in relation to Infrastructure Charges be noted.

ITEM 3.4 FRAUD RISK CONTROL GROUP

Meeting / Session: AUDIT COMMITTEE Refer **Confidential** Supporting Information A18937661, A19178888 & A19320586

Responsible Officer: DD, Manager Executive Services

As requested at the Audit Committee Meeting held 29 May 2019, the Fraud Risk Control Group Minutes are provided for committee's information.

The Fraud Risk Control Group Minutes of 7 August, 9 October and 5 November 2019 appear in the supporting information.

The Manager Executive Services was appointed as Chairperson of the Fraud Risk Control Group at the meeting held 9 October 2019.

COMMITTEE RECOMMENDATION

1. That the Fraud Risk Control Group Minutes of 7 August, 9 October and 5 November 2019, be received and noted.
2. That the appointment of Manager Executive Services as Chairperson of the Fraud Risk Control Group be noted.

4 FINANCIAL REPORTING

ITEM 4.1 MONTHLY FINANCIAL REPORT

Meeting / Session: **AUDIT Refer Supporting Information (Extract of Actual Reports to General Meeting) A19184109 & A19247569**
Reference: **COPY FROM ACTUAL REPORTS TO COUNCIL**
Responsible Officer: **DW, Coordinator Accounting Services (CEO Accounting Services)**

In accordance with the adopted Audit Plan a copy of the most recent financial reporting documents are provided as follows:

- a) Monthly Financial Report for September 2019, as adopted by Council at its meeting of 22 October 2019; and
- b) Quarter 1 Operational Plan Review for 2019/20, as adopted by Council at its meeting of 29 October 2019

It is noted that the attachment is as an extract of the report and supporting information from that meeting.

COMMITTEE RECOMMENDATION

That the Financial Reports be received and noted, as tabled.

5 EXTERNAL AUDITOR REPORT

ITEM 5.1 QUEENSLAND AUDIT OFFICE UPDATE

Meeting / Session: AUDIT COMMITTEE
Reference: Refer **Confidential** Supporting Information A19318107

Queensland Audit Office provided an update to the Audit Committee.

COMMITTEE RECOMMENDATION

That the Queensland Audit Office update be received and noted.

6 INTERNAL AUDIT OVERVIEW, REPORTS & FOLLOW-UP ACTIONS

ITEM 6.1

CONFLICT OF INTEREST POLICY & DIRECTIVE - REGIONAL

Meeting / Session: AUDIT
Reference: A19318051 : 7 November 2019 - **Refer Supporting Information A16452725**
Responsible Officer: DD, Manager Executive Services (CORP Executive Services)

Executive Summary

The purpose of this report is to present a revised Conflict of Interest Policy (2150-011) and Policy Directive (2160-020) for Audit Committee's consideration.

COMMITTEE RECOMMENDATION

That the revised Conflict of Interest Policy and associated directive be noted.

7 GENERAL BUSINESS

ITEM 7.1

MORETON BAY REGIONAL COUNCIL ANNUAL REPORT 2018-19

Cr Matt Constance advised that Council recently adopted its 2018-19 Annual Report.

8 NEXT AUDIT COMMITTEE MEETING

19 February 2020.

CLOSURE

There being no further business the Chairperson closed the meeting at 4.29pm.