REPORT

Coordination Committee Meeting

Tuesday 15 August 2017
commencing at 10.55am

Caboolture Chambers
2 Hasking Street, Caboolture

ENDORSED GM20170815

CHAIRPERSON’S REPORT

The recommendations contained within this report of the Coordination Committee meeting held 15 August 2017 are recommended to the Council for adoption.

COUNCILLOR ALLAN SUTHERLAND (MAYOR)
CHAIRPERSON
COORDINATION COMMITTEE
12.2 Coordination Committee Meeting - 15 August 2017  
(Pages 17/1601 - 17/1615)

**RESOLUTION**

Moved by Cr Brooke Savige  
Seconded by Cr Adrian Raedel  
**CARRIED 12/0**

That the report and recommendations of the Coordination Committee meeting held 15 August 2017 be adopted.
LIST OF ITEMS

1 GOVERNANCE SESSION  (Cr Allan Sutherland, Mayor)

ITEM 1.1  1602
LGAQ 121ST ANNUAL CONFERENCE - GLADSTONE - REGIONAL

COMMITEE RECOMMENDATION

REPORT DETAIL

2 PLANNING & DEVELOPMENT SESSION  (Cr Mick Gillam)

3 CORPORATE SERVICES SESSION  (Cr Adrian Raedel)

ITEM 3.1  1605
TENDER - PRODUCTION OF STATUTORY NOTICES AND ADDITIONAL

COMMUNICATIONS - REGIONAL

COMMITEE RECOMMENDATION

REPORT DETAIL

4 ASSET CONSTRUCTION & MAINTENANCE SESSION  (Cr Peter Flannery)

5 PARKS, RECREATION & SPORT SESSION  (Cr Darren Grimwade)

6 LIFESTYLE & AMENITY SESSION  (Cr Matt Constance)

7 ECONOMIC DEVELOPMENT & TOURISM SESSION  (Cr Julie Greer)

ITEM 7.1  1609
SUPPLY OF LIFEGUARD AND OPERATIONAL SERVICES AT SETTLEMENT COVE

LAGOON TENDER - DIVISION 6

COMMITEE RECOMMENDATION

REPORT DETAIL

8 GENERAL BUSINESS

ITEM 8.1  1612
CABOOLTURE FAMILY FUN DAY

COMMITEE RECOMMENDATION

ITEM 8.2  1612
PINE RIVERS GOLF CLUB - PGA LEGENDS PRO-AM TOURNAMENT

COMMITEE RECOMMENDATION

ITEM 8.3  1612
REGIONAL EVENTS

ITEM 8.4  1613
INVESTITURE OF UNIVERSITY OF THE SUNSHINE COAST FOURTH CHANCELLOR

COMMITEE RECOMMENDATION
CLOSED SESSION (Confidential items)

ITEM C.1 – CONFIDENTIAL
ALBANY LINKS GOLF COURSE - REQUEST FOR CONCESSION ON LEASE - DIVISION 9

COMMITTEE RECOMMENDATION

CLOSURE
ATTENDANCE & APOLOGIES

Attendance:

Committee Members:

Cr Allan Sutherland (Mayor) (Chairperson)
Cr Brooke Savige
Cr Peter Flannery
Cr Julie Greer
Cr James Houghton
Cr Koliana Winchester
Cr Denise Sims
Cr Mick Gillam
Cr Mike Charlton (Deputy Mayor)
Cr Matthew Constance
Cr Darren Grimwade
Cr Adrian Raedel

Officers:

Chief Executive Officer (Mr Daryl Hitzman)
Director Community & Environmental Services (Mr Bill Halpin)
Director Planning & Economic Development (Mr Stewart Pentland)
Director Executive & Property Services (Ms Anne Moffat)
Manager Financial & Project Services (Mr Keith Pattinson)
Manager Property and Commercial Services (Mr Michael Hagan)
Meeting Support Officer (Ms Heather Bailey)

Apologies:

Cr Adam Hain was representing Council at the Mainstreet Masterclass Conference in Melbourne.

The Mayor is the Chairperson of the Coordination Committee.
Coordination Committee meetings comprise of Sessions chaired by Council’s nominated Spokesperson (or Proxy) for that portfolio, as follows:

<table>
<thead>
<tr>
<th>Session</th>
<th>Spokesperson</th>
<th>Proxy</th>
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</thead>
<tbody>
<tr>
<td>1 Governance</td>
<td>Cr Allan Sutherland (Mayor)</td>
<td>Cr Mike Charlton (Deputy Mayor)</td>
</tr>
<tr>
<td>2 Planning &amp; Development</td>
<td>Cr Mick Gillam</td>
<td>Cr Adam Hain</td>
</tr>
<tr>
<td>3 Corporate Services</td>
<td>Cr Adrian Raedel</td>
<td>Cr Allan Sutherland (Mayor)/ Cr Mike Charlton (Deputy Mayor)</td>
</tr>
<tr>
<td>4 Asset Construction &amp; Maintenance</td>
<td>Cr Peter Flannery</td>
<td>Cr Allan Sutherland (Mayor)/ Cr Mike Charlton (Deputy Mayor)</td>
</tr>
<tr>
<td>5 Parks, Recreation &amp; Sport</td>
<td>Cr Darren Grimwade</td>
<td>Cr Denise Sims</td>
</tr>
<tr>
<td>6 Lifestyle &amp; Amenity</td>
<td>Cr Matt Constance</td>
<td>Cr Brooke Savige</td>
</tr>
<tr>
<td>7 Economic Development &amp; Tourism</td>
<td>Cr Julie Greer</td>
<td>Cr Allan Sutherland (Mayor)/ Cr Mike Charlton (Deputy Mayor)</td>
</tr>
<tr>
<td>8 General Business</td>
<td>Cr Allan Sutherland (Mayor)</td>
<td>Cr Mike Charlton (Deputy Mayor)</td>
</tr>
</tbody>
</table>
1 GOVERNANCE SESSION (Cr Allan Sutherland, Mayor)

ITEM 1.1
LGAQ 121ST ANNUAL CONFERENCE - GLADSTONE - REGIONAL

Meeting / Session: 1 GOVERNANCE
Reference: A15695434 : 7 August 2017
Responsible Officer: TD, Junior Executive Assistant (EPS Executive Services)

Executive Summary
This report seeks consideration of attendance of Councillors to the Local Government Association of Queensland Inc. (LGAQ) 121st Annual Conference being held at Gladstone Entertainment Convention Centre, at Gladstone from 16-18 October 2017.

COMMITTEE RECOMMENDATION

Moved by Cr Mick Gillam
Seconded by Cr Denise Sims CARRIED 12/0

1. That Cr Mike Charlton (Deputy Mayor) and Cr Peter Flannery be Council’s delegates to the LGAQ 121st Annual Conference.

2. That Crs Winchester, Gillam, Constance, Grimwade and Raedel attend the LGAQ 121st Annual Conference as observers.

3. That the Chief Executive Officer arrange for officer attendance at this conference as appropriate.
OFFICER’S RECOMMENDATION

1. That Cr Mike Charlton (Deputy Mayor) and Cr Peter Flannery be Council's delegates to the LGAQ 121st Annual Conference.

2. That Crs Winchester, Gillam, Constance, Grimwade and Raedel attend the LGAQ 121st Annual Conference as observers.

3. That the Chief Executive Officer arrange for officer attendance at this conference as appropriate.

REPORT DETAIL

1. Background
Advice has been received that the LGAQ Conference is to be held at Gladstone from 16-18 October 2017, with early bird registration closing 8 September 2017.

2. Explanation of Item
Held each October, the LGAQ Annual Conference provides an important opportunity for councils to not only network and learn but also to debate and vote on new policy. The Annual Conference consists of two and a half days of full plenary, split plenary and workshop sessions where participants will immerse themselves in the challenges facing local government and their communities. The event also serves as the Association's Annual General Meeting.

The 121st LGAQ Conference theme is ‘Waves of Change, Oceans of Opportunity’ and will address issues surrounding economic and political challenges faced by local governments. Keynote speakers will discuss current challenges facing councils and the wider community.

3. Strategic Implications

3.1 Legislative/Legal Implications
There are no legislation/legal implications directly arising from this report.

3.2 Corporate Plan / Operational Plan
Strengthening Communities: Office of the CEO - overall leadership and coordination of council activities.

3.3 Policy Implications
There are no direct policy implications arising from this report.

3.4 Risk Management Implications
There are no direct risk management implications arising from this report.

3.5 Delegated Authority Implications
Council’s delegates will have voting rights at part of the 2017 Annual Conference.

3.6 Financial Implications
Funds have been provided in the Budget.

3.7 Economic Benefit
Topics and motions associated with the conference will address a range of economic factors in local government.

3.8 Environmental Implications
Topics and motions associated with the conference will address a range of environmental challenges facing local government.
ITEM 1.1 LGAQ 121ST ANNUAL CONFERENCE - GLADSTONE - REGIONAL - A15695434 (Cont.)

3.9 Social Implications
   Topics and motions associated with the conference will address a range of social challenges facing local government.

3.10 Consultation / Communication
   Consultation undertaken with all Councillors and Directors.

2 PLANNING & DEVELOPMENT SESSION (Cr Mick Gillam)

No items for consideration.

ATTENDANCE

Mr Keith Pattinson attended the meeting at 10.57am for item 3.1.
ITEM 3.1  
TENDER - PRODUCTION OF STATUTORY NOTICES AND ADDITIONAL COMMUNICATIONS - REGIONAL

Meeting / Session: 3 CORPORATE SERVICES  
Reference: A15583608 : 8 August 2017 - Refer Confidential Supporting Information A15570389  
Responsible Officer: KP, Manager Financial and Project Services (CEO Financial & Project Services)

Executive Summary
Council sought tenders from the market in a process which closed on 27 June 2017, for the Production of Statutory Notices and Additional Communications for a three-year period commencing 1 September 2017, with the option of a further three one-year extensions at the mutual agreement of Council and the successful tenderer.

A total of eight submissions were received with three submissions deemed to be non-conforming.

It is recommended that Council award the contract to SEMA Operations Pty Ltd for the estimated annual amount of $270,088.88 (excluding GST) per annum.

COMMITTEE RECOMMENDATION

Moved by Cr James Houghton  
Seconded by Cr Denise Sims  
CARRIED 12/0

That the tender for the Production of Statutory Notices and Additional Communications for a three-year period commencing 1 September 2017 (with the option of further three one-year extensions), be awarded to SEMA Operations Pty Ltd for the estimated amount of $270,088.88 (excluding GST) per annum.
OFFICER’S RECOMMENDATION

That the tender for the Production of Statutory Notices and Additional Communications for a three-year period commencing 1 September 2017 (with the option of further three one-year extensions), be awarded to SEMA Operations Pty Ltd for the estimated amount of $270,088.88 (excluding GST) per annum.

REPORT DETAIL

1. Background
This tender sought to engage a suitable experienced and credentialed contractor to undertake the programming, printing, imaging, inserting, mail services (including electronic delivery), and electronic archival and retrieval services of Council’s statutory notices and additional communications.

These documents include rate notices, animal notices, reminder notices, final warnings, licence renewals, regulatory notices, divisional councillor newsletters and branded envelopes.

2. Explanation of Item
Eight submissions were received and scored according to their responses to the following criteria -

- End Product Expertise and Innovation
- Technical Expertise
- Demonstrated Understanding
- Key Personnel Skills and Experience
- Environmental Sustainability
- Price

Of the eight submissions received, three submissions were not assessed as they were deemed non-conforming by way of not addressing or meeting all compulsory selection criteria.

The following table lists all the tender submissions based on a weighted score achieved through assessment:

<table>
<thead>
<tr>
<th>Tenderer</th>
<th>Weighted Score</th>
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</thead>
<tbody>
<tr>
<td>SEMA Operations Pty Ltd</td>
<td>99.35</td>
</tr>
<tr>
<td>Virid Pty Ltd trading as IQ Mail</td>
<td>97.69</td>
</tr>
<tr>
<td>Solutions</td>
<td></td>
</tr>
<tr>
<td>Forms Express</td>
<td>89.64</td>
</tr>
<tr>
<td>Bing Technologies</td>
<td>75.93</td>
</tr>
<tr>
<td>Greenridge Press</td>
<td>74.60</td>
</tr>
<tr>
<td>Fuji Xerox Pty Ltd</td>
<td>Non-conforming</td>
</tr>
<tr>
<td>CK Communications Group</td>
<td>Non-conforming</td>
</tr>
<tr>
<td>PR Print Pty Ltd</td>
<td>Non-conforming</td>
</tr>
</tbody>
</table>

3. Strategic Implications

3.1 Legislative/Legal Implications
The calling of public tenders is in accordance with Chapter 6 of the Local Government Regulation 2012.

3.2 Corporate Plan / Operational Plan
This project is consistent with the Corporate Plan outcome - Strengthening Communities: Strong local governance - strong leadership and governance.
ITEM 3.1 TENDER - PRODUCTION OF STATUTORY NOTICES AND ADDITIONAL COMMUNICATIONS - REGIONAL - A15583608 (Cont.)

3.3 Policy Implications
This contract has been procured in accordance with the provisions of Council’s Procurement Policy 2150-006.

3.4 Risk Management Implications
There are no risk management implications arising as a direct result of this report.

3.5 Delegated Authority Implications
There are no delegated authority implications arising as a direct result of this report.

3.6 Financial Implications
The overall costing assessment for the tender is based on the price per thousand, for the programming, printing, imaging, inserting, delivery and electronic archiving and retrieval of Council’s statutory notices and other communications.

The final price is based on an estimated quantity of 1,100,000 notices and other communications per year.

The budget amount for this project is sufficient.

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

3.8 Environmental Implications
The contract includes the provision for electronic delivery of the statutory notices, which will have a positive impact on the environment by reducing the amount of paper used.

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

3.10 Consultation / Communication
The submissions were assessed by representatives from Financial Operations, Regulatory Services and Executive and Property Services. A Corporate Procurement representative was involved in the tendering, evaluation and clarification process.

ATTENDANCE

Mr Keith Pattinson left the meeting at 10.59am after consideration of item 3.1.
4  ASSET CONSTRUCTION & MAINTENANCE SESSION (Cr Peter Flannery)

No items for consideration.

5  PARKS, RECREATION & SPORT SESSION (Cr Darren Grimwade)

No items for consideration.

6  LIFESTYLE & AMENITY SESSION (Cr Matt Constance)

No items for consideration.

ATTENDANCE

Mr Michael Hagan attended the meeting at 11.00am for item 7.1.
ITEM 7.1
SUPPLY OF LIFEGUARD AND OPERATIONAL SERVICES AT SETTLEMENT COVE LAGOON TENDER - DIVISION 6

Executive Summary
On 8 July 2017, tenders were invited for the supply of Lifeguard and Operational Services at Settlement Cove Lagoon (MBRC006618). The tender sought submissions to deliver lifeguarding, aquatic mechanical and plant operation, and precinct management at Settlement Cove Lagoon for an initial two-year agreement with two further one-year extensions at Council’s discretion.

The tender closed on 31 July 2017, with two conforming tenders received. Tenders were assessed in accordance with Council’s Purchasing Policy and the evaluation criteria set out in the tender documents.

It is recommended that Council award the contract to Royal Life Saving Society of Queensland Incorporated (RLSSQ) for a period of two years with the option of two further one-year extensions at Council’s discretion, as this tender was evaluated as representing the best overall value to council.

COMMITTEE RECOMMENDATION

Moved by Cr Koliana Winchester
Seconded by Cr Denise Sims
CARRIED 12/0

That the tender for the supply of Lifeguard and Operational Services at Settlement Cove Lagoon (MBRC006618) be awarded to Royal Lifesaving Society of Queensland for a period of two years with the option of two further one-year extensions at Council’s discretion, as this tender was evaluated as representing the best overall value to council.
OFFICER'S RECOMMENDATION

That the tender for the supply of *Lifeguard and Operational Services at Settlement Cove Lagoon (MBRC006618)* be awarded to Royal Lifesaving Society of Queensland for a period of two years with the option of two further one-year extensions at Council's discretion, as this tender was evaluated as representing the best overall value to council.

REPORT DETAIL

1. **Background**

Council utilises contracted lifeguards from September to May each year at Settlement Cove Lagoon, with the most recent contract expiring 31 May 2017.

Council currently also engages specialist contractors for the aquatic plant, operational and maintenance services at Settlement Cove Lagoon, with this contract expiring 31 August 2017.

2. **Explanation of Item**

On 8 July 2017, lump sum tenders were invited for the supply of *Lifeguard and Operational Services at Settlement Cove Lagoon* (MBRC006618). The tender sought submissions to deliver lifeguarding, aquatic mechanical and plant operation, and precinct management at Settlement Cove Lagoon for an initial two year agreement, with two further one year extensions at Council's discretion.

The tender closed on 31 July 2017, with Council receiving two conforming submissions. The tenders were assessed by the tender assessment panel in accordance with Council's Procurement Policy and the evaluation criteria, with value for money (price) considered after the tenders were evaluated (refer Confidential Supporting Information #1).

The following observations of the two tenders were made by the assessment team:

- **RLSSQ** received the second highest ranking from the selection panel based upon the selection criteria. Their submission was comprehensive and demonstrated a clear understanding of the requirements and their capacity to deliver the services. Tender clarification confirmed RLSSQ's service offering and competitive pricing.

- **SLSQ** received the highest ranking from the selection panel based upon the selection criteria. Their submission was also comprehensive and demonstrated a solid understanding of the requirements and their capacity to deliver the services. The panel noted that the price from SLSQ was significantly higher than that from RLSSQ with no significant additional benefits.

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**

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

3.3 **Policy Implications**

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

- Council's Procurement Policy 10-2150-006;
- *Local Government Act 2009*; and
- *Local Government Regulation 2012 Chapter 6*. 
ITEM 7.1 SUPPLY OF LIFEGUARD AND OPERATIONAL SERVICES AT SETTLEMENT COVE LAGOON TENDER - DIVISION 6 - A15698240 (Cont.)

3.4 Risk Management Implications
The risks associated with this contract have been assessed and the following issues identified. The manner in which the possible impact of these risks are minimised is detailed below.

(a) **Risk:** Major injury/death.
**Control measure:** Preferred tenderer is the industry guiding body. Detailed operational policy and procedures form part of the contract.

(b) **Risk:** Extended closure and reduction of available service at Settlement Cove Lagoon.
**Control measure:** Council maintain employees to oversee the implementation of the contract and received daily, weekly and monthly reporting on established KPI's.

3.5 Delegated Authority Implications
There are no delegated authority implications directly associated with this report.

3.6 Financial Implications
Costs associated with this contract are covered within existing budgets. The budget also allows for additional lifeguarding hours as required during peak periods to comply with industry guidelines. These costs are additional rates in the contract.

3.7 Economic Benefit
There are no economic benefits directly associated with this report.

3.8 Environmental Implications
There are no environmental implications directly associated with this report.

3.9 Social Implications
Delivery of quality lifeguarding and operational services at Settlement Cove Lagoon will ensure the facility remains one of the Region’s premier community and tourism facilities.

3.10 Consultation / Communication
Divisional Councillor has been consulted and is supportive.

ATTENDANCE
Mr Michael Hagan left the meeting at 11.03am after consideration of item 7.1
8 GENERAL BUSINESS

ITEM 8.1
CABOOLTURE FAMILY FUN DAY
(AR)

Cr Adrian Raedel reported on the Caboolture Family Fun Day held 14 August 2017 at Centenary Lakes, Caboolture.

Cr Raedel acknowledged the efforts of the organisers for this very successful family event.

COMMITTEE RECOMMENDATION

Moved by Cr Adrian Raedel
Seconded by Cr Peter Flannery  CARRIED 12/0

That congratulations be extended to those involved in the successful organisation and delivery of the Caboolture Family Fun Day.

ITEM 8.2
PINE RIVERS GOLF CLUB - PGA LEGENDS PRO-AM TOURNAMENT
(DS)

Cr Denise Sims reported on the Pine Rivers Golf Club - PGA Legends Pro-Am Golf Tournament held recently at Pine Rivers Golf Club at which Council was a sponsor.

COMMITTEE RECOMMENDATION

Moved by Cr Denise Sims
Seconded by Cr Adrian Raedel  CARRIED 12/0

That a letter of thanks be sent to the Pine Rivers Golf Club Committee as well as to the Manager of the Pro-Shop for their efforts in the successful organisation and delivery of this event.

ITEM 8.3
REGIONAL EVENTS
(JH)

Cr James Houghton attended the Redcliffe Arts Society and Members’ art exhibition opening on Friday night on behalf of the Mayor. Cr Houghton advised that as a special tribute to Ms Sandra Hines who recently passed away and who was heavily involved with the Mousetrap Theatre Company, a presentation of Ms Hines’ artworks was made to Council in appreciation of Council’s support.

Cr Houghton also reported on the delegation of Japanese students to celebrate the 25th anniversary of the signing of the Sister City Agreement between Sanyo Onoda and Moreton Bay Regional Council. Cr Houghton noted that the students attended the final game of the season for the Redcliffe Dolphins Leagues Club where the students were presented with a football jersey as well as given the opportunity to meet the players.
ITEM 8.4
INVESTITURE OF UNIVERSITY OF THE SUNSHINE COAST FOURTH
CHANCELLOR
(AS)

Cr Allan Sutherland (Mayor) advised that he and the Chief Executive Officer attended the investiture of the fourth Chancellor of the Sunshine Coast University, Sir Angus Houston, who was the former Chief of the Australian Defence Force. The Mayor noted that the investiture was a joyous occasion.

COMMITTEE RECOMMENDATION

Moved by Cr Allan Sutherland (Mayor)
Seconded by Cr Mike Charlton (Deputy Mayor)

That a letter of congratulation be forwarded to the fourth Chancellor of the University of the Sunshine Coast, Sir Angus Houston on his appointment to this position.
CLOSED SESSION (Confidential items)

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

CLOSED SESSION

COMMITTEE RECOMMENDATION

Moved by Cr James Houghton
Seconded by Cr Brooke Savige
CARRIED 12/0

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

Members of the press and public gallery left the Chambers.
The closed session commenced at 11.10am.

ATTENDANCE

Mr Michael Hagan attended the meeting at 11.12am for item C.1 and left the meeting at 11.19am after consideration.

OPEN SESSION

COMMITTEE RECOMMENDATION

Moved by Cr Adrian Raedel
Seconded by Cr Koliana Winchester
CARRIED 12/0

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

The open session resumed at 11.21am.
ITEM C.1 – CONFIDENTIAL
ALBANY LINKS GOLF COURSE - REQUEST FOR CONCESSION ON LEASE - DIVISION 9

Meeting / Session: 7 ECONOMIC DEVELOPMENT & TOURISM
Reference: A15694553 : 7 August 2017
Responsible Officer: C.P., Land and Leasing Coordinator (EPS 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 operators of Albany Links Golf Course have sought monetary concessions relating to their lease at 638 South Pine Road, Brendale (Lot 2 on RP902648) ("the Premises").

Council's resolution on the proposed monetary concessions is required.

COMMITTEE RECOMMENDATION

Moved by Cr Mike Charlton (Deputy Mayor)
Seconded by Cr Adrian Raedel CARRIED 12/0

1. That the recommendations outlined in this confidential report be adopted.

2. That the Chief Executive Officer be authorised to sign all necessary documents to complete the action described in recommendation 1.

CLOSURE

There being no further business the Chairperson closed the meeting at 11.22am.