



AGENDA

Coordination Committee Meeting

Tuesday 29 January 2019
commencing at 10.30am

Strathpine Chambers
220 Gympie Road, Strathpine

COUNCILLOR:

NOTICE IS HEREBY GIVEN, that a meeting of the Coordination Committee will be held on Tuesday 29 January 2019 commencing at 10.30am in Strathpine Chambers, 220 Gympie Road, Strathpine to give consideration to the matters listed on this agenda.

Daryl Hitzman
Chief Executive Officer

24 January 2019

Membership = 13
Mayor and all Councillors

Quorum = 7

[Agenda for public distribution](#)

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REPORT DETAIL

SUPPORTING INFORMATION

ATTENDANCE & APOLOGIES

Attendance:

Committee Members:

Cr Allan Sutherland (Mayor) (Chairperson)

Officers:

Apologies:

The Mayor is the Chairperson of the Coordination Committee.

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

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

1 GOVERNANCE SESSION

(Cr A Sutherland, Mayor)

ITEM 1.1

2019 TAIWAN SMART CITY SUMMIT & EXPO - REGIONAL

Meeting / Session: 1 GOVERNANCE
Reference: A18110352 : 2 January 2019
Responsible Officer: KR, Executive Support Officer (CEO Executive Services)

Executive Summary

The 2019 Taiwan Smart City Summit & Expo (SCSE) will be held from 26 - 29 March 2019 in Taipei, Taiwan.

The Taipei City Government has extended an invitation to Mayors and Deputy Mayors to attend the event, offering a package of complimentary support. Additionally, complimentary accommodation is offered for an authorised officer accompanying the Mayor or Deputy Mayor.

This report seeks consideration of the Mayor (Cr Allan Sutherland) to attend the 2019 Taiwan Smart City Summit & Expo to be held from 26 - 29 March 2019 in Taipei, Taiwan.

OFFICER'S RECOMMENDATION

1. That the Mayor (Cr Allan Sutherland) be authorised to attend the 2019 Taiwan Smart City Summit & Expo as a guest of the Taipei City Government.
2. That the Chief Executive Officer be authorised to arrange officer attendance at this conference as appropriate.

ITEM 1.1 2019 TAIWAN SMART CITY SUMMIT & EXPO - REGIONAL - A18110352 (Cont.)

REPORT DETAIL

1. Background

In 2014, the SCSE (Smart City Summit & Expo) was established as a platform for the Taiwan ICT industry to present their smart city solutions and as the largest Internet of Things (IoT) application exhibition in Asia. City leaders gather in Taipei to exchange ideas on smart city development, to learn about a diversity of innovative applications and solutions, and to escalate the growth of smart cities worldwide. The theme of SCSE is Building Smart Cities on the IoT. With a comprehensive IoT network, city leaders can make informed decisions based on big data collected from cities and citizens.

In 2018, TIQ and the Local Government Association of Queensland (LGAQ) participated in a joint activity where Mayors/Deputy Mayors participated in the Queensland Smart Cities Delegation to the Taiwan Smart City Summit & Expo for the first time.

The delegation profiled Queensland's smart cities and related initiatives as well as achieving investment and export outcomes for the participating cities and business delegates.

Last year, Mayors and Deputy Mayors from 120 cities and 50 countries attended the Smart City Summit and Expo (SCSE) and of those, ten delegates were from Queensland.

2. Explanation of Item

Advice has been received that the 2019 Taiwan Smart City Summit & Expo will be held in Taipei, Taiwan from 26-29 March 2019.

The Taipei City Government has extended an invitation to Mayors and Deputy Mayors to attend the event, offering a package of complimentary support, will include:

- registration;
- around-trip premium economy flight ticket;
- airport transfers;
- four-days free accommodation, and;
- ground transport to all SCSE related events.

Additionally, complimentary accommodation is offered for an authorised officer accompanying the Mayor or Deputy Mayor.

3. Strategic Implications

3.1 Legislative/Legal Implications

Details of these international business missions will be included in Council's 2018/19 Annual Report as per section 188 of the Local Government Regulation 2012:

Overseas travel

1. The annual report for a financial year must contain the following information about any overseas travel made by a councillor or local government employee in an official capacity during the financial year –
 - (i) for a councillor – the name of the councillor;
 - (ii) for a local government employee – the name of, and position held by, the local government employee;
 - (iii) the destination of the overseas travel;
 - (iv) the purpose of the overseas travel;
 - (v) the cost of the overseas travel;
2. The annual report may also contain any other information about the overseas travel the local government considers relevant.

ITEM 1.1 2019 TAIWAN SMART CITY SUMMIT & EXPO - REGIONAL - A18110352 (Cont.)

3.2 Corporate Plan / Operational Plan

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

3.3 Policy Implications

Council approval of this travel will be consistent with Council's Professional Development Policy 2150-089.

3.4 Risk Management Implications

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

3.5 Delegated Authority Implications

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

3.6 Financial Implications

For the 2019 Taiwan Smart City Summit & Expo, there is a package of complimentary support offered to attendees. The Mayor (Cr Allan Sutherland) will receive registration, around-trip premium economy flight ticket, airport transfers, four days free accommodation and ground transport to all SCSE related events. Additionally, complimentary accommodation is offered for an authorised officer accompanying the Mayor.

Council will be responsible for the cost of flights and associated expenses related to an authorised officer accompanying the Mayor.

Funds are available in the Council's budget for additional expenses incurred that are in line with Council's Professional Development Policy 2150-089.

3.7 Economic Benefit

Participation in the 2019 Taiwan Smart City Summit & Expo will provide investment opportunities in the Moreton Bay Region and enhance collaboration with other Councils in the area of city digital innovation (Smart Cities).

3.8 Environmental Implications

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

3.9 Social Implications

Participation in the Queensland Smart Cities Delegation to the 2019 Taiwan Smart City Summit & Expo will increase international visibility of the Moreton Bay Region and topics associated with the conference will address a range of social challenges facing local government.

3.10 Consultation / Communication

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

2 PLANNING & DEVELOPMENT SESSION

(Cr M Gillam)

No items for consideration.

3 CORPORATE SERVICES SESSION

(Cr M Constance)

ITEM 3.1

AUDITOR-GENERAL OBSERVATION REPORT 2017/18 - REGIONAL

Meeting / Session: 3 CORPORATE SERVICES
Reference: A17979544 : 17 December 2018 - **Refer Supporting Information A17940454**
Responsible Officer: SS, Accountant (CEO Accounting Services)

Executive Summary

The purpose of this report is to present the Auditor-General's observation report relating to the audit of Council's Financial Statements for 2017/18.

OFFICER'S RECOMMENDATION

That the Auditor-General's observation report relating to the audit of Council's 2017/18 Financial Statements be received.

ITEM 3.1 AUDITOR-GENERAL OBSERVATION REPORT 2017/18 - REGIONAL - A17979544 (Cont.)

REPORT DETAIL

1. Background

The Auditor-General must prepare an observation report about the audit of a local government's financial statements in accordance with section 54 of the *Auditor-General Act 2009*.

In accordance with the Local Government Regulation 2012 the Mayor must present the Auditor-General's observation report about the audit of the Council.

2. Explanation of Item

The Council's 2017/18 Financial Statements were signed by the Auditor-General on 8 October 2018 with an unmodified audit opinion. The signed audited Financial Statements were subsequently presented to Council at the General Meeting held on 16 October 2018.

Section 213(2) of the Local Government Regulation 2012 states -

An Auditor-General's observation report, about an audit of a local government's financial statements, is a report about the audit prepared under section 54 of the Auditor-General Act 2009 that includes observations and suggestions made by the Auditor-General about anything arising out of the audit. Council received the observation report from QAO on 10 December 2018.

In accordance with section 213(3) of the Local Government Regulation 2012 the Mayor must present the Auditor-General's observation report at the next ordinary meeting of the local government.

The observation report separates matters into the following categories

- Internal Control Deficiencies
- Financial Reporting Issues

An explanation of the above categories is outlined in Appendix B of the Final Management Report contained in supporting information #1.

The observation report of Council identified two internal control deficiencies and one high risk financial reporting issue. The two deficiencies were related to information systems whilst the financial reporting issue related to the delay in processing contributed asset information. The deficiencies and issue identified are accompanied by QAO's recommendations with management providing as an appropriate response.

Full details are contained in supporting information #1.

3. Strategic Implications

3.1 Legislative/Legal Implications

The observation report is a report prepared by the Auditor-General in accordance with section 54 of the *Auditor-General Act 2009*.

In accordance with section 213(3) of the Local Government Regulation 2012, the Mayor must present the Auditor-General's observation report at the next ordinary meeting of the local government.

3.2 Corporate Plan / Operational Plan

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

3.3 Policy Implications

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

ITEM 3.1 AUDITOR-GENERAL OBSERVATION REPORT 2017/18 - REGIONAL - A17979544 (Cont.)

3.4 Risk Management Implications

The Auditor-General's Observation Report assesses the risks and possible implications associated with deficiencies and issues observed during the audit of the financial statements. Observations identified reflect internal control deficiencies and financial reporting issues. Management provide responses to recommendations suggested in the observation report with a view to reducing or eliminating the risk associated with the observations raised.

3.5 Delegated Authority Implications

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

3.6 Financial Implications

The Final Audit Fee was in the amount of \$230,000 (prior year \$228,000).

3.7 Economic Benefit

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

3.8 Environmental Implications

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

3.9 Social Implications

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

3.10 Consultation / Communication

Chief Executive Officer, Manager Financial and Project Services.

SUPPORTING INFORMATION

Ref: [A17940454](#)

The following list of supporting information is provided for:

ITEM 3.1

AUDITOR-GENERAL OBSERVATION REPORT 2017/18 - REGIONAL

#1 Financial Management Report

ITEM 3.1 - AUDITOR-GENERAL OBSERVATION REPORT 2017/18 - REGIONAL (Cont.)



Your ref:
Our ref: 2018-4133
Carolyn Dougherty 3149 6129

22 October 2018

Councillor A Sutherland
Mayor
Moreton Bay Regional Council
PO Box 159
CABOOLTURE QLD 4510

Dear Councillor Sutherland

Final Management Report for Moreton Bay Regional Council

We have completed our 2018 financial audit for Moreton Bay Regional Council. I issued an unmodified audit opinion on your financial statements.

The purpose of this letter is to update you on any matters that have arisen since we presented our closing report to the audit committee on 26 September 2018.

Reporting on issues identified after the closing report

Issues and other matters formally reported to management and an update on actions taken by management to resolve these issues are included in Appendix A to this letter. Our rating definitions for internal control deficiencies is shown in Appendix B.

Report to parliament

Each year we report the results of all financial audits and significant issues to Parliament.

This year we intend to include the results of our audit of Moreton Bay Regional Council in a report to Parliament. We will discuss the proposed content of our report with your Chief Financial Officer and will continue to consult as we draft our report.

Formally, you and the Chief Executive Officer will have an opportunity to provide comments to be reflected in our report.

Audit fee

The final audit fee for this year is \$230 000 exclusive of GST (2017: \$228 000).

We would like to thank you and your staff for their engagement in the audit.

Moreton Bay Regional Council

COORDINATION COMMITTEE MEETING
29 January 2019

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ITEM 3.1 - AUDITOR-GENERAL OBSERVATION REPORT 2017/18 - REGIONAL (Cont.)

If you have any questions about this letter or would like to discuss any matters regarding our audit service, please contact me on 3149 6129.

Yours sincerely



Carolyn Dougherty
Director

Enc.

cc: Mr D Hitzman, Chief Executive Officer, Moreton Bay Regional Council

ITEM 3.1 - AUDITOR-GENERAL OBSERVATION REPORT 2017/18 - REGIONAL (Cont.)

Appendix A

Issues formally reported to management

Financial reporting issue

No.	Issue	Our recommendation	Status update from management												
1	<p>Delays in recording contributed assets (Risk rating: High)</p> <p>Observation</p> <p>As a result of delays in processing contributed asset information through council's Asset Capture Workflow process, there are 2,219 of assets with a net value of \$17,897,190 that were under control of council in previous financial years that have been brought to account during the 2017-18 financial year.</p> <table border="1"> <thead> <tr> <th>Financial Year</th> <th>Net Value of Assets</th> <th>Number of Assets</th> </tr> </thead> <tbody> <tr> <td>2016-17</td> <td>11,687,625</td> <td>1,357</td> </tr> <tr> <td>2015-16</td> <td>5,508,272</td> <td>789</td> </tr> <tr> <td>Pre-2015-16</td> <td>701,293</td> <td>77</td> </tr> </tbody> </table> <p>This represents a material misstatement to revenue disclosed in Council's 2016-17 financial report.</p> <p>We acknowledge the work internal audit have completed in this area and note that a number of process improvements have been made which will not be realised until the 2018-19 financial year.</p> <p>Implications</p> <p>Delays in processing contributed asset information into Council's systems increases the risk that revenue, non-current assets and depreciation expense will be materially understated in the financial report.</p> <p>Where material prior period errors occur in the financial report, the users of the report may be misled which can impact the decisions they make regarding this information.</p>	Financial Year	Net Value of Assets	Number of Assets	2016-17	11,687,625	1,357	2015-16	5,508,272	789	Pre-2015-16	701,293	77	<p>The Council adopt measures to ensure the timely recording of contributed asset information into council's systems to ensure revenue, non-current assets and depreciation expense are not materially misstated in the financial report.</p>	<p>Management note the recommendation and accept the level of contributed assets related to prior periods is materially high and needs to improve. To that end a new service level agreement (SLA) has been developed between Asset Management and Development Services to clarify the data informational requirements expected when contributed assets are handed over by developers and accepted by Council. It is anticipated this SLA will improve the timeliness of contributed asset recognition going forward.</p> <p><i>Responsibility of:</i></p> <p>Accounting Services Manager</p> <p><i>Action date:</i></p> <p>30 June 2019</p>
Financial Year	Net Value of Assets	Number of Assets													
2016-17	11,687,625	1,357													
2015-16	5,508,272	789													
Pre-2015-16	701,293	77													

ITEM 3.1 - AUDITOR-GENERAL OBSERVATION REPORT 2017/18 - REGIONAL (Cont.)

Previously reported internal control deficiencies – interim management letter issued 23 April 2018

No.	Issue	Our recommendation	Management response
2.1	<p>COSO Component – Control Activities</p> <p>TechnologyOne – Managing user access (Risk rating: Deficiency)</p> <p>Re-raised issue</p> <p>Observation</p> <p>We noted the following:</p> <p>Four of 22 requests for access to Finance One and Pathway system that we sampled asked for 'same-as' access rather than specifying the access privileges. We raised this observation last year and understand that Council plans to implement a position-based security to automate assignment of user access to systems.</p> <p>Council has performed some risk assessment to identify some sensitive, highly privileged, system administration activities in Technology One and Pathway that require logging and periodic monitoring. Council, however, has not formalised the periodic monitoring processes to monitor the activities of users with high privileged access to the systems.</p> <p>Implications</p> <p>A user can inherit additional access to system beyond their job requirements. In addition, there is an increased risk that unauthorised access and transactions in the system remains undetected.</p>	<p>The Council:</p> <ul style="list-style-type: none"> continue with its plan to implement a position-based security. In the interim, users and/or approvers should specify the access privileges when requesting system access establish periodic monitoring processes to review the activities of these high privileged users. 	<p>ICT will continue to work with the TechnologyOne project team to implement HR onboarding/offboarding processes within the new TechnologyOne system.</p> <p>The "same as" access for new accounts will continue to operate until the role based TechnologyOne solution is implemented.</p> <p>An automated report has been established (currently being refined) to identify high privileged users within Core Council Applications. The report will be assigned to managers to confirm current access or to request changes to staff access. This report will be forwarded to managers on a quarterly basis.</p> <p>The high privileged user and changed role reports will reduce the risk of unauthorized access.</p> <p><u>Responsibility of:</u> ICT Manager</p> <p><u>Action date:</u> Partially addressed as per the response above and then completed when the new TechnologyOne system is implemented.</p>

ITEM 3.1 - AUDITOR-GENERAL OBSERVATION REPORT 2017/18 - REGIONAL (Cont.)

No.	Issue	Our recommendation	Management response
2.2	<p>COSO Component – Control Activities</p> <p>Active Directory – Managing access to Council’s network (Risk rating: Deficiency)</p> <p>Re-raised issue</p> <p>Observation</p> <p>Council uses single sign-on technology whereby the authorised user only needs to log in to the Active Directory (network) to access the financial systems.</p> <p>The following issues remain unresolved from the prior year:</p> <ul style="list-style-type: none"> • Council did not disable 123 Active Directory employee accounts that had not been used for more than 120 days • Council did not disable one Active Directory account for a terminated employee • Council does not have a centralised register for contractors and relies on business units to notify the help desk for termination of contractor access <p>We acknowledge that Council has an action plan to correct previous manual or automated processes intended to address these issues. In addition, Council also plans to implement Microsoft Identity Manager system to manage network access.</p> <p><u>Implications:</u> The risk remains of unauthorised access to the Council’s network and financial systems which may result in authorised transactions or changes to system and data.</p>	<p>The Council continues its plan to implement Microsoft Identity Manager system. In the meantime, Council should:</p> <ul style="list-style-type: none"> • correct the manual or automated process to disable inactive or terminated user accounts • establish a process to manage/remove contractor access which is no longer required in the systems. 	<p>ICT have now simplified the AD structure for computer accounts making it easier to manage the various groups. (eg. employees, contractors, vendors). The existing cessation process will continue, where HR will advise the cessation date of an employee. The user account will be set to expire at COB on the cessation date. HR will provide monthly reports to ICT to confirm terminated employees and contractors with end dates. All contractors are now managed through the comensura system. ICT will continue to work with the TechnologyOne project team to implement HR onboarding/offboarding processes within the new TechnologyOne system.</p> <p><u>Responsibility of:</u> ICT Manager</p> <p><u>Action date:</u> Partially addressed as per the response above and then completed when the new TechnologyOne system is implemented.</p>

ITEM 3.1 - AUDITOR-GENERAL OBSERVATION REPORT 2017/18 - REGIONAL (Cont.)

Appendix B

Our rating definitions for internal control deficiencies

We assess internal control deficiencies on their potential to cause a material misstatement in the financial statements as follows:

Assessed category	Definition/Criteria	Prioritisation of remedial action
Significant deficiency	<p>A significant deficiency is a deficiency, or combination of deficiencies, in internal control that requires immediate remedial action.</p> <p>Also, we increase the rating from a deficiency to a significant deficiency based on:</p> <ul style="list-style-type: none"> the risk of material misstatement in the financial statements the risk to reputation the significance of non-compliance with policies and applicable laws and regulations the potential to cause financial loss including fraud, or where management has not taken appropriate timely action to resolve the deficiency. 	This requires immediate management action to resolve.
Deficiency	A deficiency arises when internal controls are ineffective or missing, and are unable to prevent, or detect and correct, misstatements in the financial statements. A deficiency may also result in non-compliance with policies and applicable laws and regulations and/or inappropriate use of public resources.	We expect management action will be taken in a timely manner to resolve deficiencies.
Other matter	An other matter is expected to improve the efficiency and/or effectiveness of internal controls, but does not constitute a deficiency in internal controls. If an other matter is not resolved, we do not consider that it will result in a misstatement in the financial statements or non-compliance with legislative requirements.	Our recommendation may be implemented at management's discretion.

ITEM 3.1 - AUDITOR-GENERAL OBSERVATION REPORT 2017/18 - REGIONAL (Cont.)

Our risk rating definitions for financial reporting issues

We assess financial reporting issues on their potential to cause a material misstatement in the financial statements as follows:

Assessed category	Definition/Criteria	Prioritisation of remedial action
High	We assess that there is a high likelihood of this causing a material misstatement in one or more components (transactions, balances and disclosures) of the financial statements, or there is the potential for financial loss including fraud.	This requires immediate management action to resolve.
Medium	We assess that there is a medium likelihood of this causing a material misstatement in one or more components of the financial statements	We expect management action will be taken in a timely manner to resolve deficiencies.
Low	We assess that there is a low likelihood of this causing a material misstatement in one or more components of the financial statements.	Our recommendation may be implemented at management's discretion.

ITEM 3.2
MONTHLY REPORTING PACKAGE - NOVEMBER 2018 - REGIONAL

Meeting / Session: 3 CORPORATE SERVICES
Reference: A17946398 : 12 December 2018 - **Refer Supporting Information A17949292**
Responsible Officer: AD, Management Accountant (CEO Accounting Services)

Executive Summary

The purpose of this report is to present the Financial Reporting Package for the year to date period ending 30 November 2018.

OFFICER'S RECOMMENDATION

That the Financial Reporting Package for the year to date period ending 30 November 2018 be received.

ITEM 3.2 MONTHLY REPORTING PACKAGE - NOVEMBER 2018 - REGIONAL - A17946398 (Cont.)

REPORT DETAIL

1. Background

The Financial Reporting Package for the month ending 30 November 2018 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 November period.
 - The Statement of Financial Position highlights Council's position at the end of November 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 November 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 November.

3.4 Risk Management Implications

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

3.5 Delegated Authority Implications

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

Moreton Bay Regional Council

ITEM 3.2 MONTHLY REPORTING PACKAGE - NOVEMBER 2018 - REGIONAL - A17946398 (Cont.)

3.6 Financial Implications

As at the end of November 2018 Council's operating surplus is \$53.09 million and the capital expenditure incurred amounted to \$46.88 million (excluding the University Project).

3.7 Economic Benefit

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

3.8 Environmental Implications

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

3.9 Social Implications

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

3.10 Consultation / Communication

Chief Executive Officer, Manager Financial and Project Services and Accounting Services Manager.

SUPPORTING INFORMATION

Ref: [A17949292](#)

The following list of supporting information is provided for:

**ITEM 3.2
MONTHLY REPORTING PACKAGE - NOVEMBER 2018 - REGIONAL**

#1 Monthly Financial Report - 30 November 2018

ITEM 3.2 - MONTHLY REPORTING PACKAGE - NOVEMBER 2018 - REGIONAL - A17946398 (Cont.)

#1 Monthly Financial Report - 30 November 2018

Moreton Bay Regional Council

Monthly Financial Report

Year to date result as at: 30 November 2018

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Moreton Bay Regional Council

COORDINATION COMMITTEE MEETING
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ITEM 3.2 - MONTHLY REPORTING PACKAGE - NOVEMBER 2018 - REGIONAL - A17946398 (Cont.)

Moreton Bay Regional Council STATEMENT OF COMPREHENSIVE INCOME For the period ended 30 November 2018

42% of the year
elapsed

	2018/19 Original Budget	2018/19 Revised Budget	2018/19 YTD Actuals	Actuals to Revised Budget 2018/19
Revenue				
Operating Revenue				
Rates and utility charges	\$307,250,103	\$307,263,703	\$152,851,110	49.75%
Fees and charges	\$35,381,922	\$35,381,922	\$19,047,917	53.84%
Rental income	\$6,010,669	\$6,022,669	\$2,162,324	35.90%
Grants, subsidies and contributions	\$19,749,473	\$20,872,393	\$5,831,595	27.94%
Interest revenue	\$47,066,855	\$47,066,855	\$18,203,543	38.68%
Sales revenue	\$2,992,740	\$2,990,740	\$1,310,063	43.80%
Other revenue	\$21,566,080	\$21,580,931	\$10,570,211	48.98%
Share of profit of associate - Operating Cash	\$25,558,000	\$25,558,000	\$10,649,167	41.67%
Total Operating Revenue	\$465,575,842	\$466,737,213	\$220,625,930	47.27%
Expenses				
Operating Expenses				
Employee benefits	(\$134,361,703)	(\$134,359,703)	(\$54,428,443)	40.51%
Materials and services	(\$162,878,508)	(\$163,322,057)	(\$61,580,104)	37.70%
Depreciation and amortisation	(\$91,236,382)	(\$91,236,382)	(\$41,445,510)	45.43%
Finance costs	(\$23,102,171)	(\$23,102,171)	(\$10,079,776)	43.63%
Total Operating Expenses	(\$411,578,764)	(\$412,020,313)	(\$167,533,833)	40.66%
Operating Result	\$53,997,078	\$54,716,900	\$53,092,097	97.03%
Share of Profit of Associate - Capital Non-cash	\$52,000,000	\$52,000,000	\$21,666,667	41.67%
Capital Revenue	\$77,650,653	\$83,594,472	\$56,530,803	67.63%
Capital Expenses	\$0	\$0	(\$5,332,373)	No Budget
NET RESULT	\$183,647,731	\$190,311,372	\$125,957,194	66.18%
Other Comprehensive Income				
Items that will not be reclassified to net result				
Increase/(decrease) in asset revaluation surplus	\$0	\$0	\$0	No Budget
Items that may be reclassified subsequently to net result				
Net change in available-for-sale financial assets	\$0	\$0	(\$3,839,187)	No Budget
Total other comprehensive income for the year	\$0	\$0	(\$3,839,187)	No Budget
TOTAL COMPREHENSIVE INCOME FOR THE YEAR	\$183,647,731	\$190,311,372	\$122,118,007	64.17%

Moreton Bay Regional Council

COORDINATION COMMITTEE MEETING
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ITEM 3.2 - MONTHLY REPORTING PACKAGE - NOVEMBER 2018 - REGIONAL - A17946398 (Cont.)

Moreton Bay Regional Council STATEMENT OF FINANCIAL POSITION As at 30 November 2018

	2018/19 Budget as at 30 June 2019	2018/19 YTD Actual
Assets		
Current Assets		
Cash and cash equivalents	\$321,620,000	\$372,190,807
Trade and other receivables	\$45,769,000	\$26,381,980
Inventories	\$1,081,000	\$1,201,834
	\$368,470,000	\$399,774,621
Non-current assets held for sale	\$0	\$402,200
Total Current Assets	\$368,470,000	\$400,176,821
Non-Current Assets		
Trade and other receivables	\$677,576,000	\$677,576,095
Other financial assets	\$0	\$97,695,320
Investments	\$15,000	\$15,000
Investment property	\$44,970,000	\$28,635,000
Investment in associate	\$1,152,610,000	\$1,157,524,260
Property, plant and equipment	\$4,559,380,000	\$4,676,216,334
Intangible assets	\$280,000	\$120,024
Total Non-Current Assets	\$6,434,831,000	\$6,637,782,033
Total Assets	\$6,803,301,000	\$7,037,958,854
Liabilities		
Current Liabilities		
Trade and other payables	\$39,783,000	\$37,861,840
Borrowings	\$33,881,000	\$24,023,866
Provisions	\$12,889,000	\$14,026,666
Other	\$1,673,000	\$174,087
Total Current Liabilities	\$88,226,000	\$76,086,459
Non-Current Liabilities		
Trade and other payables	\$213,000	\$0
Borrowings	\$345,187,000	\$354,462,899
Provisions	\$33,712,000	\$42,690,684
Total Non-Current Liabilities	\$379,112,000	\$397,153,583
Total Liabilities	\$467,338,000	\$473,240,042
NET COMMUNITY ASSETS	\$6,335,963,000	\$6,564,718,812
Community Equity		
Retained surplus	\$5,437,673,000	\$5,641,220,130
Asset revaluation surplus	\$898,290,000	\$923,498,682
TOTAL COMMUNITY EQUITY	\$6,335,963,000	\$6,564,718,812

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ITEM 3.2 - MONTHLY REPORTING PACKAGE - NOVEMBER 2018 - REGIONAL - A17946398 (Cont.)

Moreton Bay Regional Council STATEMENT OF CASH FLOWS For the period ended 30 November 2018

	2018/19 Budget as at 30 June 2019	2018/19 YTD Actuals
Cash flows from operating activities		
Receipts from customers	\$387,202,000	\$212,163,923
Payments to suppliers and employees	(\$290,593,000)	(\$138,101,081)
Interest received	\$47,067,000	\$21,306,575
Rental income	\$5,718,000	\$2,162,324
Non capital grants and contributions	\$18,789,000	\$5,831,595
Borrowing costs	(\$21,322,000)	(\$9,202,815)
Net cash inflow/(outflow) from operating activities	\$146,861,000	\$94,160,521
Cash flows from investing activities		
Payments for property, plant and equipment	(\$230,286,000)	(\$51,218,307)
Proceeds from sale of property, plant and equipment	\$21,800,000	\$539,500
Grants, subsidies and contributions	\$37,424,000	\$22,365,829
Net cash inflow/(outflow) from investing activities	(\$171,062,000)	(\$28,312,978)
Cash flows from financing activities		
Proceeds from borrowings	\$24,518,000	\$0
Repayment of borrowings	(\$30,771,000)	(\$7,509,076)
Net cash inflow/(outflow) from financing activities	(\$6,253,000)	(\$7,509,076)
Net increase/(decrease) in cash held	(\$30,454,000)	\$58,338,467
Cash and cash equivalents at the beginning of the financial year	\$352,074,000	\$313,852,340
Cash and cash equivalents at the end of the period	\$321,620,000	\$372,190,807

Moreton Bay Regional Council

ITEM 3.2 - MONTHLY REPORTING PACKAGE - NOVEMBER 2018 - REGIONAL - A17946398 (Cont.)

Moreton Bay Regional Council STATEMENT OF SOURCES AND APPLICATIONS OF CAPITAL FUNDING For the period ended 30 November 2018

	Original Budget 2018/19	Revised Budget 2018/19	YTD Actuals 2018/19
<u>Capital Funding Sources</u>			
Cash Utilised	\$222,369,224	\$242,003,468	\$58,459,046
Capital Grants and Subsidies received	\$13,923,653	\$19,867,472	\$3,812,760
Contributed Assets and assets not previously recognised	\$40,227,000	\$40,227,000	\$34,165,574
Loans received	\$24,517,864	\$24,517,864	-
Total Capital Funding Sources	\$301,037,741	\$326,615,804	\$96,437,380
<u>Capital Funding Applications</u>			
Capital Expenditure	\$230,040,000	\$255,618,063	\$54,762,730
Contributed Assets and assets not previously recognised	\$40,227,000	\$40,227,000	\$34,165,574
Loan Redemption	\$30,770,741	\$30,770,741	\$7,509,076
Total Capital Funding Applications	\$301,037,741	\$326,615,804	\$96,437,380

Moreton Bay Regional Council

ITEM 3.2 - MONTHLY REPORTING PACKAGE - NOVEMBER 2018 - REGIONAL - A17946398 (Cont.)

Analysis of Results by Operational Plan

For the period ended 30 November						
Operational Plan	Operating Revenue	Operating Expenses	Operating Result	Capital Revenue	Capital Expenses	Net Result
Engineering, Construction & Maintenance	\$25,431,163	(\$53,871,696)	(\$28,440,533)	\$3,320,582	\$539,500	(\$24,580,451)
Community & Environmental Services	\$16,021,862	(\$22,651,834)	(\$6,629,972)	\$5,000	-	(\$6,624,972)
Governance	\$174,043,518	(\$86,530,959)	\$87,512,559	\$74,871,888	(\$5,871,872)	\$156,512,574
Planning and Economic Development	\$5,129,386	(\$4,479,344)	\$650,043	-	-	\$650,043
Total Council	\$220,625,929	(\$167,533,832)	\$53,092,097	\$78,197,470	(\$5,332,373)	\$125,957,195

Analysis of Results by Entity

For the period ended 30 November						
Entity	Operating Revenue	Operating Expenses	Operating Result	Capital Revenue	Capital Expenses	Net Result
General	\$196,032,333	(\$152,285,032)	\$43,747,301	\$78,197,470	(\$5,332,373)	\$116,612,399
Waste	\$23,779,455	(\$15,259,060)	\$8,520,395	-	-	\$8,520,395
Canals	\$814,141	\$10,260	\$824,401	-	-	\$824,401
Total Council	\$220,625,929	(\$167,533,832)	\$53,092,097	\$78,197,470	(\$5,332,373)	\$125,957,195

The Performance at a Glance **as at 30 November 2018**

Synopsis

- * 42% of the financial year is complete.
- * The operating surplus is \$53.09 million.

Operating Revenue

- * Rates and Utility Charges are tracking slightly behind budget after the second quarter rates levy.
- * User Fees and Charges are above budget as animal registrations and local laws licenses have been issued for the year and a significant portion of these fees have been received. Development applications and the waste facilities are also performing well.
- * Operating Grants and Subsidies will not reach the budget as half of the 2018/19 Financial Assistance Grant was paid to Council in 2017/18.
- * Interest Revenue is tracking below budget.
- * In total all other revenue categories are performing closely to the revised budget target at this time of the year.

Operating Expenditure

- * Employee expenses are tracking close to budget.
- * Materials and Services is under target but this is expected.
- * Finance Costs and Depreciation and Amortisation are tracking slightly over budget and it is expected that Depreciation will continue to exceed budget.
- * All other expenditure is on track for this stage of the financial year.

Capital Revenue

- * Infrastructure Cash Contributions are tracking above budget.
- * Contributed Assets are tracking above budget and it is expected this will continue to exceed budget.
- * Capital grants and subsidies is well under target but this is all dependent on when work is completed so that Council can claim the grant. As very little capital work has been completed no grants can be claimed. Generally most grants are claimed in the second half of the financial year.

Capital Expenditure

- * To date \$46.88 million has been spent on capital works, (which represents 25.26% of the capital program). This excludes the University project costs.

Moreton Bay Regional Council

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ITEM 3.2 - MONTHLY REPORTING PACKAGE - NOVEMBER 2018 - REGIONAL - A17946398 (Cont.)

Moreton Bay Regional Council

Comparative Table 2016/17 and 2017/18 to 2018/19*

Year to date result as at: 30 November 2018

42% of the year elapsed

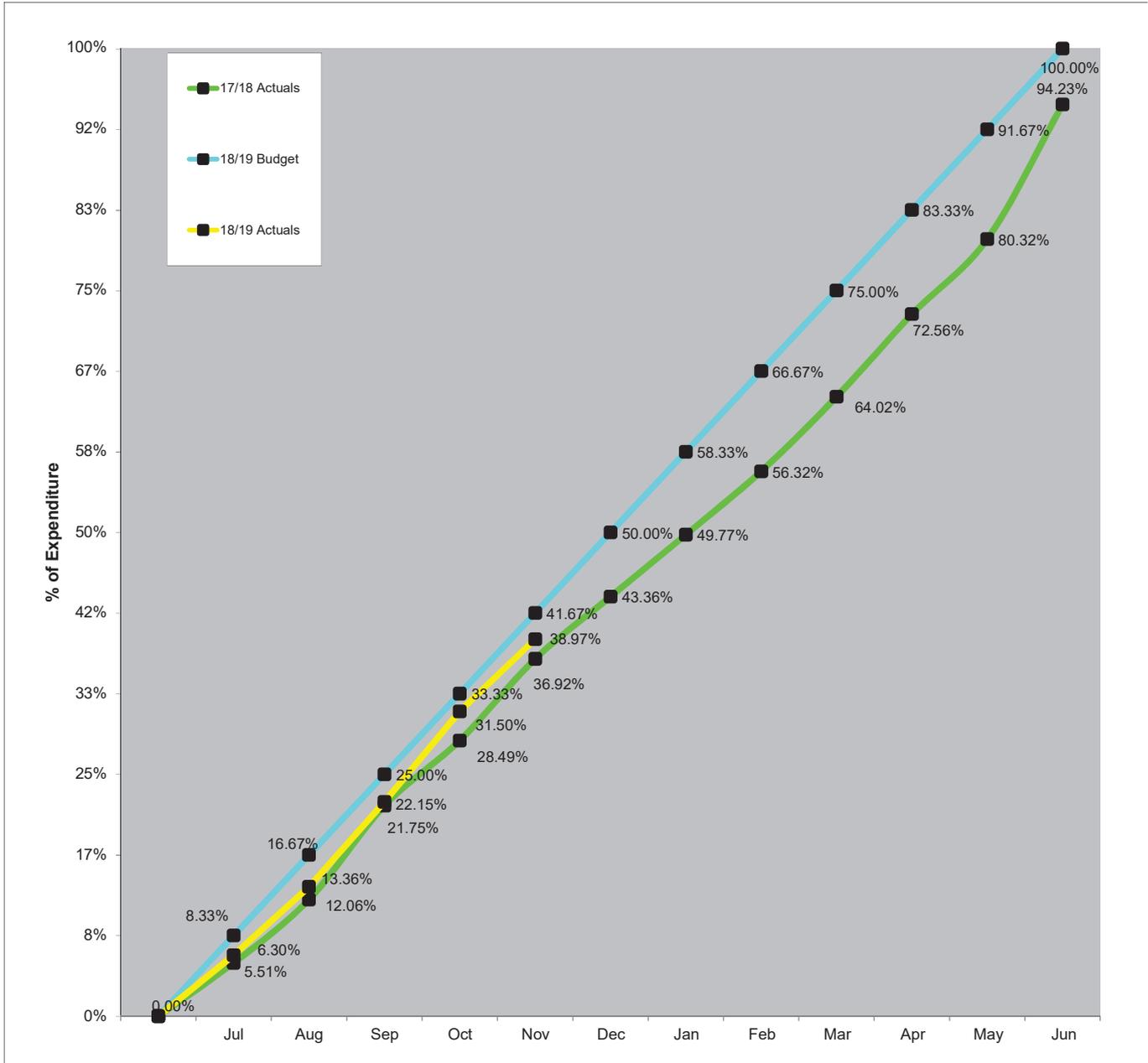
	Revised Budget	YTD Actuals	Actuals to Revised Budget	Actuals to Revised Budget	Actuals to Revised Budget	Comments
	2018/19 \$'000	2018/19 \$'000	2018/19 %	2017/18 %	2016/17 %	
Operating Revenue						
Rates & Utility Charges	\$307,264	\$152,851	50%	50%	50%	Revenue is tracking slightly behind budget after the second quarter rates levy.
User Fees & Charges	\$35,382	\$19,048	54%	55%	49%	Revenue is tracking over budget and is comparable to the previous year.
Interest Revenue	\$47,067	\$18,204	39%	43%	43%	The % for 2018/19 is tracking below budget and is below the previous years.
Operating Expenses						
Employee Expenses & Material and Services	\$297,682	\$116,009	39%	37%	37%	Expenditure is tracking below budget but is comparable to the previous years.
External Loan Interest Expense	\$21,322	\$9,190	43%	43%	42%	Expenditure is tracking to budget and is comparable to previous years.
Capital Revenues						
Infrastructure Cash Contributions	\$23,500	\$18,552	79%	83%	64%	Infrastructure cash contributions are tracking above budget but is below the previous year.
Contributed Assets	\$40,227	\$34,166	85%	26%	28%	All contributed assets have been recognised to date.
Grants & Subsidies	\$19,867	\$3,813	19%	37%	41%	The % of grants and subsidies received is tracking below budget and is below the previous year.
Capital Expenditure						
Total Capital Expenditure**	\$185,618	\$46,879	25%	28%	30%	Capital expenditure remains behind budget.
<p>* The data presented reflects the position of Council as at 30 November 2018 compared to the position of Council as at 30 November 2017 and 30 November 2016. ** 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 revenue and expense streams across the three financial years.</p>						

ITEM 3.2 - MONTHLY REPORTING PACKAGE - NOVEMBER 2018 - REGIONAL - A17946398 (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 2018/19 and 2017/18 years. The graph includes continuing service delivery expenses and operating initiative expenses.

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

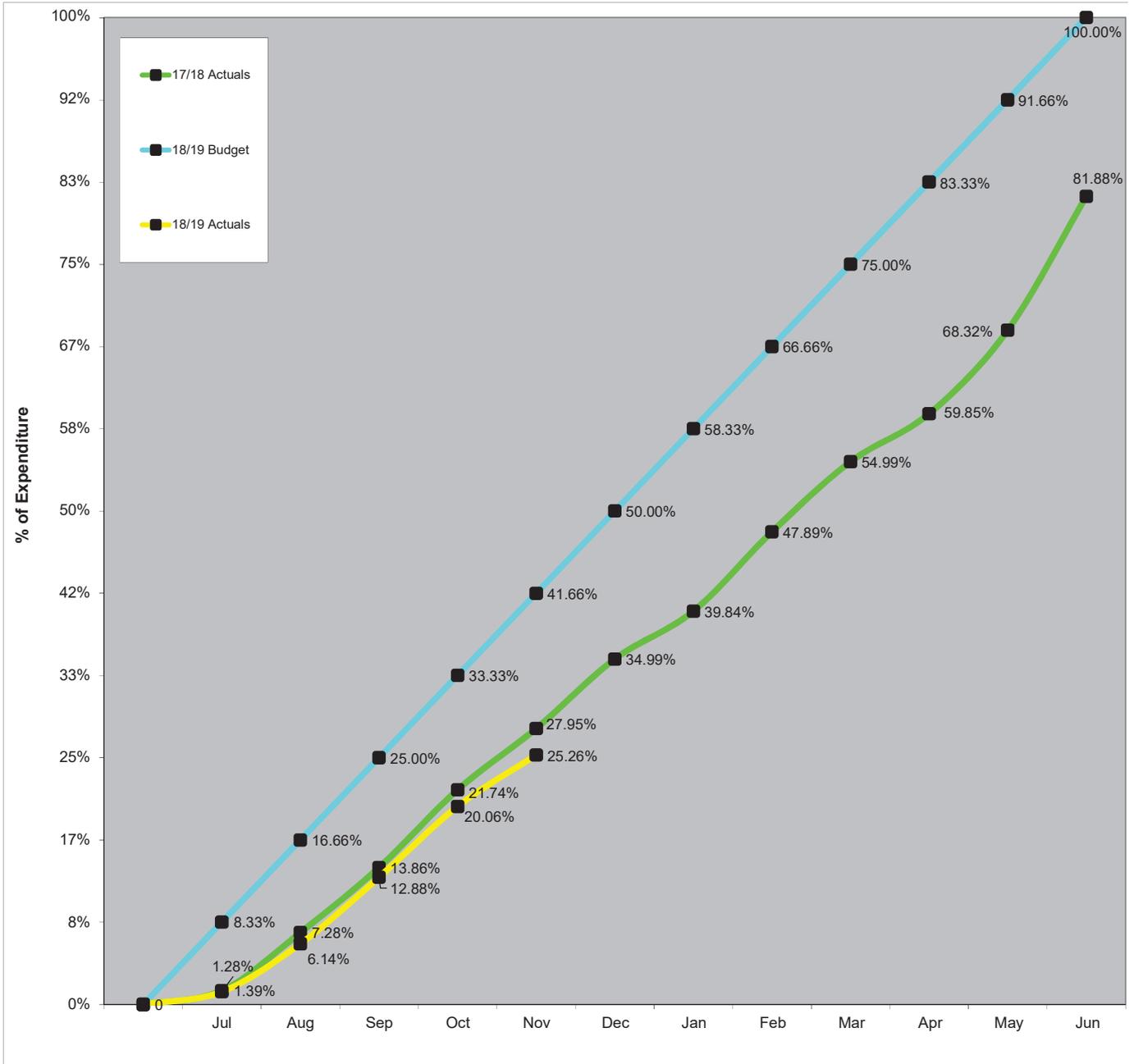


	Annual Revised Budget \$'000	Actuals to November \$'000	Actuals to Budget % spent
2017/18	\$ 286,293	\$ 105,705	36.92%
2018/19	\$ 297,682	\$ 116,009	38.97%

ITEM 3.2 - MONTHLY REPORTING PACKAGE - NOVEMBER 2018 - REGIONAL - A17946398 (Cont.)

Capital Expenditure

This graph compares the capital percentage expended for the 2018/19 and 2017/18 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.



	Annual Revised Budget \$'000	Actuals to November \$'000	Actuals to Budget % spent
2017/18	\$ 180,103	\$ 50,333	27.95%
2018/19	\$ 185,618	\$ 46,879	25.26%

Moreton Bay Regional Council

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ITEM 3.2 - MONTHLY REPORTING PACKAGE - NOVEMBER 2018 - REGIONAL - A17946398 (Cont.)

TREASURY REPORT

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

Investments

At 30 November 2018 all of Council's investments are in accordance with the approved Investment Policy. As at this date Council held 82.44% of funds outside of the Queensland Treasury Corporation (QTC). Term Deposit rates have increased slightly in recent times, providing better returns.

Investment Portfolio - Summary of Cash and Investments Held

Current Cash Investments					
Short Term Rating	Institution	Return	Term	Cash and Investment balance as at 30 November 2018	Interest earned YTD
A1+	Qld Treasury Corp*	2.5%	Short Term (45 days)	65,434,811	727,189
A1+	ANZ	1.97%	At Call	11,327,339	93,682
A1+	National Australia Bank	2%	At Call	130,428,657	982,469
A1+	ANZ	2.55% to 2.75%	364 to 365 days	40,000,000	443,934
A1+	Bankwest	2.6%	364 days	20,000,000	217,973
A1+	National Australia Bank	2.68% to 2.77%	126 to 363 days	40,000,000	354,923
A1	Suncorp	2.65% to 2.75%	153 to 182 days	20,000,000	325,342
A2	Bank of Queensland	2.75%	182 to 266 days	20,000,000	118,384
A2	Bendigo and Adelaide Bank	2.7% to 2.75%	182 to 273 days	20,000,000	224,712
A2	IMB	2.65%	363 days	5,000,000	53,856
	Trust Investments				107,257
				*	
				372,190,807	3,649,722

* 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 2.53% pa in 2018/19.

Non-Current Investments				
Institution	Product	Term	Current Value	Invested Value
Queensland Investment Corporation	QIC Growth Fund	Greater than 5 years	97,695,320	100,000,000

Performance to Budget - Year to Date (YTD) Summary

42% of the year has elapsed

	Original Budget \$'000	Revised Budget \$'000	Actual YTD \$'000	Actual % Achieved	Comments
Interest Revenue on Investments	9,962	9,962	3,650	37%	Higher cash balance than expected
Interest on Debt held in Unitywater	36,085	36,085	14,161	39%	Tracking slightly below budget at this stage
Total Investment Income	46,047	46,047	17,811	39%	

Borrowings

Debt Position	\$ '000
Debt held as at 1 July 2018	385,996
New borrowings	0
Borrowings repaid	(7,509)
Debt held as at 30 November 2018	378,487

As at 30 November 2018 the weighted average interest rate of all Council debt is 5.65%

ITEM 3.3
MONTHLY REPORTING PACKAGE - DECEMBER 2018 - REGIONAL

Meeting / Session: 3 CORPORATE SERVICES
Reference: A18043735 : 8 January 2019 - **Refer Supporting Information A18043542**
Responsible Officer: AD, Management Accountant (CEO Accounting Services)

Executive Summary

The purpose of this report is to present the Financial Reporting Package for the year to date period ending 31 December 2018.

OFFICER'S RECOMMENDATION

That the Financial Reporting Package for the year to date period ending 31 December 2018 be received.

ITEM 3.3 MONTHLY REPORTING PACKAGE - DECEMBER 2018 - REGIONAL - A18043735 (Cont.)

REPORT DETAIL

1. Background

The Financial Reporting Package for the month ending 31 December 2018 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 December period.
 - The Statement of Financial Position highlights Council's position at the end of December 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 December 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 December.

3.4 Risk Management Implications

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

3.5 Delegated Authority Implications

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

Moreton Bay Regional Council

ITEM 3.3 MONTHLY REPORTING PACKAGE - DECEMBER 2018 - REGIONAL - A18043735 (Cont.)

3.6 Financial Implications

As at the end of December 2018 Council's operating surplus is \$31.74 million and the capital expenditure incurred amounted to \$65.19 million (excluding the University Project).

3.7 Economic Benefit

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

3.8 Environmental Implications

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

3.9 Social Implications

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

3.10 Consultation / Communication

Chief Executive Officer, Manager Financial and Project Services and Accounting Services Manager.

SUPPORTING INFORMATION

Ref: [A18043542](#)

The following list of supporting information is provided for:

ITEM 3.3

MONTHLY REPORTING PACKAGE - DECEMBER 2018 - REGIONAL

#1 Monthly Financial Report - 31 December 2018

ITEM 3.3 - MONTHLY REPORTING PACKAGE - DECEMBER 2018 - REGIONAL (Cont.)

#1 Monthly Financial Report - 31 December 2018

Moreton Bay Regional Council

Monthly Financial Report

Year to date result as at: 31 December 2018

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

Moreton Bay Regional Council

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ITEM 3.3 - MONTHLY REPORTING PACKAGE - DECEMBER 2018 - REGIONAL (Cont.)

Moreton Bay Regional Council STATEMENT OF COMPREHENSIVE INCOME For the period ended 31 December 2018

50% of the year
elapsed

	2018/19 Original Budget	2018/19 Revised Budget	2018/19 YTD Actuals	Actuals to Revised Budget 2018/19
Revenue				
Operating Revenue				
Rates and utility charges	\$307,250,103	\$307,263,703	\$154,110,046	50.16%
Fees and charges	\$35,381,922	\$35,421,922	\$21,228,874	59.93%
Rental income	\$6,010,669	\$6,022,669	\$2,629,334	43.66%
Grants, subsidies and contributions	\$19,749,473	\$20,872,393	\$6,639,297	31.81%
Interest revenue	\$47,066,855	\$47,066,855	\$21,961,106	46.66%
Sales revenue	\$2,992,740	\$2,990,740	\$1,418,124	47.42%
Other revenue	\$21,566,080	\$21,540,931	\$10,788,630	50.08%
Share of profit of associate - Operating Cash	\$25,558,000	\$25,558,000	\$12,779,000	50.00%
Total Operating Revenue	\$465,575,842	\$466,737,213	\$231,554,411	49.61%
Expenses				
Operating Expenses				
Employee benefits	(\$134,361,703)	(\$134,359,703)	(\$60,950,234)	45.36%
Materials and services	(\$162,928,508)	(\$163,163,375)	(\$76,917,524)	47.14%
Depreciation and amortisation	(\$91,236,382)	(\$91,236,382)	(\$49,904,719)	54.70%
Finance costs	(\$23,102,171)	(\$23,102,171)	(\$12,041,107)	52.12%
Total Operating Expenses	(\$411,628,764)	(\$411,861,631)	(\$199,813,584)	48.51%
Operating Result	\$53,947,078	\$54,875,582	\$31,740,827	57.84%
Share of Profit of Associate - Capital Non-cash	\$52,000,000	\$52,000,000	\$26,000,000	50.00%
Capital Revenue	\$77,650,653	\$83,594,472	\$73,655,200	88.11%
Capital Expenses	\$0	\$0	(\$6,985,868)	No Budget
NET RESULT	\$183,597,731	\$190,470,054	\$124,410,159	65.32%
Other Comprehensive Income				
Items that will not be reclassified to net result				
Increase/(decrease) in asset revaluation surplus	\$0	\$0	\$0	No Budget
Items that may be reclassified subsequently to net result				
Net change in available-for-sale financial assets	\$0	\$0	(\$7,378,840)	No Budget
Total other comprehensive income for the year	\$0	\$0	(\$7,378,840)	No Budget
TOTAL COMPREHENSIVE INCOME FOR THE YEAR	\$183,597,731	\$190,470,054	\$117,031,319	61.44%

Moreton Bay Regional Council

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29 January 2019

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ITEM 3.3 - MONTHLY REPORTING PACKAGE - DECEMBER 2018 - REGIONAL (Cont.)

Moreton Bay Regional Council STATEMENT OF FINANCIAL POSITION As at 31 December 2018

	2018/19 Budget as at 30 June 2019	2018/19 YTD Actual
Assets		
Current Assets		
Cash and cash equivalents	\$321,620,000	\$325,238,312
Trade and other receivables	\$45,769,000	\$26,481,167
Inventories	\$1,081,000	\$1,175,875
	\$368,470,000	\$352,895,354
Non-current assets held for sale	\$0	\$402,200
Total Current Assets	\$368,470,000	\$353,297,554
Non-Current Assets		
Trade and other receivables	\$677,576,000	\$677,576,095
Other financial assets	\$0	\$95,195,876
Investments	\$15,000	\$15,000
Investment property	\$44,970,000	\$28,635,000
Investment in associate	\$1,152,610,000	\$1,163,987,426
Property, plant and equipment	\$4,559,380,000	\$4,699,522,359
Intangible assets	\$280,000	\$74,195
Total Non-Current Assets	\$6,434,831,000	\$6,665,005,951
Total Assets	\$6,803,301,000	\$7,018,303,505
Liabilities		
Current Liabilities		
Trade and other payables	\$39,783,000	\$30,845,055
Borrowings	\$33,881,000	\$16,480,069
Provisions	\$12,889,000	\$13,921,103
Other	\$1,673,000	\$181,200
Total Current Liabilities	\$88,226,000	\$61,427,427
Non-Current Liabilities		
Trade and other payables	\$213,000	\$0
Borrowings	\$345,187,000	\$354,462,899
Provisions	\$33,712,000	\$42,781,056
Total Non-Current Liabilities	\$379,112,000	\$397,243,955
Total Liabilities	\$467,338,000	\$458,671,382
NET COMMUNITY ASSETS	\$6,335,963,000	\$6,559,632,123
Community Equity		
Retained surplus	\$5,437,673,000	\$5,636,133,441
Asset revaluation surplus	\$898,290,000	\$923,498,682
TOTAL COMMUNITY EQUITY	\$6,335,963,000	\$6,559,632,123

Moreton Bay Regional Council

COORDINATION COMMITTEE MEETING
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ITEM 3.3 - MONTHLY REPORTING PACKAGE - DECEMBER 2018 - REGIONAL (Cont.)

Moreton Bay Regional Council STATEMENT OF CASH FLOWS For the period ended 31 December 2018

	2018/19 Budget as at 30 June 2019	2018/19 YTD Actuals
Cash flows from operating activities		
Receipts from customers	\$387,202,000	\$222,138,495
Payments to suppliers and employees	(\$290,593,000)	(\$170,548,385)
Interest received	\$47,067,000	\$22,231,916
Rental income	\$5,718,000	\$2,629,334
Non capital grants and contributions	\$18,789,000	\$6,639,297
Borrowing costs	(\$21,322,000)	(\$11,046,096)
Net cash inflow/(outflow) from operating activities	\$146,861,000	\$72,044,561
Cash flows from investing activities		
Payments for property, plant and equipment	(\$230,286,000)	(\$71,757,710)
Proceeds from sale of property, plant and equipment	\$21,800,000	\$688,661
Grants, subsidies and contributions	\$37,424,000	\$25,463,332
Net cash inflow/(outflow) from investing activities	(\$171,062,000)	(\$45,605,717)
Cash flows from financing activities		
Proceeds from borrowings	\$24,518,000	\$0
Repayment of borrowings	(\$30,771,000)	(\$15,052,872)
Net cash inflow/(outflow) from financing activities	(\$6,253,000)	(\$15,052,872)
Net increase/(decrease) in cash held	(\$30,454,000)	\$11,385,972
Cash and cash equivalents at the beginning of the financial year	\$352,074,000	\$313,852,340
Cash and cash equivalents at the end of the period	\$321,620,000	\$325,238,312

Moreton Bay Regional Council

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ITEM 3.3 - MONTHLY REPORTING PACKAGE - DECEMBER 2018 - REGIONAL (Cont.)

Moreton Bay Regional Council STATEMENT OF SOURCES AND APPLICATIONS OF CAPITAL FUNDING For the period ended 31 December 2018

	Original Budget 2018/19	Revised Budget 2018/19	YTD Actuals 2018/19
<u>Capital Funding Sources</u>			
Cash Utilised	\$222,319,224	\$242,162,150	\$86,526,144
Capital Grants and Subsidies received	\$13,923,653	\$19,867,472	\$3,812,760
Contributed Assets and assets not previously recognised	\$40,227,000	\$40,227,000	\$47,107,977
Loans received	\$24,517,864	\$24,517,864	-
Total Capital Funding Sources	\$300,987,741	\$326,774,486	\$137,446,881
<u>Capital Funding Applications</u>			
Capital Expenditure	\$229,990,000	\$255,776,745	\$75,286,032
Contributed Assets and assets not previously recognised	\$40,227,000	\$40,227,000	\$47,107,977
Loan Redemption	\$30,770,741	\$30,770,741	\$15,052,872
Total Capital Funding Applications	\$300,987,741	\$326,774,486	\$137,446,881

Moreton Bay Regional Council

ITEM 3.3 - MONTHLY REPORTING PACKAGE - DECEMBER 2018 - REGIONAL (Cont.)

Analysis of Results by Operational Plan

For the period ended 31 December						
Operational Plan	Operating Revenue	Operating Expenses	Operating Result	Capital Revenue	Capital Expenses	Net Result
Engineering, Construction & Maintenance	\$26,166,428	(\$66,976,966)	(\$40,810,538)	\$3,320,582	\$687,250	(\$36,802,706)
Community & Environmental Services	\$18,173,449	(\$27,035,307)	(\$8,861,859)	\$5,000	-	(\$8,856,859)
Governance	\$181,321,271	(\$100,465,989)	\$80,855,282	\$96,329,617	(\$7,673,118)	\$169,511,781
Planning and Economic Development	\$5,893,264	(\$5,335,322)	\$557,942	-	-	\$557,942
Total Council	\$231,554,412	(\$199,813,585)	\$31,740,828	\$99,655,199	(\$6,985,868)	\$124,410,159

Analysis of Results by Entity

For the period ended 31 December						
Entity	Operating Revenue	Operating Expenses	Operating Result	Capital Revenue	Capital Expenses	Net Result
General	\$206,316,106	(\$181,091,791)	\$25,224,314	\$99,655,199	(\$6,984,457)	\$117,895,057
Waste	\$24,421,682	(\$18,746,361)	\$5,675,320	-	(\$1,411)	\$5,673,909
Canals	\$816,625	\$24,568	\$841,193	-	-	\$841,193
Total Council	\$231,554,412	(\$199,813,585)	\$31,740,828	\$99,655,199	(\$6,985,868)	\$124,410,159

The Performance at a Glance **as at 31 December 2018**

Synopsis

- * 50% of the financial year is complete.
- * The operating surplus is \$31.74 million.

Operating Revenue

- * Rates and Utility Charges are tracking slightly above budget after the second quarter rates levy.
- * User Fees and Charges are above budget as development applications and the waste facilities are performing well. Animal registrations and local laws licenses have been issued for the year and a significant portion of these fees have been received.
- * Operating Grants and Subsidies will not reach the budget as half of the 2018/19 Financial Assistance Grant was paid to Council in 2017/18.
- * Interest Revenue is tracking below budget.
- * In total all other revenue categories are performing closely to the revised budget target at this time of the year.

Operating Expenditure

- * Employee Expenses and Materials and Services are tracking below budget.
- * Finance Costs and Depreciation and Amortisation are tracking slightly over budget and it is expected that Depreciation will continue to exceed budget.
- * All other expenditure is on track for this stage of the financial year.

Capital Revenue

- * Infrastructure Cash Contributions are tracking above budget.
- * Contributed Assets are above budget and it is expected this will continue to exceed budget.
- * Capital grants and subsidies is well under target but this is all dependent on when work is completed so that Council can claim the grant. As very little capital work has been completed no grants can be claimed. Generally most grants are claimed in the second half of the financial year.

Capital Expenditure

- * To date \$65.19 million has been spent on capital works, (which represents 35.09% of all capital projects), excluding the University project.

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ITEM 3.3 - MONTHLY REPORTING PACKAGE - DECEMBER 2018 - REGIONAL (Cont.)

Moreton Bay Regional Council

Comparative Table 2016/17 and 2017/18 to 2018/19*

Year to date result as at: 31 December 2018

50% of the year elapsed

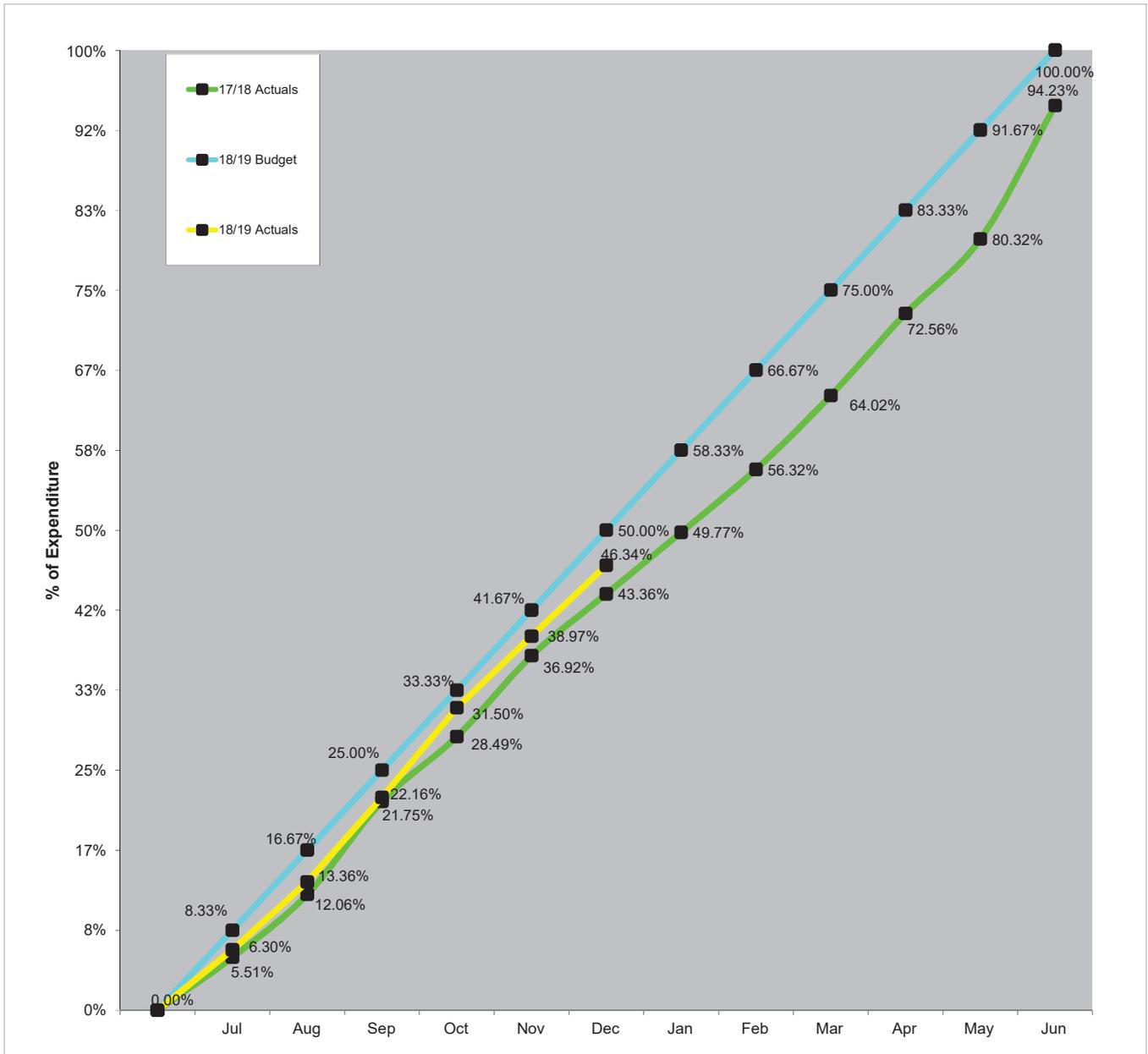
	Revised Budget 2018/19 \$'000	YTD Actuals 2018/19 \$'000	Actuals to Revised Budget 2018/19 %	Actuals to Revised Budget 2017/18 %	Actuals to Revised Budget 2016/17 %	Comments
Operating Revenue						
Rates & Utility Charges	\$307,264	\$154,110	50%	50%	51%	Revenue is tracking slightly above budget after the second quarter rates levy.
User Fees & Charges	\$35,422	\$21,229	60%	62%	56%	Revenue is tracking over budget, however it's slightly lower than the previous year.
Interest Revenue	\$47,067	\$21,961	47%	52%	52%	The % for 2018/19 is tracking below budget and is below the previous years.
Operating Expenses						
Employee Expenses & Material and Services	\$297,523	\$137,868	46%	43%	44%	Expenditure is tracking below budget but is above the previous years.
External Loan Interest Expense	\$21,322	\$11,033	52%	52%	51%	Expenditure is tracking slight above budget and is comparable to previous years.
Capital Revenues						
Infrastructure Cash Contributions	\$23,500	\$21,650	92%	98%	79%	Infrastructure cash contributions are tracking above budget but is below the previous year.
Contributed Assets	\$40,227	\$47,108	117%	26%	28%	All contributed assets have been recognised to date.
Grants & Subsidies	\$19,867	\$3,813	19%	39%	44%	The % of grants and subsidies received is tracking below budget and is below the previous year.
Capital Expenditure						
Total Capital Expenditure**	\$185,777	\$65,186	35%	35%	38%	Capital expenditure remains behind budget.
<p>* The data presented reflects the position of Council as at 31 December 2018 compared to the position of Council as at 31 December 2017 and 31 December 2016. ** 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 revenue and expense streams across the three financial years.</p>						

ITEM 3.3 - MONTHLY REPORTING PACKAGE - DECEMBER 2018 - REGIONAL (Cont.)

Operating Expenditure

This graph compares the major components of operating expenditure (being employee expenses plus materials and services) on a percentage expended basis for the 2018/19 and 2017/18 years. The graph includes continuing service delivery expenses and operating initiative expenses.

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



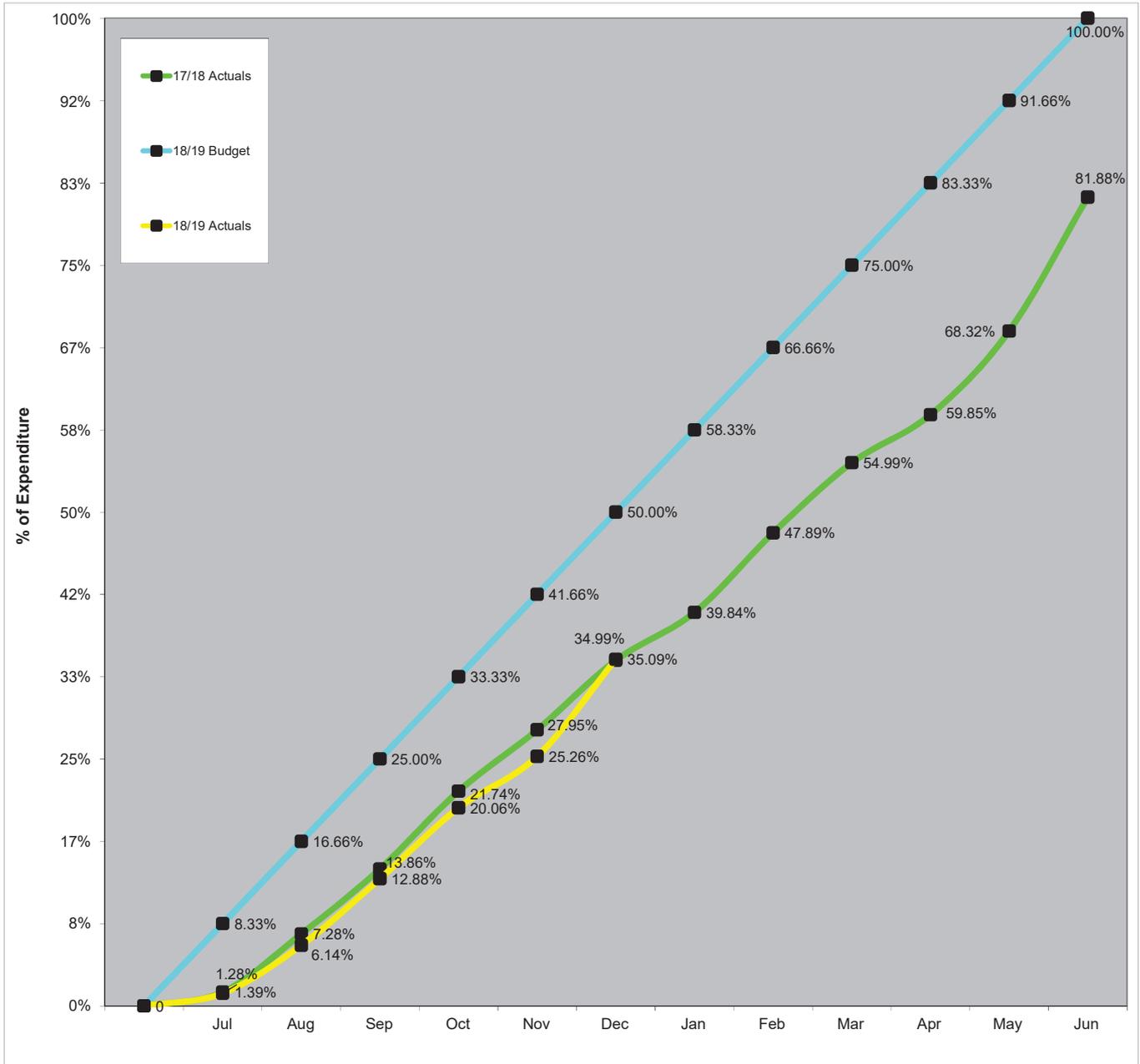
	Annual Revised Budget \$'000	Actuals to December \$'000	Actuals to Budget % spent
2017/18	\$ 286,137	\$ 124,069	43.36%
2018/19	\$ 297,523	\$ 137,868	46.34%

ITEM 3.3 - MONTHLY REPORTING PACKAGE - DECEMBER 2018 - REGIONAL (Cont.)

Capital Expenditure

This graph compares the capital percentage expended for the 2018/19 and 2017/18 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.



	Annual Revised Budget \$'000	Actuals to December \$'000	Actuals to Budget % spent
2017/18	\$ 180,261	\$ 63,065	34.99%
2018/19	\$ 185,777	\$ 65,186	35.09%

Moreton Bay Regional Council

ITEM 3.3 - MONTHLY REPORTING PACKAGE - DECEMBER 2018 - REGIONAL (Cont.)

TREASURY REPORT

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

Investments

At 31 December 2018 all of Council's investments are in accordance with the approved Investment Policy. As at this date Council held 83.81% of funds outside of the Queensland Treasury Corporation (QTC). Term Deposit rates have increased slightly in recent times, providing better returns.

Investment Portfolio - Summary of Cash and Investments Held

Current Cash Investments					
Short Term Rating	Institution	Return	Term	Cash and Investment balance as at 31 December 2018	Interest earned YTD
A1+	Qld Treasury Corp*	2.24%	Short Term (45 days)	52,699,454	840,865
A1+	ANZ	1.97%	At Call	11,346,845	113,188
A1+	National Australia Bank	2%	At Call	86,192,014	1,201,173
A1+	ANZ	2.59% to 2.75%	364 to 365 days	30,000,000	517,534
A1+	Bankwest	2.6%	364 days	20,000,000	262,137
A1+	National Australia Bank	2.68% to 2.77%	126 to 363 days	40,000,000	447,923
A1	Suncorp	2.65% to 2.81%	153 to 188 days	40,000,000	409,699
A2	Bank of Queensland	2.75%	182 to 266 days	20,000,000	165,096
A2	Bendigo and Adelaide Bank	2.7% to 2.75%	182 to 273 days	20,000,000	271,000
A2	IMB	2.65%	363 days	5,000,000	65,110
	Trust Investments				127,589
				325,238,313	4,421,314

* 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 2.52% pa in 2018/19.

Non-Current Investments				
Institution	Product	Term	Current Value	Invested Value
Queensland Investment Corporation	QIC Growth Fund	Greater than 5 years	95,195,876	100,000,000

Performance to Budget - Year to Date (YTD) Summary

50% of the year has elapsed

	Original Budget \$'000	Revised Budget \$'000	Actual YTD \$'000	Actual % Achieved \$'000	Comments
Interest Revenue on Investments	9,962	9,962	4,421	44%	Tracking slightly below budget at this stage.
Interest on Debt held in Unitywater	36,085	36,085	16,993	47%	As Above
Total Investment Income	46,047	46,047	21,415	47%	

Borrowings

Debt Position	\$ '000
Debt held as at 1 July 2018	385,996
New borrowings	0
Borrowings repaid	(15,053)
Debt held as at 31 December 2018	370,943

As at 31 December 2018 the weighted average interest rate of all Council debt is 5.65%

ITEM 3.4
MANAGED PRINT SERVICE RENEWAL - REGIONAL

Meeting / Session: 3 CORPORATE SERVICES
Reference: A18040589 : 15 January 2019 - Refer **Confidential Supporting Information A18071511**
Responsible Officer: SA, ICT Infrastructure and GIS Coordinator (CEO Information & Communication Technology)

Executive Summary

In 2014, Council undertook a Multi-Function Device (MFD) rationalisation and optimisation project for the refresh and ongoing management of its printing fleet. This five-year agreement is about to expire and is due for renewal.

Public tenders closed on 11 December 2018 with a total of five conforming submissions received.

It is recommended that Council award the contract to Fuji Xerox Australia Pty Ltd for the amount of \$391,096.52 (ex. GST) as the tender was evaluated as representing the best overall value to Council.

OFFICER'S RECOMMENDATION

That the tender for Managed Print Services be awarded to Fuji Xerox Australia Pty Ltd for the amount of \$391,096.52 (excluding GST).

- a) That the Council enters into an agreement with Fuji Xerox Australia Pty Ltd as described in this report.
- b) That the Chief Executive Officer be authorised to take all action necessary, including but not limited to, negotiating, making, amending, signing and discharging the agreement with Fuji Xerox Australia Pty Ltd for the management of Council's Multi-Function Device print services and any required variations to the agreement on Council's behalf.

ITEM 3.4 MANAGED PRINT SERVICE RENEWAL - REGIONAL - A18040589 (Cont.)

REPORT DETAIL

1. Background

Council entered into a contract with Fuji Xerox Australia for the supply of MFD's and print optimisation solutions in 2014.

The following recommendation appears on minute page 13/2220 of the General Meeting held 26 November 2013.

Ex. Coordination Committee held 26 November 2013 (Page 13/2312)

COMMITTEE RECOMMENDATION	
Moved by Cr Adrian Raedel	
Seconded by Cr Greg Chippendale	CARRIED 12/0
1.	That the Chief Executive Officer be authorised to enter into five year contract, under State Contract QGCP0 852-08, with FujiXerox Australia to the value of \$781,850 for the acquisition of print devices and services and do all things necessary to complete the acquisition.
2.	That the 2013/14 budget be amended to reflect expenditure for the project in the amount of \$517,441. To fund the project \$166,380 will be transferred from project 20094 – End User Systems with the remaining \$351,061 to be funded via increased revenue from investment earnings project 20062.000.14001.
3.	That as part of this project Council develop a printing ability from iPads for use by selected iPad users within the organisation.

The established contract in 2014 was for a period of five years and is about to expire. It is proposed that Council renew the management of its MFD fleet for another two years.

2. Explanation of Item

Public tenders closed 11 December 2018 with five conforming tenders received for this project. Contractors were invited to provide print management solutions for Councils existing MFD fleet along with any alternative solutions for print management. 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 tenders with their weightings are tabled below (ranked from highest to lowest):

Rank	Tenderer	Evaluation Score
1	Fuji Xerox Australia Pty Ltd (Option 1)	100.00
2	Fuji Xerox Australia Pty Ltd (Option 2)	97.41
3	Konica Minolta Business Solutions Australia Pty Ltd (Option 2)	89.22
4	Konica Minolta Business Solutions Australia Pty Ltd (Option 1)	88.36
4	Advanced Business Technologies	87.93

ITEM 3.4 MANAGED PRINT SERVICE RENEWAL - REGIONAL - A18040589 (Cont.)

Fuji Xerox Australia Pty Ltd (Option 1) received the highest ranking from the selection panel based on the selection criteria. Their submission was comprehensive, competitively priced and demonstrated a clear understanding of the scope of works and the capacity to complete the works. The proposal provides management and support for the existing fleet for another two years with no change to devices or software.

Fuji Xerox Australia Pty Ltd (Option 2) received the second-highest ranking from the selection panel. Their submission was comprehensive, well presented, and met all the mandatory requirements. The proposal provides management and support for the existing fleet for another two years with the implementation of new management software. It was not as completely priced as the Fuji Xerox Australia option 1 and the new software did not provide any significant improvements.

Konica Minolta Business Solutions Australia Pty Ltd (Option 2) received the third-highest ranking from the selection panel. Their submission was comprehensive and well presented. The proposal provides a full replacement of hardware and software over a contract period of 60 months. When compared to the other submissions on an annualised rate it was not competitively priced.

Konica Minolta Business Solutions Australia Pty Ltd (Option 1) received the fourth-highest ranking from the selection panel. Their submission was comprehensive and well presented. The proposal provides a partial replacement of hardware and full replacement of software. Due to the complexity of the solution it did not score as well as other submissions.

Advanced Business Technologies received the fifth-highest ranking from the selection panel. Their submission was well presented but lacked the detail of the other higher ranking tenders.

3. Strategic Implications

3.1 Legislative/Legal Implications

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

3.2 Corporate Plan / Operational Plan

This project is consistent with the Corporate Plan outcome - Strengthening Communities: Strong local governance - a council connected with its community

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 10-2150-006
- *Local Government Act 2009*
- Local Government Regulation 2012 Chapter 6.

3.4 Risk Management Implications

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

Implementation risks:

- The existing hardware and software will remain, minimising the impact and change for users.

Hardware risks:

- All MFDs owned by Council are not yet end of life and are still supported by Fuji Xerox.
- All MFD's will be covered by the same service levels as the previous contract.
- The hardware support provider is located in Brisbane

Financial Risks:

- There is no hardware purchase as Council already owns the MFDs.
- The contract fees are paid monthly.

Moreton Bay Regional Council

ITEM 3.4 MANAGED PRINT SERVICE RENEWAL - REGIONAL - A18040589 (Cont.)

3.5 Delegated Authority Implications

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

3.6 Financial Implications

The contract is comprised of two pricing components. A fixed fee for the management of the devices and a variable component which is based on the number of impressions (pages printed) per month. The total contract cost is estimated to be \$391,096.52 (ex GST) over 24 months (based on MFD print volumes for October 2018).

Managed Service Fee	\$133,365.80
Estimated Printing Costs	\$257,730.72

Total Project Cost	\$391,096.52
	=====

The managed service component of the contract will be debited to Project number 20095. The monthly printing costs will be debited across Council departments as per the existing arrangement. 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 project.

3.8 Environmental Implications

There are no changes to environmental implications arising as a direct result of this project.

3.9 Social Implications

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

3.10 Consultation / Communication

The project stakeholders and the Information and Communication Technology Manager have been consulted.

SUPPORTING INFORMATION

Ref: A18071511

The following list of supporting information is provided for:

**ITEM 3.4
MANAGED PRINT SERVICE RENEWAL - REGIONAL**

Confidential #1 Tender Evaluation Worksheet

4 ASSET CONSTRUCTION & MAINTENANCE SESSION

(Cr A Hain)

ITEM 4.1

DRAPER - BUNYA ROAD - PUBLIC SUBMISSIONS FEEDBACK TO NAME AN UN-NAMED BRIDGE - DIVISION 10

Meeting / Session: 4 ASSET CONSTRUCTION & MAINTENANCE
Reference: A17626084; 17 December 2018
Responsible Officer: SJ (ECM Integrated Transport Planning & Design)

Executive Summary

Council's proposal to name the un-named bridge at Bunya Road, Draper as 'Broad Bridge' was advertised in two local newspapers, Samford Village Pump and North West News, with public submissions invited for a period of 28 days.

OFFICER'S RECOMMENDATION

That the un-named bridge located approximately 95m east of Bunya Road's intersection with Heather Ann Drive, Draper be named 'Broad Bridge'.

ITEM 4.1 DRAPER - BUNYA ROAD - PUBLIC SUBMISSIONS FEEDBACK TO NAME AN UN-NAMED BRIDGE - DIVISION 10 - A17626084 (Cont.)

REPORT DETAIL

1. Background

The following resolution appears on Minute Page 18/1652 of the General Meeting of Council held on 7 August 2018:

Ex. Coordination Committee Meeting held 7 August 2018 (MP. 18/1667):

COMMITTEE RECOMMENDATION

1. That subject to the outcome of public advertising, the naming of the un-named bridge at Bunya Road, Draper as 'Broad Bridge' is approved.
2. That the proposal to name the bridge as 'Broad Bridge' be advertised in local newspapers with public submissions to be received and considered for a period of 28 days.
3. That should adverse submissions be received following the advertised period and those submissions not be resolved at officer level, the matter be referred to Council in a subsequent report.



Figure 1 - Location plan - un-named bridge near Drapers Crossing, Bunya Road, Draper

In accordance with the Council resolution, feedback was sought from the local community for the proposed naming of the bridge.

A total of six community responses have been received of which two supported and four opposed the proposed name.

2. Explanation of Item

The submissions which opposed the Broad Bridge naming focussed on retention of the Drapers Crossing name for historical significance and potential wayfinding confusion.

ITEM 4.1 DRAPER - BUNYA ROAD - PUBLIC SUBMISSIONS FEEDBACK TO NAME AN UN-NAMED BRIDGE - DIVISION 10 - A17626084 (Cont.)

It should be noted that Drapers Crossing and the new bridge are different structures in different locations, albeit in close proximity, with Drapers Crossing continuing to exist and be referred to as such. Having the name Drapers Crossing for two different structures would likely cause more confusion in wayfinding situations.

It is proposed that naming signage be installed to identify the existing Drapers Crossing bridge which will remain in use as a footbridge. Council's historian has confirmed that Drapers Crossing was referred to as such in the 1975 Town Plan and as early as 1929 in the Council minutes, with history files suggesting it has been called Drapers Crossing since 1887. The Queensland Government's place names search also identifies Drapers Crossing, the ford.

Whilst the Draper name is recognised in many forms such as the suburb, Draper; Drapers Road, Eatons Hill; Draper Street, Woodford; Draper Lane, D'Aguilar, the 'Broad' name does not have the same level of recognition even though the Broads were also a pioneer family in this area.

It is therefore recommended that the un-named bridge be named 'Broad Bridge'.

3. Strategic Implications

3.1 Legislative/Legal Implications

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

3.2 Corporate Plan / Operational Plan

Valuing lifestyle: Diverse transport options - an integrated regional transport network.

3.3 Policy Implications

This report has been prepared in accordance with Council's Allocation of Road Names and Street Address Numbers Policy No: 11-2150-038 and Road Naming and Street Address Numbering Processes Policy Directive No: 11-2160-009.

3.4 Risk Management Implications

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

3.5 Delegated Authority Implications

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

3.6 Financial Implications

The costs relating to the installation of the bridge name signs would be absorbed using an existing departmental operational budget.

3.7 Economic Benefit

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

3.8 Environmental Implications

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

3.9 Social Implications

Naming of the bridge provides an additional way-finding landmark and sense of community history.

3.10 Consultation / Communication

Council's proposal to name the un-named bridge at Bunya Road as 'Broad Bridge' was advertised in two local newspapers and invited public submissions for a period of 28 days. This report summarises the positive and negative feedback received. The Divisional Councillor for Division 10 has been advised of the outcome of the public submissions and supports the recommendations of this report.

ITEM 4.2

KALLANGUR - PENSON PARK - PARK CONSTRUCTION - DIVISION 7

Meeting / Session: 4 ASSET CONSTRUCTION & MAINTENANCE
Reference: A17922926 : 5 December 2018 - Refer **Confidential Supporting Information A17876771**
Responsible Officer: WM, Technical Officer (ECM Project Management & Construction)

Executive Summary

Tenders were invited for the 'Kallangur - Penson Park - Park Construction', with tenders closing on 22 November 2018, with a total of six conforming tenders received.

It is recommended that Council award the contract to The Landscape Construction Company Pty Ltd - Option 4 Urban Play 2 for the sum of \$274,161.30 (excluding GST) as this tender was evaluated as representing the best overall value to Council.

OFFICER'S RECOMMENDATION

That the tender for 'Kallangur - Penson Park - Park Construction' (Option 4 Urban Play 2) project be awarded to The Landscape Construction Company Pty Ltd for the sum of \$274,161.30 (excluding GST).

- a) That the Council enters into an agreement with The Landscape Construction Company Pty Ltd as described in this report.
- b) That the Chief Executive Officer be authorised to take all action necessary, including but not limited to, negotiating, making, amending, signing and discharging the agreement with The Landscape Construction Company Pty Ltd for 'Kallangur - Penson Park - Park Construction' (Option 4 Urban Play 2) project and any required variations of the agreement on Council's behalf.

ITEM 4.2 KALLANGUR - PENSON PARK - PARK CONSTRUCTION - DIVISION 7 - A17922926 (Cont.)

REPORT DETAIL

1. Background

The project is located at Penson Park, Ann Street, Kallangur. The project scope comprises the upgrade of existing facilities to a district level recreation node. The existing play facility will be expanded to accommodate a wider range of users, picnic facilities will be replaced, and new path connections will be included to provide universal access. The objective of the project is to provide a higher order play and picnic facility within the corridor and to reduce demand for over embellishment of nearby local recreation nodes.

Construction has been programmed to commence in March 2019 and conclude in June 2019 over a 16-week period, which includes an allowance for wet weather



Figure 1: Locality plan - Penson Park, Kallangur

2. Explanation of Item

Tenders were invited for the 'Kallangur - Penson Park - Park Construction' project. The tender closed on 22 November 2018, with a total of 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	The Landscape Construction Company Pty Ltd - Option 4 Urban Play 2	98.64
2	The Landscape Construction Company Pty Ltd - Option 3 Urban Play 1	95.27

ITEM 4.2 KALLANGUR - PENSON PARK - PARK CONSTRUCTION - DIVISION 7 - A17922926 (Cont.)

RANK	TENDERER	EVALUATION SCORE
3	The Landscape Construction Company Pty Ltd - Option 1 Will Play	93.37
4	The Landscape Construction Company Pty Ltd - Option 2 For Park	89.29
5	Interface Landscapes Pty Ltd	87.55
6	Trelville Pty Ltd t/as Aspect Contractors	80.79

The Landscape Construction Company Pty Ltd (Option 4 Urban Play 2) submitted a comprehensive tender, with their submission confirming their capability to complete the project. This option provides for age groups from toddlers to primary school age (8 years of age) and was evaluated to meet all the project outcomes. This option also provides more play elements and promotes social activity, integration and carer involvement. This play equipment is also disability compliant.

The Landscape Construction Company Pty Ltd (Option 3 Urban Play 1) submitted a comprehensive tender, with their submission confirming their capability to complete the project. This option provides for age groups from toddlers to primary school age (8 years of age). This option provides for less play elements and less social activity, integration and carer involvement. Some play elements are disability compliant.

The Landscape Construction Company Pty Ltd (Option 1 Will Play) submitted a comprehensive tender, with their submission confirming their capability to complete the project. This option provides for age groups from early primary school age to mid high school demographics, which is not the intent of this project. There are other play areas within the park that provide for this older age group.

The Landscape Construction Company Pty Ltd (Option 2 For Park) submitted a comprehensive tender, with their submission confirming their capability to complete the project. This option was evaluated to not provide the required play value for the age demographics based upon the equipment proposed.

3. Strategic Implications

3.1 Legislative/Legal Implications

Due to the value of the work being greater than \$200,000, a competitive tender process was undertaken through a Vendor Panel Arrangement, MBRC005992 - Prequalified Landscape Construction Panel, in accordance with the *Local Government Act 2009*.

3.2 Corporate Plan / Operational Plan

This project is consistent with the Corporate Plan outcome - Valuing Lifestyle: Quality recreation and cultural opportunities - active recreation opportunities.

3.3 Policy Implications

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

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

3.4 Risk Management Implications

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

Financial Risks:

The project has been procured via the Council's Prequalified Landscape Construction Panel (MBRC005992).

ITEM 4.2 KALLANGUR - PENSON PARK - PARK CONSTRUCTION - DIVISION 7 - A17922926 (Cont.)

Construction Risks:

- a. The recommended contractor has demonstrated their understanding of constructability challenges and their technical capability to complete the works to a high quality.
- b. The recommended contractor will provide a detailed program of works, environmental management and safety plans for Council's consideration. Work areas will be isolated to protect site personnel, the public, and to meet workplace health and safety requirements.

3.5 Delegated Authority Implications

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

3.6 Financial Implications

Council has allocated a total of \$315,000 in the 2018-19 Minor Works Capital Projects Program, project number 106788. All financials below are excluding GST.

Tender Price Construction	\$ 274,161.30
Contingency (10%)	\$ 27,416.13
QLeave (0.475%)	\$ 1,302.27

Total Project Cost	\$ 302,879.70
	=====
Estimated ongoing operational/maintenance costs	\$ 9,400 per F/Y

The budget amount for this project is sufficient.

3.7 Economic Benefit

The project need has arisen due to numerous requests to embellish nearby local recreation play facilities. It is considered more appropriate to establish a centrally located recreation node to a district level to meet the needs of a larger gathering.

3.8 Environmental Implications

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

3.9 Social Implications

The completion of this work will provide social, physical and interactive benefits including a range of play opportunities for all ages and abilities.

3.10 Consultation / Communication

A detailed communication plan has been prepared and includes project notices and signage. Corflute signage will be placed four weeks prior to commencement of the works. The Divisional Councillor has been consulted and is supportive of the project and will be provided with monthly progress updates.

SUPPORTING INFORMATION

Ref: A17876771

The following list of supporting information is provided for:

ITEM 4.2

KALLANGUR - PENSON PARK - PARK CONSTRUCTION - DIVISION 7

Confidential #1 Tender Evaluation

**ITEM 4.3
SAMFORD VALLEY - SAMFORD PARKLANDS - SOCCER FIELDS CONSTRUCTION
- DIVISION 11**

Meeting / Session: 4 ASSET CONSTRUCTION & MAINTENANCE
Reference: A17883942 : 26 November 2018 - Refer **Confidential Supporting Information A17903051**
Responsible Officer: DB, Senior Project Manager (ECM Project Management & Construction)

Executive Summary

Tenders were invited for the 'Samford Valley - Samford Parklands - Soccer Fields Construction (MBRC008030)' project. The tender closed on 28 November 2018, with three conforming tenders and one non-conforming tender received.

The tender was split into three portions, comprising the main, separable portion 1 and separable portion 2. The main tender component was for the overall field and access road construction project. Separable portion 1 included additional circulation paths around the field. Separable portion 2 included an additional path from the main clubhouse to the main field level.

It is recommended that Council award the main contract to Naric Civil for the sum of \$2,090,529.88 (excluding GST) as this tender was evaluated as representing the best overall value to Council.

It is recommended that Council award separable portion 1 to Naric Civil for the sum of \$61,050.00 (excluding GST) as this tender was evaluated as representing the best overall value to Council.

It is recommended that Council award separable portion 2 to Naric Civil for the sum of \$7,090.00 (excluding GST) as this tender was evaluated as representing the best overall value to Council.

OFFICER'S RECOMMENDATION

1. That the tender for the main contract for 'Samford Valley - Samford Parklands - Soccer Fields Construction (MBRC008030)' project be awarded to Naric Civil for the sum of \$2,090,529.88 (excluding GST).
 - a) That the Council enters into an agreement with Naric Civil as described in this report.
 - b) That the Chief Executive Officer be authorised to take all action necessary, including but not limited to, negotiating, making, amending, signing and discharging the agreement with Naric Civil for the main contract of the 'Samford Valley - Samford Parklands - Soccer Fields Construction (MBRC008030)' project and any required variations of the agreement on Council's behalf.
2. That the tender for separable portion 1 for 'Samford Valley - Samford Parklands - Soccer Fields Construction (MBRC008030)' project be awarded to Naric Civil for the sum of \$61,050.00 (excluding GST).
 - a) That the Council enters into an agreement with Naric Civil as described in this report.
 - b) That the Chief Executive Officer be authorised to take all action necessary, including but not limited to, negotiating, making, amending, signing and discharging the agreement with Naric Civil for separable portion 1 of the 'Samford Valley - Samford Parklands - Soccer Fields Construction (MBRC008030)' project and any required variations of the agreement on Council's behalf.

Moreton Bay Regional Council

ITEM 4.3 SAMFORD VALLEY - SAMFORD PARKLANDS - SOCCER FIELDS CONSTRUCTION - DIVISION 11 - A17883942 (Cont.)

3. That the tender separable portion 2 for '*Samford Valley - Samford Parklands - Soccer Fields Construction (MBRC008030)*' project be awarded to Naric Civil for the sum of \$7,090.00 (excluding GST).
 - a) That the Council enters into an agreement with Naric Civil as described in this report.
 - b) That the Chief Executive Officer be authorised to take all action necessary, including but not limited to, negotiating, making, amending, signing and discharging the agreement with Naric Civil for separable portion 2 of the '*Samford Valley - Samford Parklands - Soccer Fields Construction (MBRC008030)*' project and any required variations of the agreement on Council's behalf.

ITEM 4.3 SAMFORD VALLEY - SAMFORD PARKLANDS - SOCCER FIELDS CONSTRUCTION - DIVISION 11 - A17883942 (Cont.)

REPORT DETAIL

1. Background

The project is located at the Samford Parklands soccer facility, Mount Samson Road, Samford Valley. The project scope includes the construction of a senior soccer field, junior soccer field and warm up space, including LED lighting, field fencing, irrigation, bulk earthworks, underground water storage tanks, pathways, landscaping, drainage and parking to comply with Development Approval conditions. The objective of the project is to expand the soccer facilities to enable the relocation of the Samford Rangers Soccer Club from Harold Brown Park to Samford Parklands.

Separable portion 1 includes additional circulation paths around the field, with separable portion 2 providing a path from the clubhouse to the main field. These separable portions were provided in the tender to provide flexibility in the event that the tender exceeded the budget and savings needed to be considered.

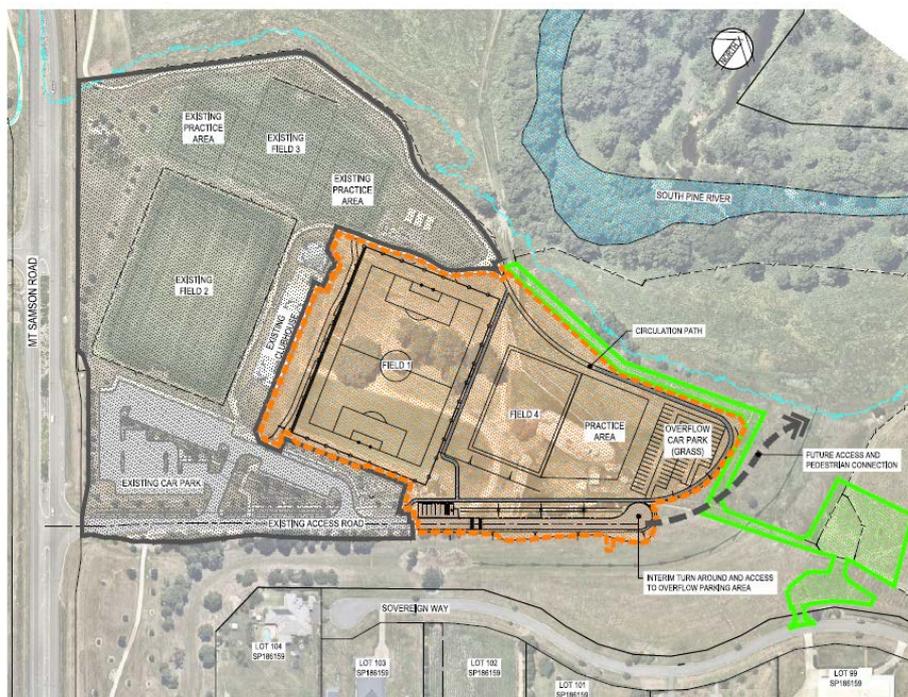


Figure 1: Project scope - Samford Parklands soccer facility

This project is identified in the Council endorsed Samford Parklands master plan and subsequent detailed precinct plans. It will allow the full relocation of the Samford Rangers Football Club from Harold Brown Park enabling alternate sports use of that site. The new full-sized field is intended to become the future main field and is the final stage of facility development. The expected outcome of the project is to increase capacity of the facility to meet the demands of growth and to enable the full relocation of the club to the Samford Parklands facility.

Works will be of 26 weeks' duration including an allowance for wet weather and are scheduled to commence in March 2019 with completion by September 2019.

2. Explanation of Item

Tenders for the 'Samford Valley - Samford Parklands - Soccer Fields Construction (MBRC008030)' project closed on 28 November 2018 with a total of 3 conforming tenders and 1 non-conforming tender received. The tenders were assessed by the assessment panel in accordance with Council's Purchasing Policy and the selection criteria as set out in the tender documents.

ITEM 4.3 SAMFORD VALLEY - SAMFORD PARKLANDS - SOCCER FIELDS CONSTRUCTION - DIVISION 11 - A17883942 (Cont.)

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

RANK	TENDERER	EVALUATION SCORE
1	Naric Civil	100.00
2	Main Constructions Pty Ltd	86.02
3	The Landscape Company Pty Ltd (TLCC)	84.77

Naric Civil submitted a comprehensive tender and demonstrated their experience on projects of a similar scale and complexity. Naric Civil completed the first stage of the site development in 2011, which had a contract value of \$3,850,000 and have also undertaken other projects for Moreton Bay Regional Council, such as the Narangba Soccer Sports Reserve, with a project value of \$1.2M. At a tender clarification meeting on 10 December 2018, Naric Civil demonstrated their understanding and methodology to complete this project, including a detailed understanding of the site. The construction duration is 26 weeks which includes site mobilisation and an allowance for wet weather.

Main Constructions Pty Ltd submitted a comprehensive tender and demonstrated their methodology and experience on projects of a similar scale and complexity. Their tendered construction program was 41 weeks duration plus wet weather allowance. There were no additional benefits for the higher price.

The Landscape Company Pty Ltd (TLCC) submitted a comprehensive tender and demonstrated their methodology and experience on projects of a similar scale and complexity. Their tendered construction program was 24 weeks duration with an allowance for wet weather; however, there were no additional benefits for the higher price.

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

3.3 Policy Implications

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

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

3.4 Risk Management Implications

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

Financial Risks:

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

ITEM 4.3 SAMFORD VALLEY - SAMFORD PARKLANDS - SOCCER FIELDS CONSTRUCTION - DIVISION 11 - A17883942 (Cont.)

Construction Risks:

- a. The recommended contractor will provide a detailed program of works, a staging plan, site specific traffic management, environmental management and safety plans. Work areas will be isolated to protect site personnel, the public, and to meet workplace health and safety requirements. This information will be assessed for appropriateness by Council's Project Manager.
- b. The contractor has demonstrated their understanding of constructability challenges and their technical capability to complete the works at this location.

3.5 Delegated Authority Implications

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

3.6 Financial Implications

Council has allocated a total of \$3,150,000 for this project: with \$1,450,000 in the 2018-19 Capital Projects Program and has identified an additional \$1,700,000 in the draft 2019-20 Capital Project Program, budget 101158. All financials below are excluding GST.

Design and approvals (18-19)	\$ 80,000.00
Relocation of agistment area (18-19)	\$ 120,000.00
Tender price (Construction - Main contract)	\$ 2,090,529.88
Tender price (Construction - SP1)	\$ 61,050.00
Tender price (Construction - SP2)	\$ 7,090.00
Survey costs	\$ 15,000.00
Contingency (10% - Main, SP1 & SP2)	\$ 216,000.00
QLeave (0.475%)	\$ 10,253.00

Total Project Cost	\$ 2,599,922.88
	=====

Estimated ongoing operational/maintenance costs \$94,642.00 per F/Y

The budget amount for this project is sufficient. Additional funds will not be required at the next quarterly review.

3.7 Economic Benefit

The expected outcome of the project is to increase capacity of the facility to meet the demands of growth and to enable the full relocation of the club to the Samford Parklands facility.

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

This project will have positive social implications by providing extra sporting facilities and will promote sport and a healthy lifestyle to the community. Access to the existing facility will remain unchanged during construction.

3.10 Consultation / Communication

A detailed communication plan has been prepared for this project. Communication strategies include project notices, project signs, monthly online website updates and fortnightly updates to the Divisional Councillor which will be implemented once the tender is awarded. The Divisional Councillor has been consulted and is supportive of the project.

SUPPORTING INFORMATION

Ref: A17903051

The following list of supporting information is provided for:

ITEM 4.3

SAMFORD VALLEY - SAMFORD PARKLANDS - SOCCER FIELDS CONSTRUCTION - DIVISION 11

Confidential #1 Tender Evaluation

**ITEM 4.4
CABOOLTURE - MALE ROAD - DETENTION BASIN UPGRADE AND ROAD
RESURFACE - DIVISION 3**

Meeting / Session: 4 ASSET CONSTRUCTION & MAINTENANCE
Reference: A17983687 : 18 December 2018 - Refer **Confidential Supporting
Information A17821656**
Responsible Officer: ML, Graduate Engineer (ECM Project Management & Construction)

Executive Summary

Tenders were invited for the 'Caboolture - Male Road - Detention Basin Upgrade and Road Resurface', with tenders closing on 4 December 2018. A total of two conforming tenders were received.

It is recommended that Council award the contract to AllenCon Pty Ltd for the sum of \$635,904.98 (excluding GST) as this tender was evaluated as representing the best overall value to Council.

OFFICER'S RECOMMENDATION

1. That the tender for 'Caboolture - Male Road - Detention Basin Upgrade and Road Resurface' project be awarded to AllenCon Pty Ltd for the sum of \$635,904.98 (excluding GST).
 - a) That the Council enters into an agreement with AllenCon Pty Ltd as described in this report.
 - b) That the Chief Executive Officer be authorised to take all action necessary, including but not limited to, negotiating, making, amending, signing and discharging the agreement with AllenCon Pty Ltd for the 'Caboolture - Male Road - Detention Basin Upgrade and Road Resurface' project and any required variations of the agreement on Council's behalf.
2. That Council notes that entering into this agreement requires funding commitment for the project from the 2019/20 financial year.

ITEM 4.4 CABOOLTURE - MALE ROAD - DETENTION BASIN UPGRADE AND ROAD RESURFACE - DIVISION 3 - A17983687 (Cont.)

REPORT DETAIL

1. Background

The project is located in Male Road Park and on Male Road, from Elof Road to 79 Male Road, Caboolture. The project scope includes the reconfiguration of the existing detention basin, 100m of road upgrade works and selective repairs and resurfacing of the remainder of the road west through to 79 Male Road. The objective of the project is to improve stormwater detention capacity within the basin, eliminate stormwater overflow impacts on properties to the north and east of the basin, reduce maintenance requirements, improve water quality performance and renew the road pavement surface to a serviceable condition.

The project will commence in April/May 2019 and conclude in July 2019, weather permitting.



Figure 1: Location of works - Male Road detention basin upgrade



Figure 2: Location of works - Male Road road upgrade and resurfacing

ITEM 4.4 CABOOLTURE - MALE ROAD - DETENTION BASIN UPGRADE AND ROAD RESURFACE - DIVISION 3 - A17983687 (Cont.)

2. Explanation of Item

Tenders were invited for the 'Caboolture - Male Road - Detention Basin Upgrade and Road Resurface'. The tender closed on 4 December 2018, with a total of two conforming tenders received. The tenders were assessed by the assessment panel in accordance with Council's Purchasing Policy and the selection criteria as set out in the tender documents.

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

RANK	TENDERER	EVALUATION SCORE
1	AllenCon Pty Ltd	100.00
2	Auzcon Pty Ltd	84.13

AllenCon Pty Ltd submitted a comprehensive tender. AllenCon Pty Ltd confirmed their capability and methodology to complete the project and have completed similar projects for Moreton Bay Regional Council including Dale Street Flood Levee construction, David Street Burpengary Drainage Channel Upgrade and Queen Elizabeth Drive Eatons Hill road rehabilitation. At a tender clarification meeting on 9 January 2019, AllenCon Pty Ltd confirmed their experience and capability to complete the project.

Auzcon Pty Ltd submitted a comprehensive tender. Auzcon Pty Ltd confirmed their capability to complete the project; 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: Healthy natural environment - a clean and healthy environment.

3.3 Policy Implications

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

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

3.4 Risk Management Implications

The 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:

- c. Tenders were sought from the Council Prequalified Civil Construction Panel MBRC005990.

Construction Risks:

- a. The recommended contractor will provide a detailed program of works, environmental management and safety plans for Council officer consideration and approval. Work areas will be isolated to protect site personnel, the public and to meet workplace health and safety requirements.
- b. The recommended contractor has demonstrated understanding of the constructability challenges and technical capability to complete the works to a high quality.

ITEM 4.4 CABOOLTURE - MALE ROAD - DETENTION BASIN UPGRADE AND ROAD RESURFACE - DIVISION 3 - A17983687 (Cont.)

3.5 Delegated Authority Implications

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

3.6 Financial Implications

Council allocated a total of \$1,310,000 towards the project; with \$50,000 in the 2017-18 Capital Project Program (design); \$500,000 in the 2018-19 Capital Projects Program and identified a further \$760,000 in the draft 2019-20 Capital Projects Program, project number 105084. All financials below are exclusive of GST.

Design (2017-18)	\$ 24,659.00
Tender price (construction)	\$ 635,904.98
Contingency (10%)	\$ 63,590.50
QLeave (0.475%)	\$ 3,020.55

Total Project Cost	\$ 727,175.03
	=====

Estimated ongoing operational/maintenance costs \$12,000 per F/Y.

The budget amount for this project is sufficient.

3.7 Economic Benefit

The upgraded waterbody will have improved functionality and maintenance access. The project will address pavement surface issues, extend the life of the road pavement and reduce maintenance costs of both the road and the basin.

3.8 Environmental Implications

The contractor is required to submit an Environmental Management Plan and comply with relevant State Government Environmental Policies. The contractor will be required to manage sediment and erosion controls during construction and these measures will be audited and monitored by Project Management staff.

3.9 Social Implications

The works will result in improvement to water quality, flood mitigation and weed management and visual amenity in the local area creating a better social environment for the public.

3.10 Consultation / Communication

A detailed communication plan has been prepared. Variable Message Boards will be in place and project notices and project signs will be distributed two weeks prior to commencement. Residents directly affected by the staged works will be provided additional details with a minimum two days' notice of works. Weekly project updates via email will be provided to the Divisional Councillor who has been consulted and is supportive of the project.

SUPPORTING INFORMATION

Ref: A17821656

The following list of supporting information is provided for:

ITEM 4.4

**CABOOLTURE - MALE ROAD - DETENTION BASIN UPGRADE AND ROAD RESURFACE - DIVISION
3**

Confidential #1 Tender Evaluation

ITEM 4.5

MORETON BAY LOCAL DISASTER MANAGEMENT GROUP AND MORETON DISTRICT DISASTER MANAGEMENT GROUP - MEETING MINUTES 21 NOVEMBER 2018 - REGIONAL

Meeting / Session: 4 ASSET CONSTRUCTION & MAINTENANCE
Reference: A18027452 : 4 January 2019 - **Refer Supporting Information A17851644**
Responsible Officer: CP, Coordinator Disaster Management (ECM Directorate)

Executive Summary

The Moreton Bay Local Disaster Management Group (LDMG) and Moreton District Disaster Management Group (DDMG) conducted a combined Ordinary meeting on 21 November 2018 and the meeting minutes are provided for reference.

OFFICER'S RECOMMENDATION

That the combined Moreton Bay Local Disaster Management Group and Moreton District Disaster Management Group meeting minutes of 21 November 2018 be adopted.

ITEM 4.5 MORETON BAY LOCAL DISASTER MANAGEMENT GROUP AND MORETON DISTRICT DISASTER MANAGEMENT GROUP - MEETING MINUTES 21 NOVEMBER 2018 - REGIONAL - A18027452 (Cont.)

REPORT DETAIL

1. Background

In accordance with section 29 of the *Disaster Management Act 2003*, a local government is required to establish a Local Disaster Management Group for its local government area. Section 12 of the *Disaster Management Regulation 2014* states that 'disaster management group meetings must be held at least once in every six months at the times and places decided by the chairperson of the group'.

To meet these minimum requirements, the Moreton Bay LDMG conducts Ordinary meetings every four months, generally during the months of February, July and November. Extraordinary meetings of the LDMG/DDMG are also held as required before, during or after disaster events.

2. Explanation of Item

On 21 November 2018, the Moreton Bay LDMG and Moreton DDMG held its second combined meeting of the groups. Combined meetings are assisting in reducing red-tape and the number of meetings required by its members to attend. In addition, such meetings provide an opportunity for both groups to fully understand each other's role and ensure consistent messaging.

Combined meetings are chaired on a rotational basis. Since Cr Flannery chaired the last meeting held in July 2018, the November meeting was chaired by Inspector Lee Jeffries in his role as Deputy Chair of the Moreton DDMG.

3. Strategic Implications

3.1 Legislative/Legal Implications

It is a requirement under section 18 of the *Disaster Management Regulation 2014* that a disaster management group must keep minutes of its meetings.

3.2 Corporate Plan / Operational Plan

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

3.3 Policy Implications

The meeting was advised of the publication of the latest State Disaster Management Plan (SDMP), which was released on 1 November 2018. The SDMP can be found at <https://www.disaster.qld.gov.au/cdmp/Documents/Queensland-State-Disaster-Management-Plan.pdf>. The SDMP provides Council clear direction about its disaster management obligations and importantly offers the disaster management groups with updated agency roles and responsibilities following the State Government's Machinery of Government changes. Accordingly, Council approved version 4.1 of its Local Disaster Management Plan (LDMP) on 13 December 2018. Copies of the LDMP can be found here - <https://www.moretonbay.qld.gov.au/local-disaster-management-plan/>.

3.4 Risk Management Implications

The Department of Environment and Science presented to the group the draft Moreton tsunami inundation modelling report. This is the second study of this type in South-East Queensland, with the first undertaken on the Sunshine Coast. MBRC falls within this study area which also includes Brisbane City Council and Redlands City Council. The worst-case scenario modelled for the Moreton bay area is an earthquake generated tsunami originating in the Kermadec-Tonga subduction zone, based on a 10,000-year Annual Recurrence Interval (ARI) event.

The region would have approximately 3-4 hours between the earthquake and any tsunami land inundation. For MBRC, the main areas impacted by inundation would include Woorim (Bribie Island); Beachmere and surrounds; Toorbul, Donnybrook and Meldale; and parts of the Redcliffe Peninsula. Importantly, the modelling shows less areas impacted compared to earlier assumptions, although the worst-case scenario would still lead to a catastrophic event.

ITEM 4.5 MORETON BAY LOCAL DISASTER MANAGEMENT GROUP AND MORETON DISTRICT DISASTER MANAGEMENT GROUP - MEETING MINUTES 21 NOVEMBER 2018 - REGIONAL - A18027452 (Cont.)

This study now provides Council and the disaster groups a more definitive land inundation model allowing the development of revised inundation maps and a new warning campaign based on the worst-case scenario event. A Council workshop will be undertaken in early 2019 to present the findings from this study.

3.5 Delegated Authority Implications

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

3.6 Financial Implications

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

3.7 Economic Benefit

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

3.8 Environmental Implications

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

3.9 Social Implications

Updated State and Local Disaster Management Plans, along with better developed tsunami land inundation models, convey greater confidence in the region's disaster management arrangements, planning and activities.

3.10 Consultation / Communication

Regular ongoing consultation/communication takes place between all members and advisors of the Moreton Bay LDMG, Moreton DDMG and various State government entities such as the Queensland Police Service, Queensland Fire and Emergency Services, the Office of the Inspector-General Emergency Management and the Queensland Reconstruction Authority.

SUPPORTING INFORMATION

Ref: [A17851644](#)

The following list of supporting information is provided for:

ITEM 4.5

MORETON BAY LOCAL DISASTER MANAGEMENT GROUP AND MORETON DISTRICT DISASTER MANAGEMENT GROUP - MEETING MINUTES 21 NOVEMBER 2018 - REGIONAL

#1 Moreton Bay LDMG and Moreton DDMG Ordinary Meeting Minutes - 21 November 2018

ITEM 4.5 - MORETON BAY LOCAL DISASTER MANAGEMENT GROUP AND MORETON DISTRICT DISASTER MANAGEMENT GROUP - MEETING MINUTES 21 NOVEMBER 2018 - REGIONAL (Cont.)

#1 Moreton Bay LDMG and Moreton DDMG Ordinary Meeting Minutes - 21 November 2018



**Moreton Bay LDMG and Moreton DDMG
Ordinary Meeting**

Wednesday, 21 November 2018
commencing at 12:30pm
Strathpine Chambers
220 Gympie Road, Strathpine

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Moreton Bay Regional Council

ITEM 4.5 - MORETON BAY LOCAL DISASTER MANAGEMENT GROUP AND MORETON DISTRICT DISASTER MANAGEMENT GROUP - MEETING MINUTES 21 NOVEMBER 2018 - REGIONAL (Cont.)



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Moreton Bay Regional Council

ITEM 4.5 - MORETON BAY LOCAL DISASTER MANAGEMENT GROUP AND MORETON DISTRICT DISASTER MANAGEMENT GROUP - MEETING MINUTES 21 NOVEMBER 2018 - REGIONAL (Cont.)



INVITEES

Agency	Name	LDMG	DDMG	Attended
APA Group	Josh Hankey	Advisor	N/A	Yes
Australian Defence Force	Jim Paris	N/A	Member	Yes
Australian Red Cross (Qld)	Eleanor Carter	Member	N/A	No
Australian Red Cross (Qld)	Collin Sivalingum	Deputy	N/A	No
Australian Red Cross (Qld)	Judith Bradley		N/A	Yes
Beachmere Community Disaster Management Team	Terry Poole	Guest	N/A	No
Department of Agriculture and Fisheries	Paul Willett	Advisor	N/A	No
Department of Agriculture and Fisheries	Craig Mathisen	N/A	Advisor	Apology
Department of Communities, Disability Services and Seniors	Chantal Devereaux-Larkin	Member	Advisor	Yes
Department of Communities, Disability Services and Seniors	Donna Lockyer	N/A	Member	No
Department of Education	Rob Baker	Member	Deputy	Yes
Department of Education	Trevor Schulz	Deputy	Member	No
Department of Employment, Small Business and Training	John Suthers	N/A	Member	Apology
Department of Employment, Small Business and Training	Tim Cunnington	N/A	Deputy	Apology
Department of Employment, Small Business and Training	Katrina Hunt	N/A	Deputy	Apology
Department of Environment and Science	Matt Karle	N/A	Member	No
Department of Environment and Science	Leonie Clough	N/A	Advisor	No
Department of Environment and Science	Paul Boswood	Guest	N/A	Yes
Department of Environment and Science	Robert Wall	Guest	N/A	Yes
Department of Housing and Public Works	Greg Smith	N/A	Member	Apology
Department of Housing and Public Works	Chris Short	N/A	Deputy	No
Department of State Development, Manufacturing, Infrastructure and Planning	Frances Bottle	N/A	Member	Yes
Department of State Development, Manufacturing, Infrastructure and Planning	David Licence	N/A	Deputy	Yes
Department of Transport and Main Roads	Ian Haidley	N/A	Member	No
Department of Transport and Main Roads	Gary Carr	N/A	Deputy	No
Department of Transport and Main Roads	Gerard Logan	Advisor	N/A	Yes
Department of Transport and Main Roads	Anthony Bougoure	Advisor	N/A	
Energex	Greg Bartlett	Member	Advisor	Yes
Energex	Andrew McCook	Member	Advisor	Yes
Energex	Steven Lynch	Deputy	Advisor	
Maritime Safety Queensland	Keith Vince	N/A	Member	Yes
Moreton Bay Regional Council	Cr Allan Sutherland	Member	N/A	Apology
Moreton Bay Regional Council	Cr Mike Charlton	Deputy	N/A	Apology
Moreton Bay Regional Council	Cr Peter Flannery	Member	N/A	Yes
Moreton Bay Regional Council	Cr Matt Constance	Member	N/A	Yes
Moreton Bay Regional Council	Anthony Martini	Member	Advisor	Apology
Moreton Bay Regional Council	Bart Bartley	Deputy	N/A	Apology
Moreton Bay Regional Council	Bill Halpin	Member	N/A	Yes
Moreton Bay Regional Council	Mark McCormack	Deputy	N/A	Apology
Moreton Bay Regional Council	Carl Peterson	Member	Member	Yes
Moreton Bay Regional Council	Chris Barnes	Deputy	Deputy	Yes
Moreton Bay Regional Council	Joshua O'Keefe	Deputy	N/A	Apology
Moreton Bay Regional Council	Vicki Anderson	Guest	Advisor	Yes
Moreton Bay Regional Council	Diane Bradford	Guest	Advisor	Yes
Moreton Bay Regional Council	Kathrine Crocker	Support	N/A	Apology
Moreton Bay Regional Council	Erica Ross	Support	N/A	Yes

Moreton Bay Regional Council

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Agency	Name	LDMG	DDMG	Attended
Queensland Ambulance Service	Pat Lynch	Member	N/A	Yes
Queensland Ambulance Service	Antoinette Woods	Deputy	N/A	No
Queensland Ambulance Service	Graham Allan	N/A	Member	Apology
Queensland Ambulance Service	Darren Darlington	N/A	Deputy	Yes
Queensland Fire and Emergency Services	Lance Duncan	Member	Member	Apology
Queensland Fire and Emergency Services	Wayne Waltisbuhl	Advisor	Deputy	Apology
Queensland Fire and Emergency Services	David Brazel	Deputy	N/A	Yes
Queensland Fire and Emergency Services	John Hannan	Member	Advisor	Yes
Queensland Fire and Emergency Services	Rick Murdoch	Advisor	N/A	Apology
Queensland Health	Bevan Marks	Member	Deputy	No
Queensland Health	Lyn Neilson	Deputy	N/A	No
Queensland Health	Janene Farr	Advisor	Member	Yes
Queensland Health	Bogdan Lew	N/A	Member	Apology
Queensland Health	Melinda Lennon	N/A	Deputy	Apology
Queensland Health	Jael Phillipe-Janon	N/A	Deputy	Apology
Queensland Health	Christian Pattison	N/A	Advisor	Yes
Queensland Health	Kaylene De Vries	Advisor	N/A	No
Queensland Health	Carla Bailey	N/A	Guest	Yes
Queensland Parks and Wildlife	Andrew Kingston	Advisor	N/A	Apology
Queensland Police Service	Michael Brady	N/A	Member	Apology
Queensland Police Service	Lee Jeffries	N/A	Deputy	Yes
Queensland Police Service	Paul Ready	Member	Advisor	Yes
Queensland Police Service	Richard Kroon	Deputy	Advisor	No
Queensland Police Service	Craig White	Deputy	Advisor	Yes
Queensland Police Service	Gavin Marsh	N/A	Member	Yes
Queensland Police Service	Melissa Bicanic	N/A	Deputy	No
Queensland Police Service	Pat Howard	N/A	Deputy	No
Queensland Police Service	Peter Thompson	N/A	Deputy	No
Queensland Police Service	Michael Moate	N/A	Guest	Yes
Queensland Police Service	Rebecca McMeniman	N/A	Advisor	No
Queensland Police Service	Sarah Grayson	N/A	Guest	Yes
Queensland Rail	Maurice Tauletta	N/A	Member	Apology
Queensland Rail	James Stewart	N/A	Deputy	Yes
Redcliffe Coast Guard	Ed Endicott	Advisor	N/A	No
Redland City Council	Sophia Hauser	Guest	N/A	Yes
Seqwater	Jason Boldeman	Advisor	N/A	No
Seqwater	Rob Drury	Advisor	N/A	No
State Emergency Service	Henk van den Ende	Member	N/A	Yes
State Emergency Service	Alan Peterson	Deputy	N/A	Apology
Surf Life Saving Queensland	Calan Lovitt	Advisor	N/A	Yes
Surf Life Saving Queensland	Greg Cahill	Advisor	N/A	No
Surf Life Saving Queensland	George Hill	Advisor	N/A	No
Telstra	May Boisen	N/A	Advisor	Yes
Telstra	Gary McCulloch	Advisor	N/A	No
Unitywater	Ashley Lorenz	Member	Advisor	Apology
Unitywater	Greg Burnett	Deputy	Advisor	Apology
Unitywater	Mathias Reif	Guest	N/A	Yes
Unitywater	Mark Reed	Guest	N/A	Apology
Volunteer Marine Rescue	Graham Gibb	Advisor	N/A	Yes
Volunteer Marine Rescue	Noel Wendt	Advisor	N/A	No

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1. WELCOME AND APOLOGIES

The Chairperson for the meeting held on 21 November 2018 is the Chairperson of the Moreton DDMG. Chairing of the combined LDMG and DDMG meetings are held on a rotational basis.

Inspector Lee Jeffries (QPS) opened the meeting and welcomed all agency representatives.

Agency representatives introduced themselves to the meeting.

Apologies were received and noted in the attendance list above.

2. PREVIOUS MINUTES

2.1 Confirmation of Previous Minutes

The minutes of the meeting held on 18 July 2018 (pages 353 to 373) are provided for confirmation.

RECOMMENDATION ADOPTED:

That the minutes of the meeting held on 18 July 2018 be confirmed, with the following updates:

- Bogdan Lew (Queensland Health) did not attend but was listed as having attended (therefore amend as an apology).
- List Jael Philippe-Janon (Queensland Health) as attending.

2.2 Business Arising From Previous Minutes

Nil

RECOMMENDATION ADOPTED:

That there was no Business Arising from previous minutes.

3. CORRESPONDENCE

3.1 Correspondence In/Correspondence Out

Moreton Bay LDMG

Correspondence In:

- 17 August 2018 - Queensland Reconstruction Authority. Letter advising of Council's allocation of funding as part of the 2018-19 Get Ready Queensland program.
- 11 September 2018 - Queensland Reconstruction Authority. Email regarding the provision of a *Recipient Created Tax Invoice* for Council's recent 2018-19 Get Ready Queensland (GRQ) program.
- 19 September 2018 - Queensland Reconstruction Authority. Letter regarding Moreton Bay Regional Council's Plan of Activities for the 2017-18 Get Ready Queensland (GRQ) Grant Program and the provision of Council's Certificate of Expenditure for the 2017-18 GRQ activities undertaken.
- 21 September - Queensland Fire and Emergency Services. Invitation to attend Brisbane Region SES Week Awards at Kedron Emergency Services Complex.
- 24 September 2018 - Queensland Reconstruction Authority. Letter regarding *Natural Disaster Relief and Recovery Arrangements works in Queensland – Quarterly Review*. Request to provide update on Get Ready Qld program and NDRP grant project.
- 4 October 2018 - Office of the Inspector-General. Email regarding latest edition of e-newsletter *IGEM Connect*.
- 15 October 2018 - Energy Queensland Group. Email requesting meeting with Mayor to meet new EnergyQ Area Manager for Brisbane North and discuss any regional projects and disaster response initiatives.

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- 29 October 2018 - Seqwater. Email advising of new Emergency Action Plans for North Pine and Sideling Creek Dams.
- 31 October 2018 - Queensland Fire and Emergency Services. Email advising of QFES Strategy 2030 and offer to provide feedback.
- 15 November 2018 - Inspector-General Emergency Management. Email to seek view and guidance on the IN-CONFIDENCE draft consultation copies of the reviewed Emergency Management Assurance Framework and the Standard.

Correspondence Out:

- Nil

Moreton DDMG

Correspondence In:

- 8 October 2018 - Queensland Disaster Management Committee. Email advising of new State Disaster Management Plan.
- 29 October 2018 - Moreton Bay Regional Council. Email advising of updated Redcliffe Aerodrome Emergency Plan for review.
- 31 October 2018 - Seqwater. Email advising of new Emergency Action Plans for North Pine and Sideling Creek Dams.

Correspondence Out:

- Nil

RECOMMENDATION ADOPTED:

That the correspondence for LDMG and DDMG be noted.

4. AGENDA ITEMS

4.1 Exercise Austral Moreton

Gavin Marsh, Moreton District Disaster Management Group Executive Officer (Queensland Police Service) and Carla Bailey-Edwards (Queensland Health) provided an overview and lessons identified from the recently conducted Counter-Terrorism exercise, 'Austral Moreton'.

The presentation identified that the Caboolture Hospital had three main roles: 1. Deployment of a Site Health Team (commander and nurse) to Caboolture State High School; 2. A (simulation) Emergency Department (ED) at St Columban's College to accept and treat casualties; and 3. Activation of the Health Emergency Operations Centre (HEOC) and Incident Management Team (IMT) to manage the incident at a hospital level.

Emergency Department. This was an incredible feat as the Clinical Skills Development Service took an empty space and recreated the Caboolture ED to scale. It was staffed with nurses, doctors, security and operational staff as it would be on an ordinary day and there was a full ICT set-up to support it. Our objectives for the ED were around triaging and determining treatment for casualties, arranging relative reception at the hospital and looking at evidence collection from casualties and visitors who may have been at the incident scene.

Site Health Team. The role of the team was the management of all non-QAS health related activities at incident scene; communication and liaison with QAS and other Commanders; provide situational awareness to the Health Incident Controller (HIC); prioritise care at casualty clearing post with Ambulance Triage Officer; make transport decisions (priority, platform, destination) in conjunction with AC, Ambulance Triage Officer and Ambulance Transport Officer (ATO); and ensure sufficient health resources are sent to the site (via HIC).

Incident Management Team. The objectives of the IMT was the assessment of the effectiveness of lock out procedures; evaluate and assess security and safety arrangements for an armed offender near Caboolture

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Hospital by evaluating the effectiveness of security arrangements within the emergency department and hospital and evaluating the capability of the IMT and EOC to manage this situation.

There were 298 involved (80 role players assisting in casualty management process) which was interesting to see how mass casualties impacted the local area. The simulated emergency department provided Health with findings that the mass casualty plan and activities weren't always in sync. There was effective teamwork and relationships amongst the staff. Additionally, during this exercise new testing of elements were being conducted by Queensland Health as well as QPS and the lockout testing went really well.

All up, 15 recommendations have been identified and accepted by the hospital's executive team and these will be worked through and supported over the coming months.

4.2 QFES Disaster Management Update

John Hannan, Emergency Management Coordinator (Queensland Fire and Emergency Services), shared with the group the recent Bureau of Meteorology Seasonal Forecast as well as an update on the recently released State Disaster Management Plan. An LDMG and DDMG Induction refresher session was also held with the group.

A membership analysis will be conducted shortly against current members. You will be notified via email if any members have training which needs to be conducted. All training can be conducted online except for LDMG and DDMG Induction which was conducted during this meeting.

Key points to note from the Bureau of Meteorology seasonal forecast are as follows:

- Bushfire activity - more likely.
- Heatwave - more likely.
- Widespread flooding - less likely.
- Severe storms - similar to last year.
- Drought - more likely.
- Dust - more likely.
- Marine heat wave (coral bleaching) - less likely in the Indian Ocean, more likely in the Pacific Ocean.
- Tropical cyclones - less likely.

It was noted that the State only had one cyclone that crossed the coast in 2016/17 and this was Tropical Cyclone Debbie, which caused widespread disruption and damage. It was also noted that it only takes one event to cause problems for the community. Whilst the forecast is as it is, the disaster management groups must remain vigilant as always.

The latest State Disaster Management Plan was released on 1 November 2018 and now provides many electronic links to supporting plans and documents. See further <https://www.disaster.qld.gov.au/cdmp/Documents/Queensland-State-Disaster-Management-Plan.pdf>.

4.3 Moreton Local/District Improvement Strategy

Chris Barnes, Disaster Preparedness Coordinator (Moreton Bay Regional Council) and Gavin Marsh, Moreton District Disaster Management Group Executive Officer (Queensland Police Service), presented to the group the draft Moreton Local/District Improvement Strategy for discussion.

The improvement strategy demonstrates positive, coordinated and cohesive organisational alignment with IGEM and articulates what the two groups will try to achieve in 2019. The key essential tasks/activities to be delivered include the following:

- Disaster risk review.
- Interagency integration.
- 5-pillar approach (response and recovery).
- Enhance situational awareness at all levels.
- Develop disaster management plans and procedures.
- Continue disaster management education.

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- Cascade disaster management planning to local communities.

It was noted that it would benefit the membership to read the Inspector-General Emergency Management reviews into the Mackay and Townsville disaster districts and consider what practices the groups can enhance to provide better disaster management for the Moreton community.

4.4 Moreton Tsunami Land Inundation Report

Robert Wall (Department of Environment and Science) presented to the group the draft Moreton tsunami inundation modelling report.

This is the second study of this type in South-East Queensland, with the first undertaken on the Sunshine Coast. MBRC falls within this study area, which also includes Brisbane City Council and Redlands City Council. The worst-case scenario modelled for the Moreton bay area is an earthquake generated tsunami originating in the Kermadec-Tonga subduction zone, based on a 10,000-year Annual Recurrence Interval (ARI) event. The region would have approximately 3-4 hours between the earthquake and any tsunami land inundation. If waves were to hit Cape Moreton, it would take approximately 60 minutes to reach the mainland coastline, as the waves slow down significantly at this point. An animation of the model was presented (6 hours of real time) with the first wave easily identifiable as it interacts with the shoreline.

The first wave is not necessarily the largest to impact the coastline, with the largest occurring approximately 60 minutes after the first wave. There is a significant difference in wave heights (along with dangerous ocean currents) in the bay compared to the ocean side, given the complexity of the location and the interaction of the waves with the various islands and the mainland coastline.

For MBRC, the main areas impacted by inundation would include Woorim (Bribie Island); Beachmere and surrounds; Toorbul, Donnybrook and Meldale; and parts of the Redcliffe Peninsula. More energy does come through on the southern entrance of Moreton Bay with dangerous currents occurring through the major channel entrances to the Bay.

Paul Boswood (Department of Environment and Science) also presented to the group the latest storm time inundation video (viewed) which will form part of the Get Ready Queensland campaign.

It was acknowledged that this study allows the disaster groups to undertake more definitive impact assessments and planning as a result. Revised inundation maps will be developed to warn the region and a new Emergency Alert campaign and website landing page will be developed for the worst-case scenario event.

5. AGENCY/COMMITTEE REPORTS

5.1 APA Group (Advisor)

Preparedness and Planning

- As we move into the coming wet season, APA is making final preparations for the season. These final preparations combined with ongoing events typically involving 3rd party strikes on our network, will mean that our teams are practised and prepared for any upcoming eventuality, ranging from relatively small events to large events potentially involving thousands of customers.
- As a part of our planning and preparation process, we continue to work with Qld councils where we have gas network assets, in regard to their LDMG emergency management activities, generally. We continue to participate in regular exercises with those councils as well as regularly conducting our own internal exercises.
- APA conducts formal and informal training on an ongoing basis and this training forms a key component of the development of our staff. QDMA training is also a key focus of training for those APA staff who attend Council LDMG meetings across our network area.

Emergency Communications

- What to do?

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- Evacuate the area immediately surrounding any gas escape without using a vehicle or any device that may create a spark, including a mobile phone.
- For a major incident, where there is risk to life or property, call 000.
- Call the relevant emergency number below if:
 - you can smell gas.
 - you can hear gas escaping.
 - there has been a gas explosion or fire.
 - you are aware of, or may have caused damage to a gas pipe, meter or pipeline.
- Please report all damage, no matter how minor.
- Gas Emergency Contact Numbers
 - Local Natural Gas Distribution Networks - 1800 GAS LEAK (1800 427 532).
 - LPG - 1800 GAS LEAK (1800 427 532).
 - For gas appliance faults, contact your local plumber.
- Avoid emergencies by using the free Dial Before You Dig service before digging.

5.2 Australian Defence Force

- Current activity levels are reducing due to the time of year and lack of weather/seasonal activity.

5.3 Australian Red Cross Queensland

Preparedness and Planning

- Training and Development:
 - Red Cross is currently training more Emergency Services Liaisons to represent at external stakeholder committees and forums. There will be a 12-month period of embedding some of these new Liaisons.
- Community Awareness and Education:
 - The Red Cross 'Get-Prepared' app has just undergone an update to provide increased functionality.
 - The updated app is available for download from the app store: <https://itunes.apple.com/au/app/get-prepared/id1292194053?mt=8>.
 - A range of useful preparedness and recovery resources are available for download from our Red Cross website at the following link: <http://www.redcross.org.au/emergency-resources.aspx>.
 - These resources can be used by agencies to support their work before during and after emergencies but can also be shared with family, friends and community members.

Emergency Communications

- When formally activating Red Cross to respond to an emergency, contact should be made via the Red Cross Duty Officer phone which is: 0403 251 226. The Duty Officer may then request additional supporting activation information to be sent to: qldesdutyofficer@redcross.org.au.

Relief and Recovery

- Red Cross has just closed its drought appeal to donations. The appeal - 'Disaster Relief and Recovery-Help Aussie Famers' has raised \$10.7 million for QLD and NSW drought affected areas. The funds go toward meeting humanitarian needs in farming households. They are being distributed through an agreement with the Country Women's Association in NSW and QLD, as they are already providing assistance to farming families.
- In Queensland, the Queensland Country Women's Association has a Memorandum of Understanding (MoU) with Australian Red Cross to distribute grants of up to \$3000. Grants are direct to farmers, farming families and farming-dependent contractors located in areas classed as drought affected by the Queensland Department of Agriculture and Fisheries; that rely on farming activity for their livelihood; and, can show evidence their income has suffered as a result of drought conditions. These funds will be:
 - for household expenses such as food, vehicle maintenance, school expenses, utility expenses, rates, medical costs and the costs of health-related travel.
 - paid directly to the supplier of goods/services invoiced to the grant recipient, or directly to the recipient for whom expenses are current and/or outstanding.

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General Business

- Australian Red Cross is pleased to launch our new Collective Trauma Event guidelines.
- In recent years in Australia and around the world, we have seen a spate of events which have been violent and traumatic and have caused significant public and collective grief and horror.
- These events don't always fit neatly into traditional parameters of emergency management arrangements, but they can have major impacts on communities and may challenge things we previously took for granted about public locations, routines and values.
- These guidelines are a reflection of current best practice for supporting communities impacted by these events. They provide organisations with advice and guidance to inform operational planning before, during and after collective trauma events.
- The guidelines are available on the Australian Red Cross website: www.redcross.org.au/traumaguide.
- The background literature review can also be found here: www.redcross.org.au/traumareview.
- A Red Cross representative will present on the collective trauma guidelines at a future meeting (early 2019).

5.4 Department of Communities, Disability Services and Seniors

- Currently undertaking a review of the District Human-Social recovery plan.
- Also undertaking training of the Ready Reserve staff following a recent recruitment drive across all levels of government.

5.5 Department of Education

Hazard Identification and Risk Assessment

- Communications with non-state owned and managed educational institutions such as IPS, Catholic Education, and child care centres still remains a risk area during a disaster event.

Hazard Mitigation and Risk Reduction

- All schools have updated their school emergency plans.
- North Coast Region has reviewed the Regional Emergency Response Plan and updated where required.

Preparedness and Planning

- Schools and regional offices have undertaken risk assessments of their sites and updated their school emergency plans in preparedness for disaster season complete with identifying and assessing hazards and associated risks presented by the natural or built environment, reviewing and improving their work practices, addressing Workplace Health and Safety (WHS) issues, reviewing relevant policies, reviewing and improving security including signage, fences and sign in for visitors.
- Schools have been sent the Quick reference guides for bushfire, Heat wave and storm prevention.
- Schools can access the DoE Emergency and Security Management web page which will provide access to the necessary tools, links and quick reference guides.
- Workshop was held with Regional Response Team on 13th November 2018 with Bob Waugh.

Emergency Communications

- As per contacts register.
- Use of "Disaster and Emergency Communication Strategy" which provides a summary of the phases of an event and suggested internal and external stakeholder communications opportunities for schools and regions to consider. This also provides templates for Principals to use when communicating with parents and caregivers.

Response

- DoE is fully staffed and ready to respond for any activation if required
- DoE has a fully staffed Emergency and Security Management unit available to respond if required. gld-dete-emru@id.ngcomms.net or Phone 3034 6010.

Relief and Recovery

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- DoE would enact the business continuity plan and work with BAS in the recovery of educational facilities if required.

5.6 Department of Employment, Small Business and Training

Nil to report

5.7 Department of Environment and Science

Nil to report

5.8 Department of Housing and Public Works

Nil to report

5.9 Department of State Development, Manufacturing, Infrastructure and Planning

- All Business Continuity Plans have been tested at regional offices.

5.10 Department of Transport and Main Roads

- Recently undertook an agency exercise on continuity response plans.

5.11 Energex

Hazard Mitigation and Risk Reduction

- Energex is continuing to establish "Bushfire Mitigation Projects" based on recent field studies. The projects include the installation of "sparkless" fuses at critical points in the electricity network, overhead conductor "spacers" within nominated bushfire zones, covered high voltage overhead conductor in high risk vegetation zones & enclosed high voltage switches.
- Energex is also continuing their overhead asset refurbishment program to replace high risk small overhead conductors.
- Energex Flood & Bushfire Risk Management Plans can be accessed via the attached link: <https://www.energex.com.au/the-network/network-management-plans-and-reports>.

Preparedness and Planning

- Energex is a Quality Accredited Organisation and as such has registered plans for disaster management. The key plans are as follows:
 - CEMP (Corporate Emergency Management Plan).
 - DAPR (Distribution Annual Planning Report).
 - SPP (Summer Preparedness Plan).
- Energex emergency response plans are integrated into all operations of the business. These plans are documented under AS/NZS ISO 9001 Certified Quality Management System.
- These plans are high level and dictate the delivery of documented "Emergency Response Plans".

General Business

- Energex / Ergon continue to harmonise emergency response processes because of the merging the two businesses to Energy Queensland.
- Energy Queensland summer preparation was completed in mid-June and included:
 - Technology volume and capacity tests.
 - End to end supply restoration tests.
 - Process reviews.
 - Personnel training and accreditation.
- Energex network capacity capital expenditure programme has steadily reduced as a result of reduced growth.
- Energex capital replacement programme has steadily increased to cater for aging asset replacement.
- Energex is continuing with capital works to treat the effects of embedded generation systems.
- Energex is continuing with bushfire risk reduction programme.

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- Energex is continuing with flood risk reduction programme.
- Items of interest:
 - Energex is using LIDAR (Light Detection and ranging) to measure overhead power line clearance compliance. This technology has been useful in assisting with overhead power line clearance compliance during flooding.
 - Energex MyPower App, website is being increasingly used by our customers to gain information regarding power outages.

5.12 Maritime Safety Queensland

- This update was not captured during the meeting.

5.13 Moreton Bay Regional Council

Hazard Identification and Risk Assessment

- A number of hazards have the potential to impact the communities of the Moreton Bay Region and are summarised in the table below:

OVERALL RISK	HAZARD
HIGH	Bushfire Flooding Severe Storm
MEDIUM	Chemical Incident Earthquake Heatwave Landslide Major Fire Major road, rail, air or marine transport incident Pandemic Storm Tide Tsunami

- To support review of MBRC Disaster Risk Register to align with new Queensland Emergency Risk Management Framework (QERMF), the Disaster Management Unit (DMU) will assume a risk-managed approach by prioritising a review of High Residual Risk items first.

Preparedness and Planning

- **Introduction into Service for Guardian IMS**
 - October 2018 saw the start of Guardian IMS integration into MBRC LDCC operations. Guardian IMS (incident management system) is the upgrade for Guardian Control Centre.
 - To support LDCC Tasking and Situational Awareness but it can also be used every day with links to your public dashboard and useful for other areas of Council that can have a hub to record and manage their own incidents.
 - This process of integration will continue for next 12 months to include testing, SOP Development and Staff Training / Integration.
 - A newsletter and overview document are provided for Members describing the system and its capabilities for reference.
 - Document reference RIO A17762578 / RIO A17761939.
- **Business Continuity / Disaster Management Interface**
 - DMU is conducting a review of the MBRC BCP and developing a BCM Risk Assessment Framework that is compliant with the new Queensland Emergency Risk Management Framework (QERMF) standards.
 - This supports more effective Risk Management of Business Continuity risks, accounting for Likelihood, Vulnerability and Impact/Cost.
 - This work will be reviewed through the BCMT and will be complementary to Disaster Management business and processes.
- **Technology Assisted Impact Assessment**

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- Consultation with MBRC Survey Services and other Councils continues to develop concepts and likely tasks for use of Remotely Piloted Aerial Systems (RPAS) to conduct Rapid Impact Assessment post-disaster events.
- This will allow for the rapid identification of areas of significant damage using change detection software, LIDAR and other systems to support.
- **Introduction of Disaster Recovery Funding Arrangements (DRFA)**
 - Attending initial workshops for introduction of DRFA (NDRRA successor), introduced from 1 Nov 18.
 - No change to allocation of funding but designed to support not just recovery, but also build resilience in QLD.
 - Document reference RIO A17754440.
 - Key task for MBRC will be the development of Pre-Disaster Readiness through the Digital Road Network; asset pre-condition evidence; benchmarking and Management and Reporting System (MaRS) readiness.
 - This is being supported by the QRA Liaison Officer and development of a training plan for MBRC MaRS users.
- **Review of Sunshine Coast / Moreton Bay Regional Council MOU**
 - Ongoing need for agreement between two councils.
 - This MOU requires review that is now ongoing.
 - The new MOU will incorporate a shared Staff Deployment Procedure and Community Messaging Agreement to support communities in border areas that may benefit from visibility of the SRRC/MBRC messages.
 - Document reference RIO A17759830.
- **Moreton Disaster District Capability Strategy**
 - Jointly developed by QPS/MBRC/QFES to facilitate shared responsibility between stakeholders to deliver continual improvement in disaster management practice within the Moreton Bay Disaster District.
 - Document reference RIO A17734449.

Capability Integration

- **Exercises:**
 - Nil exercises planned or conducted since last LDMG/DDMG meeting.

Date	Type	Persons Exercised	Hours Trained
		0	0
TOTAL		0	0

- **Training:**
 - Focus placed on ensuring all LDMG and LDCC staff have completed the minimum training required under the Queensland Disaster Management Training Framework.
 - Council has identified 209 persons supporting disaster management activities in the Moreton Bay Region of which 124 have met council's and QFES' core requirements (target in 2018/19 is now 90).

Date	Type	Persons Trained	Hours Trained
12-Jul-18	NDRRA full day training	1	7
12-Jul-18	NDRRA half day training	2	6
16-Aug-18	Intro to Evacuation Centre Management	1	2
13-Sep-18	Disaster Management - LDCC Training Group	4	4
17-Sep-18	Disaster Management - LDCC Training Group	15	15
18-Sep-18	Disaster Management - LDCC Training Group	3	3

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Date	Type	Persons Trained	Hours Trained
26-Sep-18	Psychological First Aid Training for Evac Centre Staff	20	160
02-Oct-18	Disaster Management - LDCC Training Group	7	7
13-Nov-18	Guardian IMS	13	39
21-Nov-18	Evacuation Centre Management training	20	50
TOTAL		86	293

Planning - Local Disaster Management Plan (LDMP) and Sub-Plans

- **North Pine Dam Response Sub-Plan**
 - The plan is available, awaiting final internal review, at document reference RIO A17306256.
 - A Web page is to be developed as a final action.
 - PMFF North Pine dam failure mapping is available on [ArcGIS](#).
- **Impact Assessment Sub-Plan**
 - Work has been completed to develop an Impact Assessment sub-plan (document reference RIO A17331290) and this will be followed by a project to develop a Rapid Impact Assessment tool for mobile platforms to be used by the LDCC and Field Teams.
 - The initial scope of this project is:
 - **Source Information.** Pre-populate the disaster area with source information from MBRC databases.
 - **Initial Assessment – Click n Flick.** An application that allows responders or assessors to perform a basic assessment.
 - **Rapid / Detailed Assessment.** An application that allows assessors to perform a detailed assessment.
 - **Data Processing.** Population of fields or geographic features in preparation of reports.
 - **MBRC Reporting.** A report format that integrates into Guardian IMS (QIT Plus application).
- **Redcliffe Aerodrome Emergency Plan**
 - Ongoing review with Property & Commercial Services of the Aerodrome Emergency Plan.
 - This review will include direct liaison with Emergency Services and Aerodrome stakeholders.
 - Scoping of the requirement for a comprehensive Operational Risk Review to be conducted by an external industry expert is being conducted.
 - This would ensure Redcliffe Aerodrome is operating to the minimum safety standards and would pass CASA Inspector scrutiny as part of the audit of the AOC holder's compliance with regulations and application of good/safe practice.
- **Review of MBRC LDCC / DMU Key Products**
 - A reference product has been developed and is provided for Members reference on the Key Products that the DMU and LDCC is responsible for producing throughout the comprehensive QLD Disaster Management approach phases of PPRR.
 - Document reference RIO A17728903.

Name of plan	Description	Last reviewed	Status
Local Disaster Management Plan (version 4.0)	LDMP	Approved by Council 12 September 2017. Version 4.1 is being developed for adoption in December 2018.	Review underway
Animal Management	Sub-Plan	Endorsed by LDMG (Flying Minute March 2012)	Finalised
Evacuation	Sub-Plan	Endorsed by LDMG 6 February 2013. Adopted at council workshop 7 March 2013	Finalised
Evacuation Centre Management	Sub-Plan	Endorsed by LDMG (Flying Minute March 2012)	Finalised
Evacuation Centre Management - Watson Park	SOP	99% complete. Signed off by ADRA with MBRC Legal for review	Pending endorsement

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Name of plan	Description	Last reviewed	Status
Impact Assessment	Sub-Plan	Completed - Project development continuing	Finalised
Public Health	Sub-Plan	Endorsed by LDMG 23 November 2011	Finalised
Threat Specific - Bribe Island Isolation	Sub-Plan	Endorsed by LDMG (Flying Minute 11 January 2018)	Finalised
Threat Specific – Narangba Innovation Precinct Response	Sub-Plan	Endorsed by LDMG (Flying Minute 12 February 2016)	Finalised
Threat Specific - North Pine Dam Response Plan	Sub-Plan	95% complete. Sub-Plan, Messaging and Mapping complete. Webpage to be developed.	Final Review
Waste Management	Sub-Plan	25% complete	Under Development
Storm-Tide Evacuation	Sub-Plan	25% complete	Under Development
Redcliffe Aerodrome Emergency Plan	Sub-Plan	Review is 20% complete. Potential recommendation for a comprehensive Operational Risk Review to be conducted	Ongoing

Emergency Communications

Public Engagement

- Working with the Moreton Bay Multicultural Action Network to build our engagement with the CALD community and review translated material.
- Continuing to engage with community groups and provide presentations on preparedness with a strong focus on working with areas that may become isolated to establish local plans and processes. These areas include:
 - Beachmere
 - Toorbul
 - Donnybrook / Meldale
 - Mt Glorious / Mt Nebo
 - Mt Mee
- **Mt Nebo and Mt Glorious EWS MOU**
 - A review of the MOU between QFES, MBRC, QPS and QPWS on the Operation and Maintenance of the Mt Nebo and MT Glorious EWS to update and refine agency responsibilities and procedures and systems.
- **Flood Awareness and Warning Focus Group Consultation - Risk Frontiers Report**
 - Final draft of report reviewed.
 - Awaiting publication of final report but ongoing work continues to use the outcomes of the community consultation to develop and improve MoretonAlert and Flood Warning protocols and messaging for community.

Date	Activity	No of Attendees
31 July 2018	Woodford Community Leaders	20
7 Aug 2018	Year 5 Presentation - Banksia Beach State School	190
10 Aug 2018	Get Ready Toorbul	5
28 Aug 2018	Mt Mee Community Leaders	7
29 Aug 2018	Beachmere Community Leaders	5
1 Sept 2018	Multi-Emergency Services Promotional Day - Redcliffe	300
4 Sept 2018	Woodford Community Leaders	11
5 Sept 2018	Beachmere Community Leaders	5

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Date	Activity	No of Attendees
11 Sept 2018	Year 5 Presentation - Kallangur State School	110
12 Sept 2018	Pine Rivers Teddy Bears Picnic	180
13 Sept 2018	Accessibility in My Community	25
19 Sept 2018	Year 6 Presentation - Kippa-Ring State School	45
19 Sept 2018	Mt Mee Community Leaders	8
26 Sept 2018	Meldale and Donnybrook Community Leaders	6
9 Oct 2018	Toorbul Community Leaders	11
11 Oct 2018	Landcare Workshops - Closeburn	40
16 Oct 2018	Mt Glorious Community Leaders	5
20 Oct 2018	Landcare Workshops - Closeburn	25
25 Oct 2018	Year 5 Presentation - Caboolture State School	90
28 Oct 2018	Ferny Hills Picnic in the Park (1,200 attended)	150
30 Oct 2018	Narangba Aged Care	2
31 Oct 2018	Year 5 Presentation - Genesis	120
03 Nov 2018	Prepare Act Survive - Bunya	52
03 Nov 2018	Prepare Act Survive - Narangba	30
6 Nov 2018	Year 5 Presentation - Pumicestone State School	90
13 Nov 2018	Toorbul Community District Association	20
14 Nov 2018	Prepare Act Survive - Mt Nebo	44
15 Nov 2018	Year 5 Presentation - Burpengary State School	145
16 Nov 2018	Beachmere Community Leaders	7
18 Nov 2018	Bribie Island Emergency Services Expo (3,500 attended)	750
20 Nov 2018	Year 5 Presentation - All Saints Primary School	75
21 Nov 2018	Mt Mee Community Meeting	35
TOTAL		2,075

Communication Systems

- As at 15 November 2018, council has 52,853 residents registered to receive MoretonAlert messages an increase of over 2,000 subscribers since July 2018.
- Extensive ongoing social media engagement with the community via Facebook (26,832 followers), an increase of 500 from July 2018.
- Twitter following has dropped about 30 followers since July 18 (2,150 followers).
- Development of a Moreton Bay Disaster Portal to provide residents a single page from which to monitor conditions in the region and access critical disaster information during an event is continuing with the support of MBRC ICT.
- Monthly testing of the Mt Nebo / Mt Glorious Early Warning System by QFES continues.

Relief and Recovery

- The development of a SOP for the Watson Park facility is complete - awaiting final MBRC Legal approval now that ADRA have endorsed.
- The MBRC Recovery Plan is being created. This will be aligned to Council's LDMP.

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- The Moreton Human and Social Recovery Sub Group met on 21 September 2018. The Moreton Recovery Group is scheduled to meet on 28 November 2018.

5.14 Queensland Ambulance Service

Hazard Identification and Risk Assessment

- Any expected heat waves or extreme weather conditions that may arise.
- Aging population and population expansion (including tourism) into the area causing increased pressure on services.
- Bribie Island has a population last census of 18,000 people, 40.5% were over 65.

Hazard Mitigation and Risk Reduction

- Preparation of all managers through training to be utilised in the Local Ambulance Coordination Centre.
- Training in Multi casualty incidents
- Safety messages and information to the Public through social media and media agencies.
- 100 extra front-line staff and 85 new and replacement vehicles included in recent budget state-wide

Preparedness and Planning

- The Emergency Management Unit remains ready to respond to major incidents and disasters state-wide.
- The QAS Inspector, Major Events and Planning is continually updating Event Plans (LEP) for the Greater Brisbane Region.
- Preparation to Stand up Local Ambulance Coordination Centre as required.
- Business Continuity Plans completed for all stations.

Emergency Communications

- All Emergency response units now have two mobile telephones for communications. One of each is subscribe to the Telstra and Optus networks.
- The pager system has now been discontinued for QAS.
- Exploration of utilisation of the GWN network to use SELCALL for communication and dispatching purposes.
- Exploration of the use of Satellite telephones during disasters.

Response

- The Emergency Management Unit has not had to be stood up in the Northern Corridor.

Relief and Recovery

- Systems are in place for the relief and recovery of QAS assets.

5.15 Queensland Fire and Emergency Services

Hazard Identification and Risk Assessment

- RFS held a workshop with First Officers, Fire Wardens and VCE's to facilitate the bush fire risk identifications within each Brigade area and map these areas and develop mitigation plans to be delivered at the local level.
- Local area complaint received from residents in Ningi area. QFES worked with MBRC in providing investigation, advice and awareness to residents. Street meet was organised for Saturday 29 September 2018 however minimal local participation resulted.

Hazard Mitigation and Risk Reduction

- Operation Cool Burn is complete for 2018. Brisbane Region Fire Managers group successfully completed 70% of the targeted mitigation burns.

Preparedness and Planning

- RFS held workshops with volunteers, partner agencies for pre – fire season readiness. Throughout the elevated Fire Danger period Brisbane region increased the Wildfire Alert Level to match the forecast fire weather on a number of occasions.
- Bellthorpe RFB received a new Medium attack appliance under the replacement program.

ITEM 4.5 - MORETON BAY LOCAL DISASTER MANAGEMENT GROUP AND MORETON DISTRICT DISASTER MANAGEMENT GROUP - MEETING MINUTES 21 NOVEMBER 2018 - REGIONAL (Cont.)



- Pumicestone Brigade station construction has been completed.
- 28 August - assessment of Local Disaster Management Plan
- 28 August - assessment of District Disaster Management Plan
- 25 September - QFES participated in Exercise Austral Moreton at Caboolture State High School. Following the exercise participation at the debrief occurred on Wednesday 17 October 2018.
- 9 October - Toorbul Community Leaders meeting
- 6 November - QDMTF training with XO
- 21 November - EMC John Hannan attended Evacuation Centre Management training, Strathpine
- November: Feedback provided for the Redcliffe Aerodrome – Airfield Emergency Plan Annual Review.
- Deception Bay have received a new replacement 4x4 pumper appliance for the fire station. All crews have received training and awaiting minor modifications to equipment layout on appliance prior to being fully operational.

Emergency Communications

- Council, Parks and Wildlife and RFS have reviewed the Mt Nebo siren protocol. This program was of great interest to the Qld Audit Office review of the Bushfire Mitigation unit of RFS.

Response

- Brisbane Region was relatively quiet during a busy start to the bushfire season; however we deploy into other parts of state with a surge capacity to support suppression activities.
- 139 volunteers deployed out of Region.
- We also provided 5 Rural appliances to Atherton for 3 weeks.
- F&R officers provided assistance to both Far Northern and North Coast Regions during this period.

General Business

- 25 October - EMCs attended Community Recovery Forum, Brisbane.
- 2 November - EMCs attended State Heatwave Risk Assessment Regional Engagement, Southport
- QFES will participate in the Bribie Island Emergency Services Expo on Sunday, 18 November 2018. This was rescheduled from October due to inclement weather.

5.16 Queensland Health

Hazard Mitigation and Risk Reduction

- **Influenza season**
 - All agencies are encouraged to advocate/facilitate staff flu vaccination.
 - Influenza case numbers were reasonably low this season – approx. 7 times less than last year.
 - MNHHS implemented an incident response framework this year which will be extremely beneficial in future 'not so good' seasons.

Preparedness and Planning

- **Deployment**
 - Currently finalising a Statewide protocol for Public Health (which includes local government and Queensland Health) for the timely and efficient deployment of human resources to an incident.
- **Exercise**
 - Pending MNPHU desk-top exercise – Public Health response to a notification of a locally acquired case of Dengue Fever and incursion of the *Aedes aegypti* mosquito.
 - Participants to include Department of Health and Brisbane City Council.

Response

- **Contaminated Strawberries**
 - Intentional contamination whereby needles or objects resembling needles were inserted into strawberries available for retail sale across multiple States.
 - Sunday 9 September 2018 – Queensland Health was notified of a suspected intentional contamination of a punnet of strawberries with needles purchased at a local supermarket. Queensland is the only jurisdiction where the Food Act 2005 requires food businesses to notify Queensland Health of incidents of suspected intentional contamination of food.

ITEM 4.5 - MORETON BAY LOCAL DISASTER MANAGEMENT GROUP AND MORETON DISTRICT DISASTER MANAGEMENT GROUP - MEETING MINUTES 21 NOVEMBER 2018 - REGIONAL (Cont.)



- o The customer who purchased the strawberries posted his discovery on Facebook and attended hospitals as he suspected he had swallowed half a needle.
- o MNPHU environmental health officers (EHOs) investigated the incident.
- o Friday 14 September 2018 – Following four notifications of strawberries contaminated with needles in Queensland and Victoria, Dr Jeanette Young, Chief Health Officer and Deputy Director General Prevention Division (CHO/DDGPD), Queensland Health declared the event a public health event of state significance as per the Health Service Directive: QH-HSD-046:2014 Management of a public health event of state significance. Further notifications were being investigated by Queensland Police Service (QPS).
- o The State Health Emergency Coordination Centre (SHECC) stood up.
- o 15 September 2018 – Joint media conference held by CHO/DDGPD and QPS. Incident received wide media coverage with a \$100,00 reward being offered by the Queensland Government – first time occurrence of such a reward.
- o Queensland Health worked closely with QPS and Department of Agriculture and Fisheries (DAF), with MNPHU being requested to provide an officer to SHECC to provide advice.
- o 16 September 2016 – Trade Level Recall involving one producer.
- o Three brands locally grown strawberries were withdrawn from sale.
- o Queensland Health proactively engaged the strawberry industry and growers to arrange for on-site visits to review processes, understand risks and confirm efficacy of screening processes. These steps assisted Queensland Health to have confidence in supporting the strawberry industry continuing to place product in the market.
- o 17 September 2018 – CHO/DDGPD and Executive Director Health Protection attended Grower's Association meeting at Beerwah. Meeting attended by The Honourable Mark Furner Minister for Agriculture Industry Development and Fishers and senior representatives from DAF, QPS, DCDSS, State Development and Red Cross.
- o MNPHU Incident Room stood up.
- o MNPHU EHOs visited 27 local producers of strawberries within Moreton Disaster District and producers in the southern part of Sunshine Coast Public Health Unit area (Sunshine Coast Disaster District).
- o MNPHU EHOs also investigated notifications of needles in other fruit – e.g. pear, banana.
- o Queensland Health distributed information to other jurisdictions pertaining to notifications received.
- o Wednesday 26 September 2018 – MNPHU EHO attended an EKKA-style strawberry ice cream stand in King George Square.
- o 27 September 2018 – CHO/DDGPD presented an overview of the incident at a Government meeting between the Commonwealth, States, Territories and Food Standards Australia New Zealand.
- o 3 October 2018 – SHECC moved to stand down.
- o As at 12 October 2018, QPS was continuing to investigate 231 incidents.

5.17 Queensland Police Service

Hazard Identification and Risk Assessment

- *Moreton Police Blog* utilised for DM resilience and community engagement. Available for LDMG & DDMG to submit articles if desired.
- Work with MBRC to develop of Draft Improvement Strategy.
- Completion of Exercise report – Austral Moreton CT Exercise.

Hazard Mitigation and Risk Reduction

- *Moreton Police Blog* utilised for DM resilience and community engagement.
- My Resilient Community Project won 2018 Queensland Resilient Australia award (October 11) and the 2018 National Resilient Australia Award (November 8)
- Review of MOU with MBRC, QFES (Rural), QPWS and QPS re Mt Glorious/Nebo EWS.

Preparedness and Planning

- *Moreton Police Blog* releases to work in conjunction with *MoretonAlert* for consistent messaging.
- Attended Department of Environment and Science Deagon re Tsunami modelling and Storm Tide monitoring.
- Bribie Island Emergency Services Expo postponed due to weather.

ITEM 4.5 - MORETON BAY LOCAL DISASTER MANAGEMENT GROUP AND MORETON DISTRICT DISASTER MANAGEMENT GROUP - MEETING MINUTES 21 NOVEMBER 2018 - REGIONAL (Cont.)



- Working with Woodford/Beachmere/Toorbul community on My Resilient Community.
- Working with Mt Mee community to assist in identification of place of safety and Neighbourhood Safe Place (RFSQ).
- Work with Council to develop a Draft Strategic Improvement Plan for the LDMG – DDMG.
- Supporting Isolated Community Project and My Resilient Community Project.
- Reminder myStreet community campaign. Agencies within the DM framework invited to participate.
- CSAs have been running on 997FM. Topics covered: Disaster Emergency Kit, Disaster Preparedness, Warnings.
- Exercise planning for 2018.
- Participated in workshops to write the North Pine Dam Sub Plan.
- Volunteers from QPS and NHW completed DM Course to assist with PPRR with other volunteer agencies.
- Ongoing work from Exercise Austral Moreton regarding creation of video resources for training and review of emergency planning (local mass casualty planning, retrieval plan)

Emergency Communications

- The GWN network fully operational with all emergency services. Combined channels available if necessary.

Response

- Continuation of Moreton DDCC activating at Strathpine Council building in the future.
- Working with MBRC to streamline SITREPs that meet QDMA requirements.
- Working with MBRC to develop social media mapping capability.
- New LDCC/DDCC structure implemented. Amendments made after Exercise Coordinatus Conatu.
- Change in design of offices to accommodate more effective DDCC completed.

Relief and Recovery

- Moreton Bay Recovery Group meeting scheduled for 28/11/18.

General Business

- XO, Senior Sergeant Julia Cook has been promoted to Inspector, Longreach. Handover to relieving XO, Senior Sergeant Gavin Marsh.
- Multi agency CT Exercise – Austral Moreton conducted 25 September 2018, at Caboolture State High School and Caboolture Hospital. Scenario was multiple active shooter/mass casualty.
 - Participant Agencies – QPS, QAS, QFES, Qld Education, Qld Health. These agencies can be broken down internally.
 - QPS - Tested First Response, Affected Persons Reception Centre, Forward Command, Negotiators, Polair.
 - QAS – Paramedic Students role played students and injured which allowed them to be exposed to training and exercise testing process. Tested large triage process, interaction with other agencies and movement between scene and Hospital.
 - QFES – Interagency communication and support. Re-evaluation of the roles and assistance in this situation to other response agencies (predominantly QAS support with transport).
 - Qld Ed – validation of emergency planning. Considerations for follow-up include attendance reconciliation, communications within the school and local community along with the management of family reception centres.
 - Qld Health – tested establishment of Emergency Operations Centre, health team and emergency department response to a mass casualty event. Security and management procedures for the hospital, activation of a relative's reception centre.
 - General areas to follow-up include:
 - consideration of a retrieval plan for injured inside the warm zone. Work to be done with QPS and QAS.
 - Increased joint discussion exercises to assist in refining plans for all agencies and to increase exposure.

5.18 Queensland Rail

Nil to report

ITEM 4.5 - MORETON BAY LOCAL DISASTER MANAGEMENT GROUP AND MORETON DISTRICT DISASTER MANAGEMENT GROUP - MEETING MINUTES 21 NOVEMBER 2018 - REGIONAL (Cont.)



5.19 State Emergency Service

- The Unit won the Region Unit/Group of the Year award as well as the Regional SES Member of the Year award at the recent regional awards.
- We are continuing to work closely with QPS with 3 agency support requests for assistance with land search to date. An extra 6 members have been trained by QPS as Search and Rescue (SAR) Coordinators bringing the total number within the Unit to 10.
- Storm season has been relatively quiet for us which is good as members can have a break before the upcoming storm season. All up, 65 Requests for Assistance (RFAs) for storm response so far.
- Arana Hills group is looking to move into their new depot in June/July 2019 - concrete slab has been poured.

5.20 Telstra

- We have completed our storm season assessment across Queensland and have found a few gaps.
- We will be conducting internal and external training as there has been a significant number of organisational changes recently.

5.21 Unitywater

- Business as usual.
- Focusing strategically with the emergency response plan.
- Exercises have been conducted.

5.22 Volunteer Marine Rescue (Advisor)

- The Chair provided a special thanks to all who attended and contributed to the Emergency Services Expo at Bribie Island on 18 November 2018.
- VMR provided a brief presentation of thanks to Cr Flannery for all of Council's support to the service.
- VMR showed the group a video presentation of the recent emergency services expo (held on 18 November 2018) and also expressed their thanks to all involved as the event had to be moved from its original date due to bad weather.

RECOMMENDATION ADOPTED:

That the reports be received and noted.

6. OTHER BUSINESS

6.1 My Resilient Community

Acknowledged QPS, QFES and MBRC for winning the State and National 2018 Resilient Australia Awards.

6.2 LDMG/DDMG Member Review

Discussion held regarding a project to review and streamline the membership of the LDMG and DDMG. Both MBRC and QPS disaster management staff will work with agencies over the coming months to determine a membership strategy for the local and district disaster groups and recommendations will be presented at the next meeting, with adoption proposed by the July Meeting. This will simplify the process hopefully.

6.3 Proposed 2019 LDMG/DDMG Meeting Dates

The following dates are proposed for the group's 2019 meetings:

ITEM 4.5 - MORETON BAY LOCAL DISASTER MANAGEMENT GROUP AND MORETON DISTRICT DISASTER MANAGEMENT GROUP - MEETING MINUTES 21 NOVEMBER 2018 - REGIONAL (Cont.)



- o Wednesday, 27 February 2019.
- o Wednesday, 24 July 2019.
- o Wednesday, 27 November 2019.

RECOMMENDATION ADOPTED:
That the other business items be noted.

7. REFERRAL

7.1 To SDCC/SDCG/QPS DMU

Nil to report

8. FUTURE AGENDA ITEMS

Due to the unavailability of Rural Fire Service Superintendent Wayne Waltisbuhl, the presentation to provide an overview of the recent California Wildfire deployments will be carried over to the next meeting.

9. NEXT MEETING

The next LDMG/DDMG meeting is scheduled to occur on Wednesday, 27 February 2019.

RECOMMENDATION ADOPTED:
That the next meeting will occur on Wednesday, 27 February 2019.

10. CLOSE

With no further business, the meeting was closed at 2.36pm

5 PARKS, RECREATION & SPORT SESSION

(Cr K Winchester)

ITEM 5.1

BURPENGARY - TORELLI DRIVE, BURPENGARY - PARK NAMING - DIVISION 2

Meeting / Session: 5 PARKS, RECREATION & SPORT
Reference: A17889175 : 27 November 2018
Responsible Officer: BS, Technical Officer (ECM Infrastructure Planning)

Executive Summary

An application has been received requesting that the park located on Torelli Drive, Burpengary, described as Lot 1 RP813754, be named in recognition of the late Walter Charles (Wally) Day.

This report provides Council with background information relevant to the application and recommends Lot 1 RP813754, be named "Wally Day Park".

OFFICER'S RECOMMENDATION

1. That having regard to the information provided within this report and subject to the outcome of public advertising, that the parkland described as Lot 1 RP813754, be named "Wally Day Park".
2. That the proposal to name parkland in recognition of Mr Day be advertised in local newspapers with public submissions open for a period of 28 days.
3. Should adverse submissions be received as a result of public advertising, the matter be referred back to Council in a subsequent report.

ITEM 5.1 BURPENGARY - TORELLI DRIVE, BURPENGARY - PARK NAMING - DIVISION 2 - A17889175 (Cont.)

REPORT DETAIL

1. Background

An application has been received from the Burpengary Progress Association requesting that Torelli Drive Park (refer Figure 1), be named in recognition of the late Mr Wally Day.



Figure 1 - Parkland proposed to be named Wally Day Park

The parkland is described as Lot 1 RP813754, Torelli Drive, Burpengary.

In support of this application, Council's Local History Officer has provided the following advice:

Walter 'Wally' Day was the founding Vice President of the Burpengary Progress Association in (sic) 1959 to 1960. He was treasurer from 1960/1961, then President from 1963/1964, then Secretary from 1964 to 1986, then President from 1987 to 1988. He was made a life member in recognition of his work and dedication to the Burpengary Progress Association.

In researching background material for this report, Council officers have established that a drink fountain was previously installed and named in Mr Day's honour.

On 18 October 1986, then Caboolture Shire Council Chairman, Mr Alex Barr, unveiled a drink fountain in recognition of voluntary community work undertaken by Walter Charles Day. The fountain is located on Station Road in front of the Burpengary Library (see Figure 2).

While the drink fountain notes the efforts of Mr Day, it is not recognised as an official acknowledgement of his volunteer work by Council, nor does it appear to be documented in any formal Council records.

ITEM 5.1 BURPENGARY - TORELLI DRIVE, BURPENGARY - PARK NAMING - DIVISION 2 - A17889175 (Cont.)

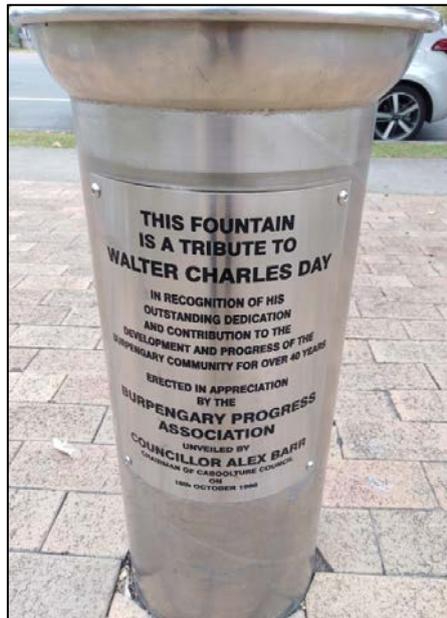


Figure 2 - Drink fountain - tribute to Walter Charles Day

2. Explanation of Item

The application to name a place within a park or recreation reserve under Council control was lodged by the Burpengary Progress Association and supported by the granddaughter of Mr Day. The applicant has requested naming an existing area of park on Torelli Drive, Burpengary. Information received notes that Mr Day was a community minded individual who volunteered his time to many local community initiatives, most notably as a founding member with many years of service to the Burpengary Progress Association.

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. In this instance, the applicant has provided a letter of support from the granddaughter of Mr Day and research material from newspapers and community history books. As previously noted, Council’s local libraries historian has also provided information which illustrates a high level of community involvement by Mr Day.

The recommendation to name the area after Mr Day complies with the policy’s guideline as outlined below:

- Names of respected community members of considerable service who are, or were, residents or working within the region.

Council policy requires that any proposal to name a park, reserve or place be advertised in local newspapers for a period of 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 park signage to explain the connection that Mr Day had with the area. The proposed wording has been approved by the applicant and reads as follows:

“Walter (Wally) Day was an active volunteer within the Burpengary community and volunteered many years of service to the Burpengary Progress Association.”

3. Strategic Implications

3.1 Legislative/Legal Implications

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

ITEM 5.1 BURPENGARY - TORELLI DRIVE, BURPENGARY - PARK NAMING - DIVISION 2 - A17889175 (Cont.)

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

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

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.

3.7 Economic Benefit

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

3.8 Environmental Implications

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

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 28 days during which time public submissions can 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
BELLARA - BIBIMULYA WETLANDS - NAMING OF PATHWAYS - DIVISION 1

Meeting / Session: 5 PARKS, RECREATION & SPORT
Reference: A17759948: 8 January 2019
Responsible Officer: BS, Technical Officer (ECM Directorate)

Executive Summary

An application has been received requesting the existing constructed pathways located within the Bibimulya Wetlands, Bellara, be named in recognition of the late John Ward.

This report provides Council with background information relevant to the application and recommends that the pathways (identified in Figure 1), be named "John Ward Walk".

OFFICER'S RECOMMENDATION

1. That having regard to the information provided within this report and subject to the outcome of public advertising, that the constructed pathways within the Bibimulya Wetlands, identified in Figure 1, be named "John Ward Walk".
2. That the proposal to name the pathways in recognition of John Ward be advertised in local newspapers with public submissions open for a period of 28 days.
3. That should adverse submissions be received as a result of public advertising, the matter be referred back to Council in a subsequent report.

ITEM 5.2 BELLARA - BIBIMULYA WETLANDS - NAMING OF PATHWAYS - DIVISION 1 - A17759948 (Cont.)

REPORT DETAIL

1. Background

An application has been received by Council requesting that the pathways within the Bibimulya Wetlands (Figure 1), be named in recognition of the late John Ward.

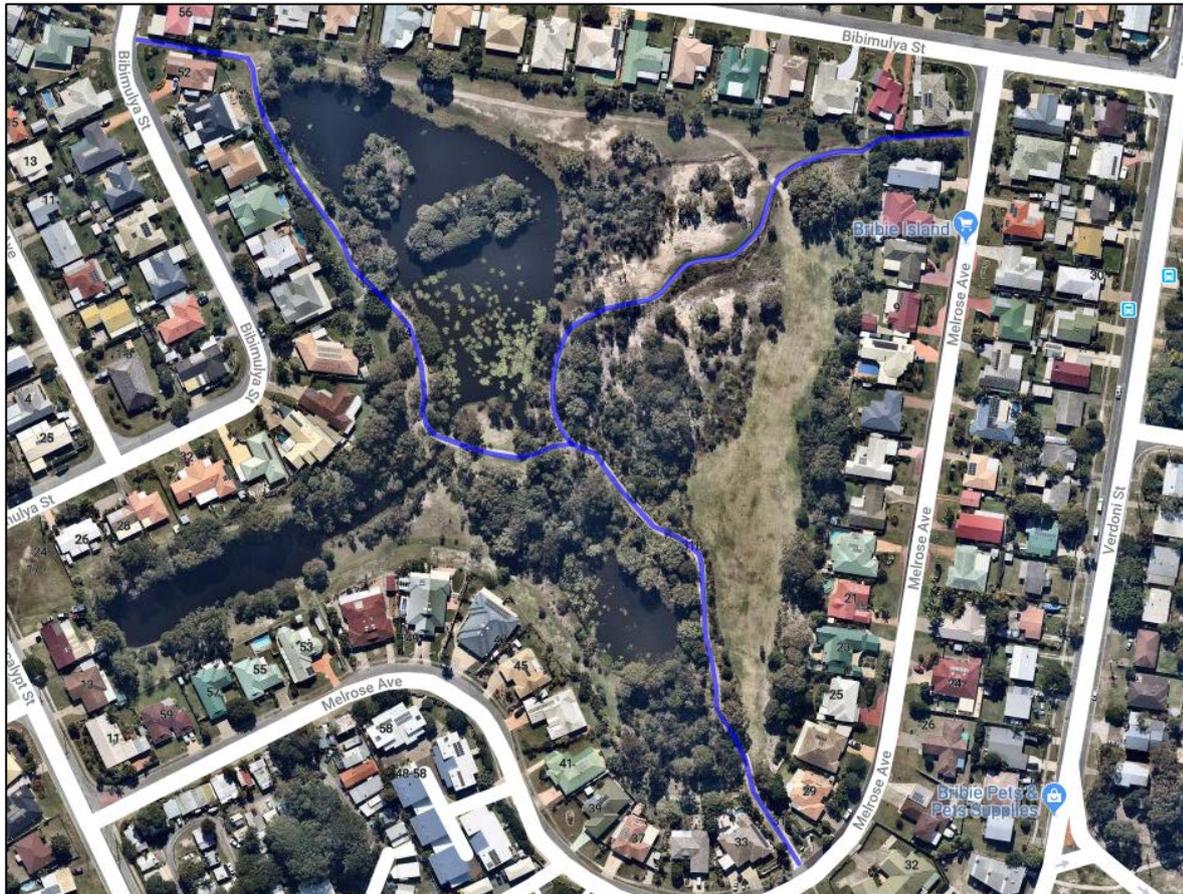


Figure 1: Pathways proposed to be named 'John Ward Walk'

The pathways are located within the Bibimulya Wetlands which is comprised of 3 lots - Lot 111 on RP229881, Lot 222 on RP809922 and Lot 223 on RP893866.

The proposal to name the pathways within the wetlands in honour of Mr Ward is in recognition of the considerable work he undertook to enhance and maintain the area. In support of this request, the naming application notes:

'As the walkways within the Bibimulya Wetlands are surrounded by native plants, many of which were grown and planted by John and others from the Wallum Action Group, this would be welcomed by many as a fitting tribute to such a community minded person who was dedicated to preserving our flora.'

2. Explanation of Item

The application to name a place within a park or recreation reserve under Council control was lodged by a journalist and sub-editor at The Bribie Islander newspaper. The applicant has requested naming the walkway around the retention basin within the wetlands. The application notes that Mr Ward was a community-minded individual who volunteered his time to many local community initiatives, most notably the Wallum Action Group, a community nursery on Bribie Island supplying native plants to community projects. Mr Ward was also named a Queensland Champion of Conservation in 2013 by Queensland Conservation in recognition of his contribution to the conservation of nature in Queensland.

ITEM 5.2 BELLARA - BIBIMULYA WETLANDS - NAMING OF PATHWAYS - DIVISION 1 - A17759948 (Cont.)

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. In this instance, two letters of support have been provided. The Diabetes Support Group and former MBRC Councillor, Gary Parsons, have both provided a character reference in support of naming the walk after Mr Ward. Council's local libraries historian has also provided information which illustrates a high level of community involvement by Mr Ward. The Councillor for Division 1 supports the proposed naming.

The recommendation to name the walk after Mr Ward complies with the policy's guideline as outlined below:

- *Names of respected community members of considerable service who are, or were, residents or working within the region.*

Council policy requires that any proposal to name a park, reserve or place be advertised in local newspapers for a period of 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 park signage (Figure 2) to explain the connection Mr Ward had with the area. The proposed wording reads as follows:

“John Ward was an active volunteer within the Bribie Island community for many years and spent long hours improving this parkland.”

As this request seeks to name pathways within the wetland it is proposed to install fingerboard signage at each of the three entrances to the park and a history board sign in the centre of the park adjacent to where the pathways currently join. Figure 2 below illustrates the intended signs.

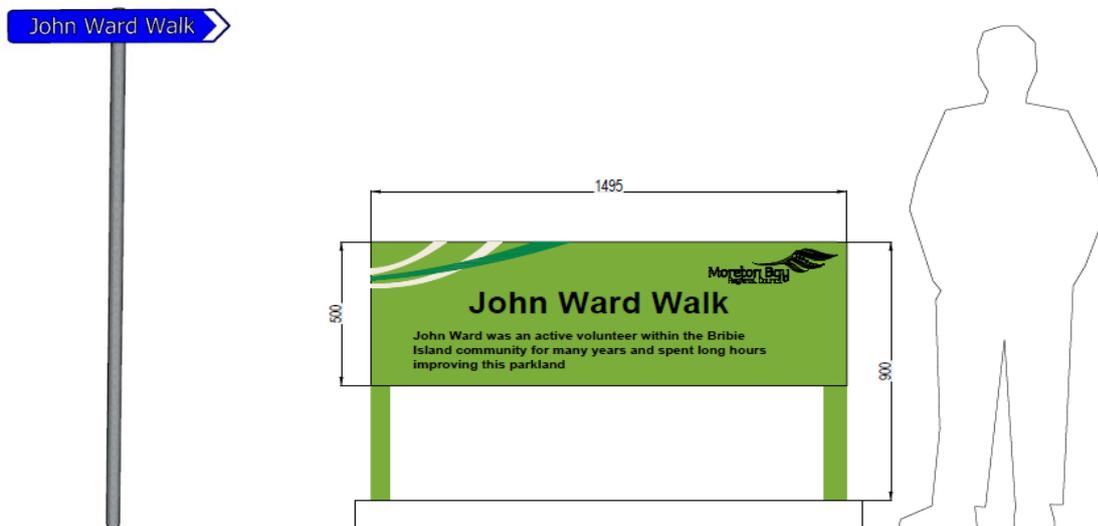


Figure 2: Proposed signage - 1 history board sign (centrally located) and fingerboard signs at each of the 3 park entrances.

ITEM 5.2 BELLARA - BIBIMULYA WETLANDS - NAMING OF PATHWAYS - DIVISION 1 - A17759948 (Cont.)

3. Strategic Implications

3.1 Legislative/Legal Implications

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

3.2 Corporate Plan / Operational Plan

Valuing Lifestyle: Quality recreation and cultural opportunities - 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

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

3.5 Delegated Authority Implications

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

3.6 Financial Implications

The estimated cost of fabricating and installing the new signage, as outlined in Figure 2, is approximately \$2,000.

3.7 Economic Benefit

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

3.8 Environmental Implications

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

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 Councillor for Division 1. The proposed naming will be advertised in local newspapers for a period of 28 days 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 5.3
NEW LEASE - THE SCOUT ASSOCIATION OF AUSTRALIA QUEENSLAND
BRANCH INC - DIVISION 2**

Meeting / Session: 5 PARKS, RECREATION & SPORT
Reference: A17884590 : 21 January 2018 - **Refer Supporting Information A17884899**
Responsible Officer: CM, Supervisor Community Leasing (CES Community Services, Sport & Recreation)

Executive Summary

This report seeks Council's approval for the provision of a trustee lease (lease) to The Scout Association of Australia Queensland Branch Inc. at David Street Park, 7A David Street, Burpengary (refer Supporting Information #1). The proposed lease would take effect following the organisation's surrender of its existing lease at this location.

OFFICER'S RECOMMENDATION

1. That the exception contained in section 236(1)(b)(ii) of the Local Government Regulation 2012 applies to the Council regarding the disposal of the land referred to in this report.
2. That, subject to recommendations 3 and 4, The Scout Association of Australia Queensland Branch Inc. be granted a trustee lease over an area at 7A David Street, Burpengary (refer Supporting Information #1) for a period of five years.
3. That the terms and conditions of this lease be in accordance with Council's Community Leasing Policy, with annual rental commencing at \$1.00 per annum.
4. That the grant of this lease be subject to The Scout Association of Australia Queensland Branch Inc. surrendering its existing lease at this location.
5. That the Chief Executive Officer be authorised to take all action necessary including, but not limited to, negotiating, making, amending, signing and discharging the lease and any required variations of the lease on the Council's behalf, as described in this report.

ITEM 5.3 NEW LEASE - THE SCOUT ASSOCIATION OF AUSTRALIA QUEENSLAND BRANCH INC - DIVISION 2 - A17884590 (Cont.)

REPORT DETAIL

1. Background

Since 1 October 2006, The Scout Association of Australia Queensland Branch Inc. has held a lease with Council over an area at 7A David Street, Burpengary (refer Supporting Information #1). This lease was established by the former Caboolture Shire Council to support the operations of the Burpengary Scout Group and is due to expire on 30 September 2026.

Following the adoption of Council's consolidated Community Leasing Policy (No. 14-2150-079) on 1 April 2014, existing lessees were provided the opportunity to transition to a lease under Council's new policy provisions.

2. Explanation of Item

The Scout Association of Australia Queensland Branch Inc. has recently advised Council that its Burpengary Scout Group is ready to transition to a new lease under the provision of Council's Community Leasing Policy (No. 14-2150-079).

To enable this transition, The Scout Association of Australia Queensland Branch Inc. will be required to surrender its existing lease with Council at this location (refer Supporting Information #1) and enter into a new lease with Council over the same area.

Accordingly, this report recommends that Council approve the provision of a new lease, under the terms and conditions of Council's Community Leasing Policy (No. 14-2150-079), over the area identified in Supporting Information #1. Further, it is recommended that the term of this lease be for a period of five years, and take effect following the organisation's surrender of its existing lease at this location.

3. Strategic Implications

3.1 Legislative/Legal Implications

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

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

3.2 Corporate Plan / Operational Plan

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

3.3 Policy Implications

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

3.4 Risk Management Implications

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

3.5 Delegated Authority Implications

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

3.6 Financial Implications

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

3.7 Economic Benefit

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

Moreton Bay Regional Council

ITEM 5.3 NEW LEASE - THE SCOUT ASSOCIATION OF AUSTRALIA QUEENSLAND BRANCH INC - DIVISION 2 - A17884590 (Cont.)

3.8 Environmental Implications

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

3.9 Social Implications

The issuing of a lease to The Scout Association of Australia Queensland Branch Inc. will provide the organisation with facilities to support its continued operations.

3.10 Consultation / Communication

Councillor Flannery (Division 2)

The Scout Association of Australia Queensland Branch Inc.

SUPPORTING INFORMATION

Ref: [A17884899](#)

The following list of supporting information is provided for:

ITEM 5.3

**NEW LEASE - THE SCOUT ASSOCIATION OF AUSTRALIA QUEENSLAND BRANCH INC - DIVISION
2**

***#1 The Scout Association of Australia Queensland Branch Inc. - David Street Park - Current and
Proposed New Lease Areas***

ITEM 5.3 - NEW LEASE - THE SCOUT ASSOCIATION OF AUSTRALIA QUEENSLAND BRANCH INC. -
DIVISION 2 (Cont.)

**#1 The Scout Association of Australia Queensland Branch Inc. - David Street Park - Current
and Proposed New Lease Areas**



6 LIFESTYLE & AMENITY SESSION

(Cr D Sims)

No items for consideration.

7 ECONOMIC DEVELOPMENT, EVENTS & TOURISM SESSION

(Cr P Flannery)

No items for consideration.

8 REGIONAL INNOVATION

(Cr D Grimwade)

No items for consideration.

9 GENERAL BUSINESS

ANY OTHER BUSINESS AS PERMITTED BY THE MEETING CHAIRPERSON.

CLOSED SESSION (Confidential items)

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

ITEM C.1 – CONFIDENTIAL

PROPOSED LEASE AT 9A & 9B / 199 GYMPIE ROAD, STRATHPINE - DIVISION 9

Meeting / Session: **8 Regional Innovation (Cr D Grimwade)**

Reference: A18082469 : 17 January 2019 - **Refer Confidential Supporting Information A18082557**

Responsible Officer: AS, A/Property Services Manager (CES Property & Commercial Services)

Basis of Confidentiality

Pursuant to section 275(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 lease to the Potter's House Christian Church Brisbane, for Units 9A & 9B at 199 Gympie Road, Strathpine on the terms outlined in this report.