



# REPORT

## Coordination Committee Meeting

**Tuesday 14 May 2019**  
commencing at 10.51am

Caboolture Chambers  
2 Hasking Street, Caboolture

**ENDORSED GM20190514**

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### **CHAIRPERSON'S REPORT**

The recommendations contained within this report of the Coordination Committee meeting held 14 May 2019 are recommended to the Council for adoption.

COUNCILLOR ALLAN SUTHERLAND (MAYOR)  
CHAIRPERSON  
COORDINATION COMMITTEE

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**Membership = 13**  
Mayor and all Councillors

**Quorum = 7**

**12.1 Coordination Committee Meeting - 14 May 2019 - ITEM 6.1 CONSIDERED SEPARATELY**

**ITEM 6.1 - COMMUNITY GRANTS PROGRAM ROUND 2 - 2018-2019 - REGIONAL**

**Conflict of Interest - Declaration - Cr Adrian Raedel**

Pursuant to s175E of the *Local Government Act 2009*, Cr Adrian Raedel declared a perceived conflict of interest in Item 6.1 as the Councillor's father, Greg Raedel is employed by the Caboolture Historical Society, that may benefit as a grant recipient.

**However, Cr Adrian Raedel has considered his position and is firmly of the opinion that he could participate in the debate and recommendation on the matter in the public interest.**

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

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

**RESOLUTION**

**Moved by Cr Mick Gillam**

**Seconded by Cr Matt Constance**

**CARRIED 11/0**

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

**Cr Adrian Raedel remained in the meeting.**

**Conflict of Interest - Declaration - Cr Adrian Raedel**

Pursuant to s175E of the *Local Government Act 2009*, Cr Adrian Raedel declared a perceived conflict of interest in Item 6.1 as the Councillor accepted tickets to attend Woodfordia events. Woodfordia Inc is an applicant under the Regional Arts Development Fund (RADF).

**However, Cr Adrian Raedel has considered his position and is firmly of the opinion that he could participate in the debate and recommendation on the matter in the public interest.**

**Conflict of Interest - Declaration - Cr Darren Grimwade**

Pursuant to s175E of the *Local Government Act 2009*, Cr Darren Grimwade declared a perceived conflict of interest in Item 6.1 as the Councillor accepted tickets to attend Woodfordia events. Woodfordia Inc is an applicant under the Regional Arts Development Fund (RADF).

**However, Cr Darren Grimwade has considered his position and is firmly of the opinion that he could participate in the debate and recommendation on the matter in the public interest.**

**Conflict of Interest - Declaration - Cr Koliana Winchester**

Pursuant to s175E of the *Local Government Act 2009*, Cr Koliana Winchester declared a perceived conflict of interest in Item 6.1 as the Councillor accepted tickets to attend Woodfordia events. Woodfordia Inc is an applicant under the Regional Arts Development Fund (RADF).

**However, Cr Koliana Winchester has considered his position and is firmly of the opinion that he could participate in the debate and recommendation on the matter in the public interest.**

**Conflict of Interest - Declaration - Cr Mick Gillam**

Pursuant to s175E of the *Local Government Act 2009*, Cr Mick Gillam declared a perceived conflict of interest in Item 6.1 as the Councillor accepted tickets to attend Woodfordia events. Woodfordia Inc is an applicant under the Regional Arts Development Fund (RADF).

**However, Cr Mick Gillam has considered his position and is firmly of the opinion that he could participate in the debate and recommendation on the matter in the public interest.**

**Conflict of Interest - Declaration - Cr Julie Greer**

Pursuant to s175E of the *Local Government Act 2009*, Cr Julie Greer declared a perceived conflict of interest in Item 6.1 as the Councillor accepted tickets to attend Woodfordia events. Woodfordia Inc is an applicant under the Regional Arts Development Fund (RADF).

**However, Cr Julie Greer has considered his position and is firmly of the opinion that he could participate in the debate and recommendation on the matter in the public interest.**

**Conflict of Interest - Declaration - Cr Brooke Savige**

Pursuant to s175E of the *Local Government Act 2009*, Cr Brooke Savige declared a perceived conflict of interest in Item 6.1 as the Councillor accepted tickets to attend Woodfordia events, but did not attend. Woodfordia Inc is an applicant under the Regional Arts Development Fund (RADF).

**However, Cr Brooke Savige has considered his position and is firmly of the opinion that he could participate in the debate and recommendation on the matter in the public interest.**

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

Pursuant to s175E of the *Local Government Act 2009*, Cr Mike Charlton (Deputy Mayor) declared a perceived conflict of interest in Item 6.1 as the Councillor accepted tickets to attend Woodfordia events. Woodfordia Inc is an applicant under the Regional Arts Development Fund (RADF).

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

**Conflict of Interest - Declaration - Cr Matt Constance**

Pursuant to s175E of the *Local Government Act 2009*, Cr Matt Constance declared a perceived conflict of interest in Item 6.1 as the Councillor accepted tickets to attend the 2016 Woodfordia Folk Festival, Woodfordia Inc is an applicant under the Regional Arts Development Fund (RADF).

**However, Cr Matt Constance has considered his position and is firmly of the opinion that he could participate in the debate and recommendation on the matter in the public interest.**

12.1. Coordination Committee Meeting - 14 May 2019 - ITEM 6.1 CONSIDERED SEPARATELY (Contd.)

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

Pursuant to s175E of the *Local Government Act 2009*, Cr Allan Sutherland (Mayor) declared a perceived conflict of interest in Item 6.1 as the Councillor accepted tickets to attend Woodfordia events. Woodfordia Inc is an applicant under the Regional Arts Development Fund (RADF).

**However, Cr Allan Sutherland (Mayor) has considered his position and is firmly of the opinion that he could participate in the debate and recommendation on the matter in the public interest.**

**Conflict of Interest - Declaration - Cr James Houghton**

Pursuant to s175E of the *Local Government Act 2009*, Cr James Houghton declared a perceived conflict of interest in Item 6.1 as the Councillor accepted tickets to attend Woodfordia events. Woodfordia Inc is an applicant under the Regional Arts Development Fund (RADF).

**However, Cr James Houghton has considered his position and is firmly of the opinion that he could participate in the debate and recommendation on the matter in the public interest.**

**Quorum cannot be formed - vote permitted for purpose of delegating deciding the matter**

*As a majority of the councillors at the meeting of Council have informed the meeting about personal interests in 6.1 under section 175E(2) of the Local Government Act 2009 (the Act), and a quorum cannot be formed, section 175E(7)(a) of the Act is enlivened permitting all Councillors (including those declaring a conflict of interest) to vote for the purpose of delegating deciding the matter.*

All Councillors remained in the meeting as permitted under section 175E(7)(a) of the Act to delegate the matter.

**RESOLUTION**

**Moved by Cr Mick Gillam**

**Seconded by Cr Koliana Winchester**

**CARRIED 12/0**

**That in accordance with section 175E(6) of the *Local Government Act 2009* (the Act), as a majority of the councillors at the meeting of Council have informed the meeting about personal interests in regards to Woodfordia Inc (an applicant under the Regional Arts Development Fund (RADF)) under section 175E(2) of the Act, and a quorum cannot be formed, Council delegates its powers under section 257 of the Act to the Chief Executive Officer to decide the Woodfordia application.**

12.2 Coordination Committee Meeting - 14 May 2019 - ITEM 6.1 CONSIDERED SEPARATELY - EXCLUDING Woodfordia Inc application under Regional Arts Development Fund (RADF)

**RESOLUTION**

**Moved by Cr Adrian Raedel**

**Seconded by Cr Julie Greer**

**CARRIED 12/0**

**That the Round 2 Community Grants Program funding recommendations as detailed in the Coordination Committee Report and Recommendations of 14 May 2019, excluding the application by Woodfordia Inc under the Regional Arts Development Fund, be adopted.**

12. Adoption of Committee Meeting Reports & Recommendations (Contd.)

**12.3 Coordination Committee Meeting - 14 May 2019 - BALANCE OF ITEMS  
(Pages 19/793 - 19/853)**

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**RESOLUTION**

**Moved by Cr Adrian Raedel**

**Seconded by Cr Brooke Savige**

**CARRIED 12/0**

**That the report and recommendations of the Coordination Committee meeting held 14 May 2019, excluding Item 6.1 which has been considered separately, be adopted.**

## LIST OF ITEMS

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

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

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

**ITEM 3.1** 795  
DEBT POLICY 2019/20 - REGIONAL

**COMMITTEE RECOMMENDATION**  
REPORT DETAIL

**ITEM 3.2** 798  
2019/20 REVENUE POLICY - REGIONAL

**COMMITTEE RECOMMENDATION**  
REPORT DETAIL

**ITEM 3.3** 801  
ADOPTION OF THE AMENDED ANNUAL BUDGET FOR 2018/19 AND THE QUARTER 3  
OPERATIONAL PLAN REVIEW FOR 2018/19 - REGIONAL

**COMMITTEE RECOMMENDATION**  
REPORT DETAIL

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

**ITEM 4.1** 806  
STRATHPINE - BOB BELL PARK - MANGROVE REHABILITATION - DIVISION 8

**COMMITTEE RECOMMENDATION**  
REPORT DETAIL

**ITEM 4.2** 811  
TENDER - GENERAL WASTE AND RECYCLABLE COLLECTION SERVICES -  
MATERIALS RECOVERY FACILITY SERVICES (MBRC006242) - REGIONAL

**COMMITTEE RECOMMENDATION**  
REPORT DETAIL

**ITEM 4.3** 816  
TENDER - CLEANING OF COUNCIL BUILDINGS AND FACILITIES (MBRC007818) -  
REGIONAL

**COMMITTEE RECOMMENDATION**  
REPORT DETAIL

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

**ITEM 5.1** 822  
NEW LEASE - NARANGBA UNITED FOOTBALL CLUB INC - DIVISION 11

**COMMITTEE RECOMMENDATION**  
REPORT DETAIL

# Moreton Bay Regional Council

<b>ITEM 5.2</b>	<b>825</b>
NEW LEASE - SCARBOROUGH OUTRIGGER CANOE CLUB INC - DIVISION 5	
<b>COMMITTEE RECOMMENDATION</b>	
REPORT DETAIL	

<b>ITEM 6.1 - DECLARATION OF INTEREST</b>	<b>828</b>
<i>Conflict of Interest - Declaration - Cr Adrian Raedel</i>	
<i>Councillor not voluntarily left meeting - other Councillors entitled to vote must decide</i>	
<i>Conflict of Interest - Declaration - Cr Adrian Raedel</i>	
<i>Conflict of Interest - Declaration - Cr Darren Grimwade</i>	
<i>Conflict of Interest - Declaration - Cr Koliana Winchester</i>	
<i>Conflict of Interest - Declaration - Cr Mick Gillam</i>	
<i>Conflict of Interest - Declaration - Cr Julie Greer</i>	
<i>Conflict of Interest - Declaration - Cr Brooke Savige</i>	
<i>Conflict of Interest - Declaration - Cr Mike Charlton (Deputy Mayor)</i>	
<i>Conflict of Interest - Declaration - Cr Matt Constance</i>	
<i>Conflict of Interest - Declaration - Cr Allan Sutherland (Mayor)</i>	
<i>Conflict of Interest - Declaration - Cr James Houghton</i>	
<i>Quorum cannot be formed - vote permitted for purpose of delegating deciding the matter</i>	

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

<b>ITEM 6.1</b>	<b>831</b>
COMMUNITY GRANTS PROGRAM ROUND 2 - 2018-2019 - REGIONAL	
<b>COMMITTEE RECOMMENDATION (a)</b>	
<b>COMMITTEE RECOMMENDATION (b)</b>	
REPORT DETAIL	

<b>ITEM 6.2</b>	<b>840</b>
EXPRESSION OF INTEREST - SOCIAL ENTERPRISE CAFE, CREEC - DIVISION 12	
<b>COMMITTEE RECOMMENDATION</b>	
REPORT DETAIL	

<b>ITEM 6.3</b>	<b>843</b>
2019/20 FEES AND CHARGES VOLUNTEER MANAGED COMMUNITY CENTRES AND HALLS - REGIONAL	
<b>COMMITTEE RECOMMENDATION</b>	
REPORT DETAIL	

<b>ITEM 6.4</b>	<b>846</b>
LIBRARIES - SPYDUS LIBRARY MANAGEMENT SYSTEM - REGIONAL	
<b>COMMITTEE RECOMMENDATION</b>	
REPORT DETAIL	

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

## 8 REGIONAL INNOVATION (Cr D Grimwade)

# Moreton Bay Regional Council

COORDINATION COMMITTEE MEETING  
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## 9 GENERAL BUSINESS

**ITEM 9.1** 850  
OFFICIAL OPENING MORETON BAY CENTRAL SPORTS COMPLEX - FOOTBALL  
PRECINCT

**ITEM 9.2** 850  
RE-ALLOCATION OF RESIDENTIAL STREET NUMBERING - REGIONAL  
**COMMITTEE RECOMMENDATION**

**ITEM 9.3** 850  
REDCLIFFE TEDDY BEAR'S PICNIC - DIVISION 5 & 6

## CLOSED SESSION (Confidential items)

### OPEN SESSION

**ITEM C.1 – CONFIDENTIAL - WITHDRAWN** 852  
AGREEMENT WITH DEVELOPER TO CONSTRUCT WORKS FOR COUNCIL - PARADISE  
ROAD, BURPENGARY - DIVISION 2

**ITEM C.2 – CONFIDENTIAL (FROM SUPPLEMENTARY AGENDA)** 853  
BUNYA - BUNYA WASTE MANAGEMENT FACILITY - LANDFILL CELL CONSTRUCTION -  
DIVISION 10  
**COMMITTEE RECOMMENDATION**

## CLOSURE



## ATTENDANCE & APOLOGIES

### Attendance:

#### Committee Members:

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

#### Officers:

Chief Executive Officer	(Mr Daryl Hitzman)
Director Community & Environmental Services	(Mr Bill Halpin)
Director Planning & Economic Development	(Mr Mike Pickering)
Director Engineering, Construction & Maintenance	(Mr Tony Martini)
Director Infrastructure Planning	(Mr Andrew Ryan)
Manager Legal Services	(John Hall)
Accounting Services Manager	(Denis Crowe)
Meeting Support	(Kim Reid)

### Apologies:

Cr Denise Sims who is representing Council at the Waste 2019 Conference.

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**The Mayor is the Chairperson of the Coordination Committee.**

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

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Session	Spokesperson
1 Governance	Cr Allan Sutherland (Mayor)
2 Planning & Development	Cr Mick Gillam
3 Corporate Services	Cr Matt Constance
4 Asset Construction & Maintenance	Cr Adam Hain
5 Parks, Recreation & Sport	Cr Koliana 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)

No items for consideration.

**2 PLANNING & DEVELOPMENT SESSION**

(Cr M Gillam)

No items for consideration.

**ATTENDANCE**

Denis Crowe attended the meeting at 10.52am for discussion on Items 3.1 to 3.3.

**3 CORPORATE SERVICES SESSION**

**(Cr M Constance)**

**ITEM 3.1  
DEBT POLICY 2019/20 - REGIONAL**

*Meeting / Session:* 3 CORPORATE SERVICES  
*Reference:* A18497328 : 30 April 2019 - **Refer Supporting Information A18497168**  
*Responsible Officer:* DC, Accounting Services Manager (CEO Accounting Services)

**Executive Summary**

The purpose of this report is to adopt the Debt Policy (2150-083) for 2019/20.

**COMMITTEE RECOMMENDATION**

Moved by Cr Mick Gillam

Seconded by Cr Mike Charlton (Deputy Mayor)

**CARRIED 12/0**

That the Debt Policy (2150-083) for 2019/20 be adopted, as tabled.

ITEM 3.1 DEBT POLICY 2019/20 - REGIONAL - A18497328 (Cont.)

### OFFICER'S RECOMMENDATION

That the Debt Policy (2150-083) for 2019/20 be adopted, as tabled.

### **REPORT DETAIL**

#### **1. Background**

In accordance with section 192 of the Local Government Regulation 2012, Council must prepare and adopt an annual debt policy.

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

Every financial year the Council must prepare and adopt an annual Debt Policy. The Debt Policy must state:

- i. the new borrowings planned for the current financial year and the next nine financial years.
- ii. the period over which the Council plans to repay existing and new borrowings.

The Debt Policy is prepared and formulated in the context of Council's Annual Budget cycle and Long Term Financial Forecast.

The Debt Policy summarises Councils forecast borrowings, covering the period from 1 July 2019 to 30 June 2029.

#### **3. Strategic Implications**

##### 3.1 Legislative/Legal Implications

In accordance with section 192 of the Local Government Regulation 2012,

- (1) A local government must prepare and adopt a debt policy for a financial year.
- (2) The debt policy must state:
  - (a) the new borrowings planned for the current financial year and the next 9 financial years;  
and
  - (b) the period over which the local government plans to repay existing and new borrowings.

##### 3.2 Corporate Plan / Operational Plan

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

##### 3.3 Policy Implications

The Debt Policy 2150-083 is updated annually in line with the annual budget cycle.

##### 3.4 Risk Management Implications

The Debt Policy is prepared and formulated in the context of Council's Annual Budget and Long Term Financial Forecast and is reviewed annually.

##### 3.5 Delegated Authority Implications

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

##### 3.6 Financial Implications

The Debt Policy allows, upon approval from the State Government, the Council to borrow money that assists in funding capital expenditure.

##### 3.7 Economic Benefit

The economic benefit derived comes from providing new infrastructure to the region.

*ITEM 3.1 DEBT POLICY 2019/20 - REGIONAL - A18497328 (Cont.)*

3.8 Environmental Implications

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

3.9 Social Implications

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

3.10 Consultation / Communication

Council, Chief Executive Officer and the Manager Financial and Project Services.

**ITEM 3.2**  
**2019/20 REVENUE POLICY - REGIONAL**

*Meeting / Session:* 3 CORPORATE SERVICES  
*Reference:* A18519717 : 7 May 2019 - **Refer Supporting Information A18519115**  
*Responsible Officer:* JL, Financial Operations Manager (CEO Financial & Project Services)

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**Executive Summary**

Pursuant to section 104 of the *Local Government Act 2009* (Act) and section 193 of the Local Government Regulation 2012 (Regulation) Council is required to prepare a Revenue Policy on an annual basis.

The policy must be prepared in sufficient time to allow an annual budget that is consistent with the revenue policy to be adopted for the next financial year.

The Revenue Policy is a key component of the system of financial management established by Council in accordance with section 104 of the Act.

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**COMMITTEE RECOMMENDATION**

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Moved by Cr Koliana Winchester  
Seconded by Cr Peter Flannery

**CARRIED 12/0**

**That the 2019/20 Revenue Policy (2150-082) be adopted, as tabled.**

ITEM 3.2 2019/20 REVENUE POLICY - REGIONAL - A18519717 (Cont.)

**OFFICER'S RECOMMENDATION**

That the 2019/20 Revenue Policy (2150-082) be adopted, as tabled.

**REPORT DETAIL**

**1. Background**

The Revenue Policy is a key component of the Financial Policies required under the *Local Government Act 2009* and will provide guidance during the development of the 2019/20 budget.

**2. Explanation of Item**

In accordance with the requirements set out under section 193 of the Local Government Regulation 2012, the Revenue Policy must incorporate:

- (a) the principles that the local government intends to apply in the financial year for—
  - I levying rates and charges; and
  - ii. granting concessions for rates and charges; and
  - iii. recovering overdue rates and charges; and
  - iv. cost-recovery methods; and
- (b) if the local government intends to grant concessions for rates and charges - the purpose for the concessions; and
- (c) the extent to which physical and social infrastructure costs for a new development are to be funded by charges for the development.

The Council must review the Revenue Policy annually and in sufficient time to allow an annual budget that is consistent with the Revenue Policy to be adopted for the next financial year.

**3. Strategic Implications**

3.1 Legislative/Legal Implications

- Council is required to prepare a Revenue Policy under section 104 of the *Local Government Act 2009*
- Section 193 of the Local Government Regulation 2012 outlines the requirements of the Revenue Policy.

3.2 Corporate Plan / Operational Plan

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

3.3 Policy Implications

The Revenue Policy is required under section 104 of the *Local Government Act 2009*.

3.4 Risk Management Implications

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

3.5 Delegated Authority Implications

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

3.6 Financial Implications

The annual budget for 2019/20 must be consistent with the principles outlined in the Revenue Policy.

3.7 Economic Benefit

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

*ITEM 3.2 2019/20 REVENUE POLICY - REGIONAL - A18519717 (Cont.)*

3.8 Environmental Implications

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

3.9 Social Implications

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

3.10 Consultation / Communication

Council, Chief Executive Officer and the Manager Financial and Project Services.



**ITEM 3.3**

**ADOPTION OF THE AMENDED ANNUAL BUDGET FOR 2018/19 AND THE  
QUARTER 3 OPERATIONAL PLAN REVIEW FOR 2018/19 - REGIONAL**

*Meeting / Session:* 3 CORPORATE SERVICES  
*Reference:* A18488251 : 29 April 2019 - Refer Supporting Information A18532285,  
A18532639  
*Responsible Officer:* DW, Coordinator Management Accounting (CEO Accounting Services)

**Executive Summary**

The purpose of this report is to adopt the Amended Annual Budget for 2018/19 and present the Quarter 3 Operational Plan Review for 2018/19.

**COMMITTEE RECOMMENDATION**

Moved by Cr Mike Charlton (Deputy Mayor)

Seconded by Cr Adrian Raedel

CARRIED 12/0

1. That pursuant to section 169 and 170 of the Local Government Regulation 2012, Council adopts the amended budget for the 2018/19 financial year, as tabled, incorporating:
  - a) Statement of Income and Expenditure (Long Term Financial Forecast, 10 years),
  - b) Statement of Financial Position (Long Term Financial Forecast, 10 Years),
  - c) Statement of Cash Flows (3 Years),
  - d) Statement of Changes in Equity (3 Years),
  - e) Measures of Financial Sustainability (10 years),
  - f) The total value of the change expressed as a percentage in the rates and utility charges
  - g) Additional Legislative Disclosures (no change),
  - h) Revenue Policy 2018/19 (no change),
  - i) Revenue Statement 2018/19 (no change),
  - j) Benefitted Area Maps (no change).
2. That the Quarter 3 Operational Plan as presented be received.

ITEM 3.3 ADOPTION OF THE AMENDED ANNUAL BUDGET FOR 2018/19 AND THE QUARTER 3 OPERATIONAL PLAN REVIEW FOR 2018/19 - REGIONAL - A18488251 (Cont.)

### OFFICER'S RECOMMENDATION

1. That pursuant to section 169 and 170 of the Local Government Regulation 2012, Council adopts the amended budget for the 2018/19 financial year, as tabled, incorporating:
  - a) Statement of Income and Expenditure (Long Term Financial Forecast, 10 years),
  - b) Statement of Financial Position (Long Term Financial Forecast, 10 Years),
  - c) Statement of Cash Flows (3 Years),
  - d) Statement of Changes in Equity (3 Years),
  - e) Measures of Financial Sustainability (10 years),
  - f) The total value of the change expressed as a percentage in the rates and utility charges
  - g) Additional Legislative Disclosures (no change),
  - h) Revenue Policy 2018/19 (no change),
  - i) Revenue Statement 2018/19 (no change),
  - j) Benefitted Area Maps (no change).
2. That the Quarter 3 Operational Plan as presented be received.

### **REPORT DETAIL**

#### **1. Background**

The operational plan and budget review represents the Council's opportunity to assess the progress and performance of its departments as per the operational plan.

The departments listed have specific Key Performance Indicators (KPI's) outlined for the 2018/19 financial year with accompanying performance commentary toward the achievement of those KPI's as at the end of the third quarter.

Information pertaining to the operational revenues and expenses of each department is also provided.

The quarterly budget review also presents an opportunity to revisit the Council's adopted budget and propose amendments because of events and circumstances that have occurred or are anticipated to occur over the remainder of the financial year given any change in priorities.

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

##### Budget Revision Synopsis

The budget revisions itemised reflect increases and decreases in revenues and expenditures within the 2018/19 budget as at the end of the third quarter.

##### Budget Revisions Detail

###### Operating Revenue

Operating Revenues are proposed to increase by \$1.45 million, and this is predominately due to:

- \$1 million in additional revenue attributable to the Container Refund Scheme which commenced in November 2018.
- \$831,000 increase attributable to Fees and Charges income resulting from greater than metal sales and tipping fees.

*ITEM 3.3 ADOPTION OF THE AMENDED ANNUAL BUDGET FOR 2018/19 AND THE QUARTER 3 OPERATIONAL PLAN REVIEW FOR 2018/19 - REGIONAL - A18488251 (Cont.)*

## Operating Expenditure

Operating expenses have an increase proposed in the amount \$393,161 which is made up of :

- \$500,000 increase to Woodfordia. Two contributions of \$500,000 over two years was originally planned (2017/18 and 2018/19), the 17/18 contribution did not eventuate, hence it is expected \$1 million is required for 2018/19.
- \$250,000 increase for additional cleaning and rectification works for lake and water body maintenance.
- \$257,000 increase for associated costs for revised management agreement fees for BRALC.
- \$100,000 increase for costs associated with the Wet Weather Event in February 2019.
- The preceding increases have been offset by decreases to certain budgets across the Waste Department (\$395,000) and Strategic Planning (\$790,000) as savings have been identified and some operational projects are not expected to be delivered this financial year.

## Capital Expenses and Revenues

Capital expenditure is proposed to increase by \$4.4 million. There are quite a few amendments this quarter which nett off, however the major increase is due to a \$3.9 million increase required for project 101641 Old North Road Upgrade due to works having progressed ahead of schedule due to weather and construction methodology as well as variations in pavement subgrade and pavement quantities.

Capital revenues are to decrease by \$2.7 million. This is relating to project 101516 Dohles Rocks Interchange upgrade. The scope of work for this project was completed across the last two financial years and was less than originally budgeted such that less subsidy will now be received.

## Budget Position at the conclusion of Quarter 3

At the previous quarterly reviews held earlier this financial year the Council was advised that if the budget revisions proposed during the quarterly reviews fluctuated outside the macro level of the original adopted budget then a report would be presented to Council proposing to amend the original budget for 2018/19.

Given the level of budget revisions proposed during the first 3 quarters and the impact of the carry over amounts of unspent budgets from 2017/18 it is appropriate to propose to Council that the original budget be amended for 2018/19.

Accordingly, attached is a proposed amended Annual Budget for 2018/19.

In accordance with the requirements of section 169 and 170 of the Local Government Regulation 2012 the following is presented for adoption:

- Statement of Income and Expenditure (Long Term Financial Forecast, 10 years),
- Statement of Financial Position (Long Term Financial Forecast, 10 Years),
- Statement of Cash Flows (3 Years),
- Statement of Changes in Equity (3 Years),
- Measures of Financial Sustainability (10 years),
- Additional Legislative Disclosures (no change),
- Revenue Policy 2018/19 (no change),
- Revenue Statement 2018/19 (no change),
- Benefitted Area Maps (no change).

The impact of the budget amendment will obviously have the most influence on the 2018/19 Financial year.

*ITEM 3.3 ADOPTION OF THE AMENDED ANNUAL BUDGET FOR 2018/19 AND THE QUARTER 3 OPERATIONAL PLAN REVIEW FOR 2018/19 - REGIONAL - A18488251 (Cont.)*

The amendments proposed have very little effect on the measures of Financial Sustainability while there are no changes to the Additional Legislative Disclosures, Revenue Policy, Revenue Statement and the Benefitted Area Maps.

### Operational Plan

The Operational Plan as presented provides Council with a status as at the end of the third quarter on how Council is progressing toward achieving its Key Performance indicators for 2018/19 with an accompanying commentary.

### Legal Expenses

It should be noted that as part of the Quarter 3 Operational Plan and Budget review Council was provided with an update on the level of expenditure incurred regarding legal expenses.

## **3. Strategic Implications**

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

In accordance with sections 169 and 170 of the Local Government Regulation 2012 the Council may amend its annual budget during the financial year.

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

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

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

### **3.3 Policy Implications**

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

### **3.4 Risk Management Implications**

Organisationally there are a wide number of Strategic and Operational risks that can impact on the delivery of Councils Adopted Budget and accompanying Operational Plan. Risks are identified and recorded in Councils Enterprise Risk Management (ERM) Register and managed accordingly by each Department.

If, during the financial year new risks are identified these must be recorded in the ERM register and assessed accordingly for impact on Councils delivery of services.

### **3.5 Delegated Authority Implications**

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

### **3.6 Financial Implications**

The proposed amending of the 2018/19 Budget contains changes that have the most impact on the 2018/19 Financial year. The most significant of these changes is the decrease in the level of cash forecasted to 30 June 2019 (approximately \$306m, a decrease of \$15 million from the original adopted budget of \$321m). Despite the decrease in the level of cash predicted it does not place any undue financial hardship upon Council over the course of the next 10 years of Councils Long Term Financial Planning Horizon as indicated by the Financial Information presented as part of the proposed Amended Budget.

The implications of amending the 2018/19 budget feed directly into the finalisation of the 2019/20 budget and during this process the 10 year Long Term Financial Planning Horizon will be reassessed and presented to Council as part of the Budget Adoption for 2019/20.

*ITEM 3.3 ADOPTION OF THE AMENDED ANNUAL BUDGET FOR 2018/19 AND THE QUARTER 3 OPERATIONAL PLAN REVIEW FOR 2018/19 - REGIONAL - A18488251 (Cont.)*

3.7 Economic Benefit

The Council's annual budget facilitates significant infrastructure expenditure, maintenance activities and other services that offer an economic stimulus to the region through employment and business development.

The amendment proposed to the Annual Budget of 2018/19 will have no material impact on the economic benefit to be derived in the region.

3.8 Environmental Implications

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

3.9 Social Implications

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

3.10 Consultation / Communication

Council, the Executive Management Team, Managers and other key Council officers involved in preparing the Operational Plan Report and the Amended Budget.

**ATTENDANCE**

Denis Crowe left the meeting at 10.54am after Item 3.3.

**4 ASSET CONSTRUCTION & MAINTENANCE SESSION**

**(Cr A Hain)**

**ITEM 4.1**

**STRATHPINE - BOB BELL PARK - MANGROVE REHABILITATION - DIVISION 8**

*Meeting / Session:* 4 ASSET CONSTRUCTION & MAINTENANCE  
*Reference:* A18498959 : 7 May 2019 - Refer **Confidential** Supporting Information  
**A18477904**  
*Responsible Officer:* BB, Manager Project Management (ECM Project Management)

**Executive Summary**

Tenderers were invited for the 'Strathpine - Bob Bell Park - Mangrove Rehabilitation (MBRC005990)' project. The tender closed on 2 April 2019, with four tenders received, three of which were conforming.

It is recommended that Council award the contract to Civlec Pty Ltd (T/A GRC Civil) for the sum of \$225,955.92 (excluding GST) as this tender was evaluated as representing the best overall value to Council.

**COMMITTEE RECOMMENDATION**

Moved by Cr Mick Gillam

Seconded by Cr Mike Charlton (Deputy Mayor)

**CARRIED 12/0**

That the tender for 'Strathpine - Bob Bell Park - Mangrove Rehabilitation (MBRC005990)' project be awarded to Civlec Pty Ltd T/A GRC Civil for the amount of \$225,955.92 (excluding GST).

- a) That the Council enters into an agreement with Civlec Pty Ltd (T/A GRC 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 Civlec Pty Ltd (T/A GRC Civil) for 'Strathpine - Bob Bell Park - Mangrove Rehabilitation (MBRC005990)' project and any required variations of the agreement on Council's behalf.

ITEM 4.1 STRATHPINE - BOB BELL PARK - MANGROVE REHABILITATION - DIVISION 8 - A18498959 (Cont.)

## OFFICER'S RECOMMENDATION

That the tender for 'Strathpine - Bob Bell Park - Mangrove Rehabilitation (MBRC005990)' project be awarded to Civlec Pty Ltd T/A GRC Civil for the amount of \$225,955.92 (excluding GST).

- a) That the Council enters into an agreement with Civlec Pty Ltd (T/A GRC 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 Civlec Pty Ltd (T/A GRC Civil) for 'Strathpine - Bob Bell Park - Mangrove Rehabilitation (MBRC005990)' project and any required variations of the agreement on Council's behalf.

## **REPORT DETAIL**

### **1. Background**

The project is located at Bob Bell Park and Normanby Way, Strathpine. The scope of work includes re-battering of two separate areas of eroded riverbank totalling 130m (80m and 50m respectively) and undertaking associated mangrove rehabilitation. The objective of the project is to stabilise the river bank to protect the parkland, footpath and bikeway from further erosion.

The project construction is programmed to commence in June 2019 and conclude August 2019.

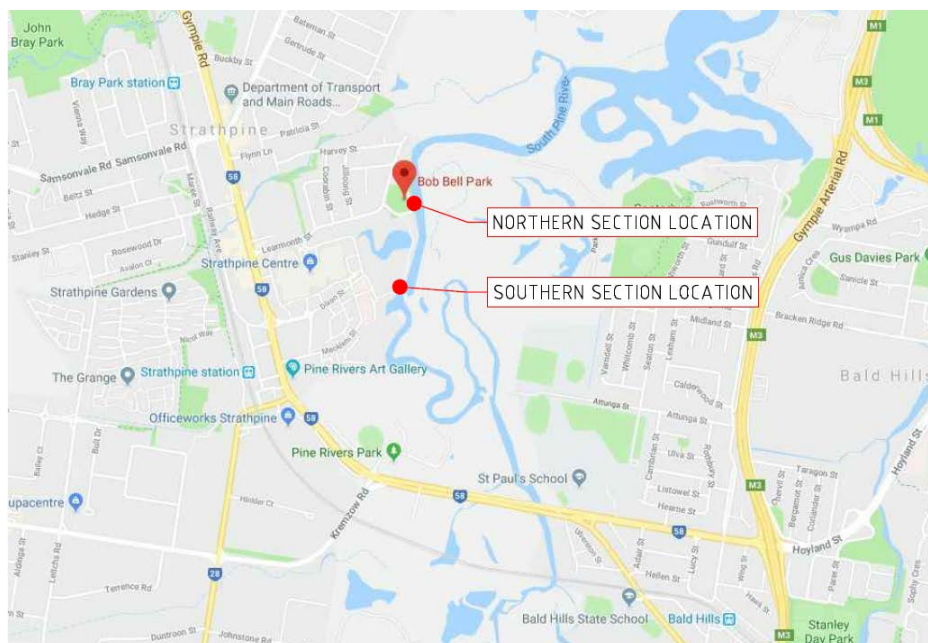


Figure 1: Locality plan



ITEM 4.1 STRATHPINE - BOB BELL PARK - MANGROVE REHABILITATION - DIVISION 8 - A18498959 (Cont.)



Figure 2: Location of works

**2. Explanation of Item**

Tenders were invited from Council’s Prequalified Civil Construction panel (MBRC005990) for the *Strathpine - Bob Bell Park - Mangrove Rehabilitation (MBRC005990)* project. The tender closed on 2 April 2019 with four tenders received, three of which were conforming. The tenders were assessed by the assessment panel in accordance with Council’s Purchasing Policy and the selection criteria as set out in the tender documents.

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

RANK	TENDERER	EVALUATION SCORE
1	Civlec Pty Ltd (T/A GRC Civil)	97.80
2	AllenCon Pty Ltd	91.07



*ITEM 4.1 STRATHPINE - BOB BELL PARK - MANGROVE REHABILITATION - DIVISION 8 - A18498959 (Cont.)*

RANK	TENDERER	EVALUATION SCORE
3	G and H Plant Hire Pty Ltd	84.99
4	Auzcon Pty Ltd	Non-conforming

**Civlec Pty Ltd (T/A GRC Civil)** submitted a comprehensive tender. At the 9 April 2019 tender clarification meeting, Civlec Pty Ltd (T/A GRC Civil) confirmed their capability to complete the project and demonstrated a strong understanding of all the project requirements.

**AllenCon Pty Ltd** submitted a comprehensive tender. Their submission confirmed their capability to complete the project; however, there were no additional benefits presented for the higher price.

**G and H Plant Hire Pty Ltd** submitted a comprehensive tender. Their submission confirmed their capability to complete the project; however, there were no additional benefits presented for the higher price.

The non-conforming submission did not provide a conforming methodology to construct the project as per the design drawings and statutory approval.

**3. Strategic Implications**

**3.1 Legislative/Legal Implications**

Council sought quotations via the Council Prequalified Civil Construction Panel (MBRC005990) for the work through Vendor Panel in accordance with the Local Government Act 2009.

**3.2 Corporate Plan / Operational Plan**

This project is consistent with the Corporate Plan outcome - Valuing Lifestyle: Healthy natural environment - a clean and healthy environment.

**3.3 Policy Implications**

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

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

**3.4 Risk Management Implications**

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

Financial Risks:

- a. The tenderers were sourced from the MBRC Prequalified Civil Construction Panel (MBRC005990).

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.

ITEM 4.1 STRATHPINE - BOB BELL PARK - MANGROVE REHABILITATION - DIVISION 8 - A18498959 (Cont.)

3.6 Financial Implications

Council has allocated a total of \$245,000 (excluding GST) in the 2017-18, 2018-19 and draft 2019-20 Operational Projects Program, budget 102206. All financials below exclude GST.

Design	\$ 47,320.00
Approvals	\$ 22,675.00
Adjusted tender price (construction)	\$ 225,955.92
Contingency (10%)	\$ 22,595.59
Qleave	\$ 1,405.77
	-----
Total Project Cost	\$ 319,952.28
	=====

Estimated ongoing operational/maintenance costs \$ 1,000.00 per F/Y

The budget amount for this project is insufficient. Additional funds (\$75,000) will be required from the 2019-20 Operational Projects Program for this project to continue.

3.7 Economic Benefit

The completion of the project will reduce ongoing maintenance and repair implications to Council for the eroded river bank areas.

3.8 Environmental Implications

This project includes stabilisation and proposed reduced incidence of erosion and scour of river bank at the two sites; rehabilitation and restored connectivity of mangrove and salt couch marine plants riparian bank vegetation; protection and improved health of significant, large Crows Ash tree (*Flindersia australis*) at the southern site.

3.9 Social Implications

This project will have improved public and visual amenity of parkland river bank environment.

3.10 Consultation / Communication

A detailed communication plan has been prepared and involves project notices and signage. Signage (corflute) will be placed 4 weeks prior to advising of the works.

The Divisional Councillor has been consulted and is supportive of the project and will be provided with fortnightly progress updates.

**ITEM 4.2  
TENDER - GENERAL WASTE AND RECYCLABLE COLLECTION SERVICES -  
MATERIALS RECOVERY FACILITY SERVICES (MBRC006242) - REGIONAL**

*Meeting / Session:* 4 ASSET CONSTRUCTION & MAINTENANCE  
*Reference:* A18430602 : 16 April 2019 - Refer **Confidential** Supporting Information  
**A18496820, A18496821**  
*Responsible Officer:* AH, Manager Waste Services (ECM Waste Services)

**Executive Summary**

A total of eight submissions were received for separable portion 4 of the *General Waste and Recyclables Collection Services (MBRC006242)* tender for Materials Recovery Facility (MRF) Services. Six submissions were received from collection contractors subcontracting to a MRF operator (either Visy Recycling or Re.Cycle) and the remaining two tender submissions were received from the MRF owner/operators Visy Paper Pty Ltd (t/a Visy Recycling) and Re.Group Pty Ltd (t/a Re.Cycle).

Evaluation and assessment indicated that the direct engagement of a MRF owner/operator provided best value for money and a higher level of certainty of service delivery compared to the MRF subcontracting through a waste collection contractor.

Visy Paper Pty Ltd t/a Visy Recycling provided the best value tender submission, both in terms of service costs as well as their proven ability to provide the MRF services required. Visy's tender submission utilises Council's Narangba Transfer Facility.

It is recommended that Council award separable portion 4 of the *General Waste and Recyclables Collection Services (MBRC006242)* tender for Materials Recovery Facility Services to Visy Recycling for the annual estimated sum of \$344,866.24 (excluding GST) and, if applicable, any contamination loadings (as per pricing schedule), for a 4-year term with 1-year extension option subject to both parties' agreement.

The awarding of this contract will provide continuity of recyclable processing for the region.

**COMMITTEE RECOMMENDATION**

Moved by Cr Koliana Winchester

Seconded by Cr Matt Constance

CARRIED 12/0

That the tender for separable portion 4 of the *General Waste and Recyclables Collection Services (MBRC006242)* for Materials Recovery Facility Services be awarded to Visy Paper Pty Ltd (t/a Visy Recycling) for the amount of \$344,866.24 per annum (excluding GST) and, if applicable, any contamination loadings (as per pricing schedule) for a term of 4-years from 1 July 2019 to 30 June 2023 with an option to extend for a further 1-year based on mutual agreement and further;

- a) That the Council enters into an agreement with Visy Paper Pty Ltd (t/a Visy Recycling) 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 Visy Paper Pty Ltd (t/a Visy Recycling) for separable portion 4 of the General Waste and Recyclable Collection Services (MBRC006242) tender for Materials Recovery Facility Services and any required variations of the agreement on Council's behalf.

ITEM 4.2 TENDER - GENERAL WASTE AND RECYCLABLE COLLECTION SERVICES - MATERIALS RECOVERY FACILITY SERVICES (MBRC006242) - REGIONAL - A18430602 (Cont.)

### OFFICER'S RECOMMENDATION

That the tender for separable portion 4 of the *General Waste and Recyclables Collection Services (MBRC006242)* for Materials Recovery Facility Services be awarded to Visy Paper Pty Ltd (t/a Visy Recycling) for the amount of \$344,866.24 per annum (excluding GST) and, if applicable, any contamination loadings (as per pricing schedule) for a term of 4-years from 1 July 2019 to 30 June 2023 with an option to extend for a further 1-year based on mutual agreement and further;

- a) That the Council enters into an agreement with Visy Paper Pty Ltd (t/a Visy Recycling) 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 Visy Paper Pty Ltd (t/a Visy Recycling) for separable portion 4 of the General Waste and Recyclable Collection Services (MBRC006242) tender for Materials Recovery Facility Services and any required variations of the agreement on Council's behalf.

### **REPORT DETAIL**

#### **1. Background**

Tenders were invited for 'General Waste and Recyclables Collection Services' (MBRC006242) incorporating four separable portions (services) for a period of 7 years with a 7-year extension on agreement. The separable portions were for wheelie bin waste and recycling collection; bulk bin collection; on-demand bulky waste collection; and Material Recovery Facility (MRF) processing services. The tender combined the General Waste Collection Services (MBW/10/2012), Recyclable Waste Collection Services (MBW/11/2012) and the Supply and Service of Bulk Industrial Bins (MBRC004425) together with the Materials Recovery Facility Services (MBW/14/2012) contract services to align services and obtain efficiencies.

On 13 December 2018, Council awarded three separable portions, the wheelie bin waste and recycling, bulk bin and on-demand bulky waste collection services of the 'General Waste and Recyclables Collection Services' (MBRC006242) tender to Cleanaway Pty Ltd for its Alternate Offer 1. Council resolved to postpone the consideration of the separable portion for the MRF processing of this tender until February 2019 to allow for further consideration of submissions and that tenderers for this separable portion be advised that the matter has been deferred.

A total of eight submissions were received for the MRF component of the tender. Six submissions were from collection contractors subcontracting to a MRF operator (either Visy or Re.Cycle) and the remaining two tender submissions were received from the MRF operators Visy Paper Pty Ltd t/a Visy Recycling and Re.Group Pty Ltd t/a Re.Cycle themselves.

Clarification was sought from both Visy Recycling and Re.Cycle on aspects of each of their submissions including confirmation of rates/pricing based on a shorter contract term and establishment timeframes for Re.Cycle's proposal to develop a new MRF for Council.

Of the companies that provided submissions, only one, Visy Recycling, currently own and operate an existing large scale MRF in South East Queensland (SEQ) capable of processing the region's co-mingled recyclables and is the most feasible option available. Development of a new MRF, as proposed by Re.Cycle and/or using interim services outside SEQ, would not be feasible due to prohibitive transport costs or long development timeframe for a new MRF. MRF processing services must be available and fully operational by 30 June 2019 to safeguard continuity of recycling services.

The current contract for the Materials Recovery Facility Services (MBW/14/2012) with Visy Recycling expires on 30 June 2019.

ITEM 4.2 TENDER - GENERAL WASTE AND RECYCLABLE COLLECTION SERVICES - MATERIALS RECOVERY FACILITY SERVICES (MBRC006242) - REGIONAL - A18430602 (Cont.)

**2. Explanation of Item**

The initial evaluation considered all eight submissions received, including six from waste collection contractors that offered to provide MRF services by subcontracting with a MRF operator (refer Table 2 - Evaluation MRF Services).

The direct engagement of a MRF owner/operator was assessed as providing best value for money and a higher level of certainty of service delivery compared to MRF services via subcontracting through a waste collection contractor. The tenders were shortlisted to MRF owner/operators Visy Recycling and Re.Cycle. (Table 1 - Evaluation MRF Services)

**Table 1 - Materials Recycling Facility (MRF) Services - Shortlist - Total Score of price and non-price elements:**

Rank	Tenderer - MRF Owner/Operators only	Evaluation Score %
MRF only		
1	Visy Paper Pty Ltd t/a Visy Recycling	92.54
2	Re.Group Pty Ltd t/a Re.Cycle	68.32

**Table 2 - Materials Recycling Facility (MRF) Services - All Submissions - Total Score of price and non-price elements:**

Rank	Tenderer - MRF Owner/Operators and Subcontractors	Evaluation Score %
MRF only		
1	Visy Paper Pty Ltd t/a Visy Recycling	90.44
2	Re.Group Pty Ltd t/a Re.Cycle	89.49
Waste and Recycling Collection and MRF subcontractor package		
3	Veolia Environmental Services (Australia) Pty Ltd	88.82
4	Cleanaway Pty Ltd - Alternate Offer 1	85.43
5	Cleanaway Pty Ltd - Alternate Offer 3	85.43
6	Cleanaway Pty Ltd - Alternate Offer 2	83.75
7	Cleanaway Pty Ltd - Alternate Offer 4	83.42
8	Suez Recycling & Recovery Pty Ltd	3.24

All tenderers for MRF services are experienced waste management and/ or recyclable processing companies in Australia with relevant MRF operation experience, management systems, customer service, required insurances, certified quality, environmental, work health and safety management systems and have plant and equipment capable of carrying out the services.

**Visy Paper Pty Ltd (Visy Recycling)** provided a conforming tender. Visy Recycling provides MRF services to all SEQ Councils through its high volume MRF facility at Gibson Island and has provided satisfactory services for the Moreton Bay Region since the contract was novated from Remondis in 2015. Visy Recycling are the largest owner/operator of MRF services in Australia and are part of an integrated paper and packaging manufacturing group.

*ITEM 4.2 TENDER - GENERAL WASTE AND RECYCLABLE COLLECTION SERVICES - MATERIALS RECOVERY FACILITY SERVICES (MBRC006242) - REGIONAL - A18430602 (Cont.)*

**Re.Group Pty Ltd (Re.Cycle)** submitted a comprehensive conforming tender which included the development of a large volume MRF facility on a Caboolture site yet to be leased or purchased. Interim processing solutions proposed included short-term arrangements with Visy, transport elsewhere and/or establishing an interim small processing facility at Narangba. Re.Group/ Re.Cycle provides MRF services to Mackay, Townsville and Canberra (ACT) and a range of specialised services including MRF designs, development, engineering, operation and product development.

The evaluation took into consideration price and non-price criteria, including:

- Reliability and continuity of recyclable processing for the Moreton Bay region;
- Best value service delivery;
- Availability of MRF infrastructure to commence services or ability to provide the MRF infrastructure from contract commencement 1 July 2019;
- Profit-sharing offers;
- Proven industry experience;
- Uncertainty surrounding the current commodity market.

### 3. Strategic Implications

#### 3.1 Legislative/Legal Implications

Council called a public tender for the services through the LG Tender system in accordance with the requirements of 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 2150-006;
- *Local Government Act 2009*;
- *Local Government Regulation 2012* Chapter 6.

#### 3.4 Risk Management Implications

##### **Market fluctuations and changes of law**

The highest risks rest with unpredicted cost increases caused by commodity markets fluctuations, market collapse and legislation change which may all result in variations to the contract terms. The proposed MRF contract was developed to protect Council's interests, including continuity of recycling services, to the maximum possible.

Visy has indicated in their proposal that their primary objective in undertaking the MRF processing is recovering material to meet the requirements of its own internal supply chain, that being Visy's manufacturing packaging businesses.

##### **Contamination**

There are also significant penalties in both tender submissions for the MRFs to deal with contamination. These penalties will be passed onto Council, should Council not control the amount of contamination in the kerbside wheelie bins and the bulk bins at multiple residential properties.

To reduce the contamination in recycling bins, the new contract with Cleanaway includes the following initiatives:

- Collection vehicles will be fitted with the new Cleanview system where there will be at least 3 of the 7 onboard cameras monitoring contamination in bins. The vehicles are able to capture this information utilising an onboard computer system and the details can be sent directly to Council where residents can then be notified of the issue and requested to address the contamination.

*ITEM 4.2 TENDER - GENERAL WASTE AND RECYCLABLE COLLECTION SERVICES - MATERIALS RECOVERY FACILITY SERVICES (MBRC006242) - REGIONAL - A18430602 (Cont.)*

- The contract provides a written process for Cleanaway to address bin presentation problems, including contamination.
- Cleanaway is required to provide community education services to an allocation of \$100,000 per year.
- Refreshed collection vehicle livery and waste education material which is bright, simple and consistent with Australian Standard (AS4123.7) for residents to easily identify what items should be placed in their recycling bins.

3.5 Delegated Authority Implications

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

3.6 Financial Implications

The services will be debited to budget number - Recyclables collection and processing services - 20143.000.22004

The 2018/19 budget amount for this contract has an income of \$340,000/year. The new contract, if awarded as recommended, will require a budget allocation of approximately \$344,866.24. This amount excludes penalties for contamination above 10%.

The 50:50 revenue share from the Container Refund Scheme has been included in the calculations and significantly offsets a large proportion of the recyclable processing costs.

3.7 Economic Benefit

The contract provides employment positions for 2 local people at the Narangba Transfer Facility and further employment of up to 6 people at the MRF. Visy Recycling also undertakes remanufacturing of material into packaging, as opposed to relying on export markets, which indirectly supports the local economy in SEQ through Visy's manufacturing packaging businesses.

3.8 Environmental Implications

Continuing to provide recyclable collection and processing ensures that a reduced amount of waste is taken to Council's landfills whilst maximising the resources recovered from recyclables.

3.9 Social Implications

Providing continued co-mingled recyclables processing for collected mobile bins and bulk industrial bins in the region ensures that residents can continue to recycle conveniently from their homes.

3.10 Consultation / Communication

Consultation was held with representatives from Council's Legal, Procurement and Financial Services sections to ensure compliance with Council's Procurement Policy for both the tender documents and the evaluation process.

**ITEM 4.3****TENDER - CLEANING OF COUNCIL BUILDINGS AND FACILITIES (MBRC007818) - REGIONAL**

*Meeting / Session:* 4 ASSET CONSTRUCTION & MAINTENANCE  
*Reference:* A18401510 : 29 April 2019 - Refer **Confidential** Supporting Information  
**A18298805, A18298807**  
*Responsible Officer:* CB, Senior Technical Officer (ECM Asset Maintenance)

**Executive Summary**

The cleaning of Council's building and facilities across the region is undertaken through a contract arrangement which is due to expire 30 June 2019. Tenders were called for the 'Cleaning of Council Buildings and Facilities (MBRC007818)' through open tender using LG Tenderbox. Tenders closed on 19 February 2019, with eleven conforming and two non-conforming submissions received for one or more of the separable portions.

The tender contained two separable portions, the portions being based upon the buildings' occupancy type.

Separable portion 1 comprised the portion for 'Cleaning of Council Buildings and Facilities - Cleaning of Staffed Buildings and Facilities (MBRC007818)'. It is recommended that separable portion 1 be awarded to Quayclean Australia Pty Ltd for an estimated annual sum of \$1,200,748.44 (excluding GST) for an initial period of two years (1 July 2019 to 30 June 2021) with an option to extend by a further two x one-year periods, subject to satisfactory performance.

Separable portion 2 comprised the portion for 'Cleaning of Council Buildings and Facilities - Cleaning of Community Centres and Halls (MBRC007818)'. It is recommended that separable portion 2 be awarded to Quayclean Australia Pty Ltd for an estimated annual sum of \$114,370.50 (excluding GST) for an initial period of two years (1 July 2019 to 30 June 2021) with an option to extend by a further two x one-year periods, subject to satisfactory performance.

**COMMITTEE RECOMMENDATION**

Moved by Cr Matt Constance

Seconded by Cr James Houghton

CARRIED 12/0

1. That the tender for Cleaning of Council Buildings and Facilities - Cleaning of Staffed Buildings and Facilities (MBRC007818 - separable portion 1) be awarded to Quayclean Australia Pty Ltd for the estimated annual sum of \$1,200,748.44 (excluding GST).
  - a) That the Council enters into an agreement with Quayclean 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 Quayclean Australia Pty Ltd for Cleaning of Council Buildings and Facilities - Cleaning of Staffed Buildings and Facilities (MBRC007818 - separable portion 1) and any required variations of the agreement on Council's behalf.
2. That the tender for Cleaning of Council Buildings and Facilities - Cleaning of Community Centres and Halls (MBRC007818 - separable portion 2) be awarded to Quayclean Australia Pty Ltd for the estimated annual sum of \$114,370.50 (excluding GST).
  - a) That the Council enters into an agreement with Quayclean Australia Pty Ltd as described in this report.



## Moreton Bay Regional Council

*ITEM 4.3 TENDER - CLEANING OF COUNCIL BUILDINGS AND FACILITIES (MBRC007818) - REGIONAL - A18401510 (Cont.)*

- 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 Quayclean Australia Pty Ltd for 'Cleaning of Council Buildings and Facilities - Cleaning of Community Centres and Halls (MBRC007818 - separable portion 2)' and any required variations of the agreement on Council's behalf.**

*ITEM 4.3 TENDER - CLEANING OF COUNCIL BUILDINGS AND FACILITIES (MBRC007818) - REGIONAL - A18401510 (Cont.)*

## OFFICER'S RECOMMENDATION

1. That the tender for *Cleaning of Council Buildings and Facilities - Cleaning of Staffed Buildings and Facilities (MBRC007818 - separable portion 1)* be awarded to Quayclean Australia Pty Ltd for the estimated annual sum of \$1,200,748.44 (excluding GST).
  - a) That the Council enters into an agreement with Quayclean 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 Quayclean Australia Pty Ltd for *Cleaning of Council Buildings and Facilities - Cleaning of Staffed Buildings and Facilities (MBRC007818 - separable portion 1)* and any required variations of the agreement on Council's behalf.
2. That the tender for *Cleaning of Council Buildings and Facilities - Cleaning of Community Centres and Halls (MBRC007818 - separable portion 2)* be awarded to Quayclean Australia Pty Ltd for the estimated annual sum of \$114,370.50 (excluding GST).
  - a) That the Council enters into an agreement with Quayclean 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 Quayclean Australia Pty Ltd for *'Cleaning of Council Buildings and Facilities - Cleaning of Community Centres and Halls (MBRC007818 - separable portion 2)'* and any required variations of the agreement on Council's behalf.

## **REPORT DETAIL**

### **1. Background**

Council currently undertakes the cleaning of its buildings and facilities across the region through contracted works. The contract allows for the scheduled cleaning of 105 staffed buildings and 6 community centres and halls across the region. The current contract for these cleaning services is due to expire on 30 June 2019.

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

Tenders were called for the *'Cleaning of Council Buildings and Facilities (MBRC007818)'*. Tenders closed on 19 February 2019, with submissions received from 13 companies for one or more of the separable portions. There were submissions received from two companies which were considered non-conforming as representatives from the companies failed to attend the compulsory tender briefing session and site inspection held on 7 February 2019.

Tenders were assessed by a selection panel in accordance with Council's Procurement Policy and the mandatory selection criteria set out in the tender documentation.

All tenderers and their final weighting scores are tabled below (ranked from highest to lowest).

*ITEM 4.3 TENDER - CLEANING OF COUNCIL BUILDINGS AND FACILITIES (MBRC007818) - REGIONAL - A18401510 (Cont.)*

**Separable Portion 1 - Cleaning of staffed buildings and facilities:**

<b>Rank</b>	<b>Tenderer</b>	<b>Evaluation Score</b>
1	Quayclean Australia Pty Ltd	96.76
2	Biniris (Aust) Pty Ltd	92.39
3	Advanced National Services Pty Ltd	89.60
4	CMBM Facility Services Pty Ltd	85.34
5	Facilities First Australia Pty Ltd	84.71
6	Quality Commercial Cleaning Pty Ltd	83.75
7	Alpha Supper Cleaning Services Pty Ltd	83.60
8	Pickwick Group Pty Ltd	82.68
9	G & EM Cleaning Services Pty Ltd	78.78
10	Clean City Property Pty Ltd	62.67
11	Menzies International (Aust) Pty Ltd	Non-conforming
12	Prime Facilities Management Pty Ltd	Non-conforming

**Separable Portion 2 - Cleaning of community centres and halls:**

<b>Rank</b>	<b>Tenderer</b>	<b>Evaluation Score</b>
1	Quayclean Australia Pty Ltd	95.60
2	Biniris (Aust) Pty Ltd	92.21
3	Advanced National Services Pty Ltd	89.86
4	Facilities First Australia Pty Ltd	87.71
5	Alpha Supper Cleaning Services Pty Ltd	83.60
6	CMBM Facility Services Pty Ltd	82.72
7	Pickwick Group Pty Ltd	81.14
8	G & EM Cleaning Services Pty Ltd	73.61
9	Quality Commercial Cleaning Pty Ltd	70.12
10	Pledge Cleaning Solutions	53.18
11	Clean City Property Pty Ltd	47.44
12	Menzies International (Aust) Pty Ltd	Non-conforming
13	Prime Facilities Management Pty Ltd	Non-conforming

Post tender clarification meetings were held with the companies that received the two highest evaluation scores as a result of the evaluation process. The company that submitted the lowest priced offer was also invited to attend a post tender clarification meeting to ensure best value for Council was being achieved. Subsequent to these meetings, the highest ranked submission from Quayclean Australia Pty Ltd was deemed best value, as Quayclean were able to demonstrate clear understanding of what is required and provided operational strategies as to how they will achieve the required outcomes.

ITEM 4.3 TENDER - CLEANING OF COUNCIL BUILDINGS AND FACILITIES (MBRC007818) - REGIONAL - A18401510 (Cont.)

**Quayclean Australia Pty Ltd** submitted a comprehensive tender submission for both portions of this tender. Their submission demonstrated the required level of skill, knowledge, experience held by their key staff and demonstrated their capacity to undertake the works required. Quayclean Australia Pty Ltd received the highest evaluation score for both portions; however, their submission was the second lowest priced offer received. At the post tender clarification meeting, Quayclean Australia Pty Ltd provided the evaluation team with confidence in their ability to deliver the cleaning services required.

Quayclean Australia Pty Ltd are the current incumbent for portion 1 (*Cleaning of Council Staffed Buildings and Facilities*). While there have been some recent minor concerns with the quality of work, this has been addressed through the Contract Management Process and all issues have been rectified.

**Biniris (Aust) Pty Ltd** submitted a comprehensive tender submission outlining their understanding and ability to deliver the required works. The offer from Biniris (Aust) Pty Ltd received the second highest evaluation score for both portions and was the third lowest priced offer received. At their post tender clarification meeting, Biniris (Aust) Pty Ltd was not able to demonstrate how the works would be delivered and the evaluation team was not confident in their ability to deliver the works as outlined in their tender submission.

**Alpha Supper Cleaning Services Pty Ltd** submitted a poor tender submission which did not provide comprehensive information on how the company would deliver the required services and therefore was scored accordingly. Alpha Supper Cleaning Services Pty Ltd was the lowest priced offer for both portions; however, due to the level of detail contained in the tender submission, they scored seventh highest in portion 1 and fourth highest in portion 2. Alpha Supper Cleaning Services Pty Ltd attended a post tender clarification meeting and demonstrated a reasonable understanding of the contract requirements.

**Advanced National Services Pty Ltd** submitted a comprehensive tender submission, which outlined a clear understanding of the services required and demonstrated their ability to deliver these works. However, the offer from Advanced National Services Pty Ltd was the fourth lowest price submitted and there was no demonstrable benefit to Council for the higher priced offers.

The offers received from **Menzies International (Aust) Pty Ltd** and **Prime Facilities Management Pty Ltd** were deemed non-conforming as neither of these companies attended the mandatory tender briefing session and did not attend all walk-through site inspections held on 7 February 2019.

### 3. Strategic Implications

#### 3.1 Legislative/Legal Implications

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

#### 3.2 Corporate Plan / Operational Plan

This project is consistent with the Corporate Plan outcome - Strengthening Communities: Safe neighbourhoods - a safe and resilient community.

#### 3.3 Policy Implications

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

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

#### 3.4 Risk Management Implications

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

*ITEM 4.3 TENDER - CLEANING OF COUNCIL BUILDINGS AND FACILITIES (MBRC007818) - REGIONAL - A18401510 (Cont.)*

Risk	Mitigation
Attend all Council buildings within the periodic cleaning timeframes considering the large geographical spread and number of Council buildings.	Quayclean Australia Pty Ltd confirmed that their company can clean all sites within the timeframe and will have enough cleaners and equipment resources available to fulfil the requirements of the tender.
Efficient and effective response time in attending emergencies.	Quayclean Australia Pty Ltd confirmed that they currently operate a 24hour call service and will have the cleaners available to attend within the tendered timeframe.
No Council attendance during cleaning to validate cleaning completed.	In addition to the logging of Council swipe cards, Quayclean Australia Pty Ltd will submit daily quality control audits registering works completed.

A third-party review of financial status has been carried out on the successful tenderer, with Quayclean Australia Pty Ltd receiving a rating of 'sound', which has confirmed that they have the financial capacity to carry out the required works.

3.5 Delegated Authority Implications

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

3.6 Financial Implications

The estimated annual costs as tendered by Quayclean Australia Pty Ltd are within annual budget allocation. All financials shown below are excluding GST.

Tender Price - Separable Portion 1	\$ 1,200,748.44
Tender Price - Separable Portion 2	\$ 114,370.50
Contingency - 5%	\$ 65,755.95
	-----
Total Project Cost	\$ 1,380,874.89
	=====

3.7 Economic Benefit

Quayclean Australia Pty Ltd has confirmed that at least 70% of the cleaners required to service this contract will be sourced locally.

3.8 Environmental Implications

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

3.9 Social Implications

The cleanliness and hygiene of Council buildings and facilities are paramount to those who use and visit the buildings and facilities.

3.10 Consultation / Communication

Consultation for the delivery of this contract has been undertaken with relevant officers, stakeholders, and the procurement section of Council.

**5 PARKS, RECREATION & SPORT SESSION**

(Cr K Winchester)

**ITEM 5.1**

**NEW LEASE - NARANGBA UNITED FOOTBALL CLUB INC - DIVISION 11**

*Meeting / Session:* 5 PARKS, RECREATION & SPORT  
*Reference:* A18345908: 7 May 2019 - **Refer Supporting Information A18345909**  
*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 to Narangba United Football Club Inc. at Harris Avenue Sportsgrounds, 164 Young Road, Narangba (refer Supporting Information #1). The proposed lease would take effect immediately.

**COMMITTEE RECOMMENDATION**

Moved by Cr Darren Grimwade

Seconded by Cr Adrian Raedel

CARRIED 12/0

1. That the exception contained in section 236(1)(b)(ii) of the Local Government Regulation 2012 applies to the Council regarding the disposal of the land referred to in this report.
2. That, subject to recommendation 3, Narangba United Football Club Inc. be granted a lease over areas at Harris Avenue Sportsgrounds, 164 Young Road, Narangba (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 Chief Executive Officer be authorised to take all action necessary including, but not limited to, negotiating, making, amending, signing and discharging the lease and any required variations of the lease on the Council's behalf, as described in this report.

ITEM 5.1 NEW LEASE - NARANGBA UNITED FOOTBALL CLUB INC - DIVISION 11 - A18345908 (Cont.)

### OFFICER'S RECOMMENDATION

1. That the exception contained in section 236(1)(b)(ii) of the Local Government Regulation 2012 applies to the Council regarding the disposal of the land referred to in this report.
2. That, subject to recommendation 3, Narangba United Football Club Inc. be granted a lease over areas at Harris Avenue Sportsgrounds, 164 Young Road, Narangba (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 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.

### **REPORT DETAIL**

#### **1. Background**

Since 1999, the Narangba United Football Club Inc. has operated from Harris Avenue Sportsgrounds, 164 Young Road, Narangba (refer Supporting Information #1), with formal tenure over the clubhouse since November 2017.

As part of the Narangba Sports Reserve Master Plan 2006, Council identified a need for an amenities and storage facility to be constructed at the Harris Avenue Sportsgrounds to support the activities of the existing resident soccer club and the proposed future tennis facility.

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

The construction of the amenities and storage facility was recently completed as part of Council's Community Buildings Major Improvements Program. The building provides male, female and disability toilets, along with four storage spaces.

The proposed tenure arrangements over the facility are as follows:

- Narangba United Football Club Inc
  - Lease from Council over two parts of the storage space; and
  - Licence from Council over the female, male and disability toilets.
- Future Tennis Facility
  - Lease from Council over two parts of the storage space; and
  - Licence from Council over the female, male and disability toilets.

To implement the proposed tenure arrangements with Narangba United Football Club Inc, Council would need to provide the Club with a lease over the two storage areas (refer Supporting Information #1).

Council approval is not required for the establishment of the above-mentioned licences as these licences do not result in the disposal of land by Council.

Accordingly, this report recommends that Council approves the provision of a lease to Narangba United Football Club Inc, under the terms and conditions of Council's Community Leasing Policy, over the area identified in Supporting Information #1 for a period of five (5) years.

#### **3. Strategic Implications**

##### 3.1 Legislative/Legal Implications

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

*ITEM 5.1 NEW LEASE - NARANGBA UNITED FOOTBALL CLUB INC - DIVISION 11 - A18345908 (Cont.)*

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 (2150-079).

3.4 Risk Management Implications

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

3.5 Delegated Authority Implications

As per Officer's Recommendation 4 of this report, it is proposed that the Chief Executive Officer be authorised to take all action necessary to execute the new lease.

3.6 Financial Implications

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

3.7 Economic Benefit

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

3.8 Environmental Implications

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

3.9 Social Implications

The issuing of a lease to Narangba United Football Club Inc will provide the club with additional facilities to support its operations.

3.10 Consultation / Communication

Divisional Councillor  
Narangba United Football Club Inc  
Community Planning & Resources Manager



**ITEM 5.2**

**NEW LEASE - SCARBOROUGH OUTRIGGER CANOE CLUB INC - DIVISION 5**

*Meeting / Session:* 5 PARKS, RECREATION & SPORT  
*Reference:* A18516115 : 7 May 2019 - **Refer Supporting Information A18516211**  
*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 to Scarborough Outrigger Canoe Club Inc. at Talobilla Park, 164 Klingner Road, Kippa-Ring (refer Supporting Information #1). The proposed lease would take effect immediately.

**COMMITTEE RECOMMENDATION**

Moved by Cr James Houghton

Seconded by Cr Peter Flannery

**CARRIED 12/0**

1. That the exception contained in section 236(1)(b)(ii) of the Local Government Regulation 2012 applies to the Council regarding the disposal of the land referred to in this report.
2. That, subject to recommendation 3, Scarborough Outrigger Canoe Club Inc be granted a lease over an area at 164 Klingner Road, Kippa-Ring (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 Chief Executive Officer be authorised to take all action necessary including, but not limited to, negotiating, making, amending, signing and discharging the lease and any required variations of the lease on the Council's behalf, as described in this report.

ITEM 5.2 NEW LEASE - SCARBOROUGH OUTRIGGER CANOE CLUB INC - DIVISION 5 - A18516115 (Cont.)

OFFICER'S RECOMMENDATION

1. That the exception contained in section 236(1)(b)(ii) of the Local Government Regulation 2012 applies to the Council regarding the disposal of the land referred to in this report.
2. That, subject to recommendation 3, Scarborough Outrigger Canoe Club Inc be granted a lease over an area at 164 Klingner Road, Kippa-Ring (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 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.

**REPORT DETAIL**

**1. Background**

Since 21 February 2018, the Scarborough Outrigger Canoe Club Inc has operated without formal tenure arrangements being in place. The inability to formalise tenure has been the result of ongoing lease negotiations with Australian Outrigger Canoe Racing Association South Queensland Branch Inc (AOCRA) (Scarborough Outrigger Canoe Club Inc. is affiliated with AOCRA).

On 20 February 2019, Council officers held a meeting with Scarborough Outrigger Canoe Club Inc. and AOCRA where it was agreed that the Scarborough Outrigger Canoe Club Inc. should hold formal tenure over the club facility at Talobilla Park, 164 Klingner Road, Kippa-Ring (refer Supporting Information #1). Scarborough Outrigger Canoe Club Inc. has confirmed that it is able to proceed with a lease over the designated area.

**2. Explanation of Item**

To implement the agreed tenure arrangements at this location, Council would need to provide the Scarborough Outrigger Canoe Club Inc. with a lease over the club facility (refer Supporting Information #1).

Accordingly, this report recommends that Council approves the provision of a lease, under the terms and conditions of Council's Community Leasing Policy, over the area identified in Supporting Information #1 for a period of five years.

**3. Strategic Implications**

**3.1 Legislative/Legal Implications**

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

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

**3.2 Corporate Plan / Operational Plan**

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

**3.3 Policy Implications**

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

*ITEM 5.2 NEW LEASE - SCARBOROUGH OUTRIGGER CANOE CLUB INC - DIVISION 5 - A18516115 (Cont.)*

3.4 Risk Management Implications

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

3.5 Delegated Authority Implications

As per Officer's Recommendation 4 of this report, it is proposed that the Chief Executive Officer be authorised to take all action necessary to execute the new lease.

3.6 Financial Implications

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

3.7 Economic Benefit

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

3.8 Environmental Implications

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

3.9 Social Implications

The issuing of a lease to Scarborough Outrigger Canoe Club Inc will provide the club with facilities to support its operations.

3.10 Consultation / Communication

Councillor Houghton (Division 5)  
Scarborough Outrigger Canoe Club Inc  
Australian Outrigger Canoe Racing Association South Queensland Branch Inc.  
Community Planning and Resources Manager

**ATTENDANCE**

Mr John Hall attended the meeting at 11.22am for discussion on Item 6.1.

## **ITEM 6.1 - DECLARATION OF INTEREST**

### **Conflict of Interest - Declaration - Cr Adrian Raedel**

Pursuant to s175E of the *Local Government Act 2009*, Cr Adrian Raedel declared a perceived conflict of interest in Item 6.1 as the Councillor's father, Greg Raedel is employed by the Caboolture Historical Society, that may benefit as a grant recipient.

**However, Cr Adrian Raedel has considered his position and is firmly of the opinion that he could participate in the debate and recommendation on the matter in the public interest.**

### **Councillor not voluntarily left meeting - other Councillors entitled to vote must decide**

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

Moved by Cr Mick Gillam

Seconded by Cr Mike Charlton (Deputy Mayor)

CARRIED 11/0

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

Cr Adrian Raedel remained in the meeting.

### **Conflict of Interest - Declaration - Cr Adrian Raedel**

Pursuant to s175E of the *Local Government Act 2009*, Cr Adrian Raedel declared a perceived conflict of interest in Item 6.1 as the Councillor accepted tickets to attend Woodfordia events. Woodfordia Inc is an applicant under the Regional Arts Development Fund (RADF).

**However, Cr Adrian Raedel has considered his position and is firmly of the opinion that he could participate in the debate and recommendation on the matter in the public interest.**

### **Conflict of Interest - Declaration - Cr Darren Grimwade**

Pursuant to s175E of the *Local Government Act 2009*, Cr Darren Grimwade declared a perceived conflict of interest in Item 6.1 as the Councillor accepted tickets to attend Woodfordia events. Woodfordia Inc is an applicant under the Regional Arts Development Fund (RADF).

**However, Cr Darren Grimwade has considered his position and is firmly of the opinion that he could participate in the debate and recommendation on the matter in the public interest.**

### **Conflict of Interest - Declaration - Cr Koliana Winchester**

Pursuant to s175E of the *Local Government Act 2009*, Cr Koliana Winchester declared a perceived conflict of interest in Item 6.1 as the Councillor accepted tickets to attend Woodfordia events. Woodfordia Inc is an applicant under the Regional Arts Development Fund (RADF).

**However, Cr Koliana Winchester has considered his position and is firmly of the opinion that he could participate in the debate and recommendation on the matter in the public interest.**

*ITEM 6.1 - Declaration of Interest (Cont.)*

### **Conflict of Interest - Declaration - Cr Mick Gillam**

Pursuant to s175E of the *Local Government Act 2009*, Cr Mick Gillam declared a perceived conflict of interest in Item 6.1 as the Councillor accepted tickets to attend Woodfordia events. Woodfordia Inc is an applicant under the Regional Arts Development Fund (RADF).

**However, Cr Mick Gillam has considered his position and is firmly of the opinion that he could participate in the debate and recommendation on the matter in the public interest.**

### **Conflict of Interest - Declaration - Cr Julie Greer**

Pursuant to s175E of the *Local Government Act 2009*, Cr Julie Greer declared a perceived conflict of interest in Item 6.1 as the Councillor accepted tickets to attend Woodfordia events. Woodfordia Inc is an applicant under the Regional Arts Development Fund (RADF).

**However, Cr Julie Greer has considered his position and is firmly of the opinion that he could participate in the debate and recommendation on the matter in the public interest.**

### **Conflict of Interest - Declaration - Cr Brooke Savige**

Pursuant to s175E of the *Local Government Act 2009*, Cr Brooke Savige declared a perceived conflict of interest in Item 6.1 as the Councillor accepted tickets to attend Woodfordia events, but did not attend. Woodfordia Inc is an applicant under the Regional Arts Development Fund (RADF).

**However, Cr Brooke Savige has considered his position and is firmly of the opinion that he could participate in the debate and recommendation on the matter in the public interest.**

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

Pursuant to s175E of the *Local Government Act 2009*, Cr Mike Charlton (Deputy Mayor) declared a perceived conflict of interest in Item 6.1 as the Councillor accepted tickets to attend Woodfordia events. Woodfordia Inc is an applicant under the Regional Arts Development Fund (RADF).

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

### **Conflict of Interest - Declaration - Cr Matt Constance**

Pursuant to s175E of the *Local Government Act 2009*, Cr Matt Constance declared a perceived conflict of interest in Item 6.1 as the Councillor accepted tickets to attend the 2016 Woodfordia Folk Festival, Woodfordia Inc is an applicant under the Regional Arts Development Fund (RADF).

**However, Cr Matt Constance has considered his position and is firmly of the opinion that he could participate in the debate and recommendation on the matter in the public interest.**

*ITEM 6.1 - Declaration of Interest (Cont.)*

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

Pursuant to s175E of the *Local Government Act 2009*, Cr Allan Sutherland (Mayor) declared a perceived conflict of interest in Item 6.1 as the Councillor accepted tickets to attend Woodfordia events. Woodfordia Inc is an applicant under the Regional Arts Development Fund (RADF).

**However, Cr Allan Sutherland (Mayor) has considered his position and is firmly of the opinion that he could participate in the debate and recommendation on the matter in the public interest.**

**Conflict of Interest - Declaration - Cr James Houghton**

Pursuant to s175E of the *Local Government Act 2009*, Cr James Houghton declared a perceived conflict of interest in Item 6.1 as the Councillor accepted tickets to attend Woodfordia events. Woodfordia Inc is an applicant under the Regional Arts Development Fund (RADF).

**However, Cr James Houghton has considered his position and is firmly of the opinion that he could participate in the debate and recommendation on the matter in the public interest.**

**Quorum cannot be formed - vote permitted for purpose of delegating deciding the matter**

*As a majority of the councillors at the meeting of Council have informed the meeting about personal interests in 6.1 under section 175E(2) of the Act, and a quorum cannot be formed, section 175E(7)(a) of the Act is enlivened permitting all Councillors (including those declaring a conflict of interest) to vote for the purpose of delegating deciding the matter.*

All Councillors remained in the meeting as permitted under section 175E(7)(a) of the Act to delegate the following matter.

**6 LIFESTYLE & AMENITY SESSION**

**(Cr D Sims)**

**ITEM 6.1  
COMMUNITY GRANTS PROGRAM ROUND 2 - 2018-2019 - REGIONAL**

Meeting / Session: 6 LIFESTYLE & AMENITY  
Reference: A18435807: 02 May 2019 - Refer **Confidential** Supporting Information  
A18509429

Responsible Officer: NS, Senior Grants and Partnerships (CES Community Services, Sport & Recreation)

**Executive Summary**

Applications under Round 2 of Council's 2018-2019 Community Grants Program (excluding the Individual Achievement Grant) closed on 10 March 2019. A total of 139 applications were received, including 12 Regional Arts Development Fund (RADF) applications. 1 Community Facilities Interest Free Loan application was also received.

A total of 62 applications have been recommended for funding, including 8 RADF applications. The total value of the recommended applications is \$296,118.92.

**COMMITTEE RECOMMENDATION (a)**

Moved by Cr Peter Flannery  
Seconded by Cr Matt Constance

**CARRIED 12/0**

That in accordance with section 175E(6) of the *Local Government Act 2009* (the Act), as a majority of the councillors at the meeting of Council have informed the meeting about personal interests in regards to Woodfordia Inc (an applicant under the Regional Arts Development Fund (RADF)) under section 175E(2) of the Act, and a quorum cannot be formed, Council delegates its powers under section 257 of the Act to the Chief Executive Officer to decide the Woodfordia Inc application.

**COMMITTEE RECOMMENDATION (b)**

Moved by Cr Mick Gillam  
Seconded by Cr Matt Constance

**CARRIED 12/0**

That the Round 2 Community Grants Program funding recommendations as detailed below, excluding the application by Woodfordia Inc under the Regional Arts Development Fund, be approved.

## Moreton Bay Regional Council

*ITEM 6.1 COMMUNITY GRANTS PROGRAM ROUND 2 - 2018-2019 - REGIONAL - A18435807 (Cont.)*

<b>COMMUNITY FACILITIES GRANT</b>		
<b>Organisation Name</b>	<b>Project Title</b>	<b>Total Amount Recommended</b>
North Lakes District Rugby League Football Club Inc.	Kinsellas Clubhouse concrete stairs to fields	\$7,384.76
The Scout Association of Australia Queensland Branch Inc. - Albany Creek Scout Group	Fencing and native vegetation strip	\$15,000.00
The Caboolture Historical Society Inc. TA Caboolture Historical Village	New fridge and upgrade of food preparation area	\$11,428.00
Samford & Districts Rugby League Football Club	Administration/Bar facility upgrade	\$15,000.00
Naval Association of Australia-Pine Rivers S/S Inc.	Cooler Summers	\$7,732.00
Moreton Bay Raptors Inc.	Security Fencing	\$15,000.00
Kallangur Halls Committee Inc.	Kruger Hall fan upgrade 2019	\$1,033.26
Mt Nebo Residents' Association Inc.	More covered outdoor space at Mt Nebo Hall and safer external stairs	\$15,000.00
Beachmere District Men's Shed Inc.	Internal fit out of new men's shed	\$13,000.00
Albany Creek Excelsior (ACE) Netball Club	ACE Netball Rebound Wall	\$14,400.00
Elimbah Sports & Recreation Association Inc.	Shed Bump Out	\$15,000.00
Red Dragons Redcliffe Dragon Boat Racing Club Inc.	Kitchenette	\$4,269.75
<b>TOTAL</b>		<b>\$134,247.77</b>



## Moreton Bay Regional Council

*ITEM 6.1 COMMUNITY GRANTS PROGRAM ROUND 2 - 2018-2019 - REGIONAL - A18435807 (Cont.)*

<b>COMMUNITY ACTIVITIES GRANT</b>		
<b>Organisation Name</b>	<b>Project Title</b>	<b>Total Amount Recommended</b>
parkrun Inc. (T/as parkrun Australia)	Parkrun for Narangba Valley	\$5,000.00
Redcliffe Art Society Inc.	70th anniversary of Redcliffe Fire Station	\$4,811.57
Brisbane North Chinese Association Inc.	Harvest Moon Festival 2019	\$5,000.00
Conservation Volunteers Australia	Revive Our Wetlands – War on Bribie Island Weeds	\$4,999.98
Vineyard Mercy Centre Ltd	Community Connection BBQ's	\$3,124.00
Genies Netball Club Inc.	Community Fun day	\$4,851.44
U3A Pine Rivers Inc.	Open Day	\$1,466.11
The Queensland Branch of the Australian Medical Association	AMA Queensland Health Hub	\$1,255.00
Australasian Native Orchid Society (Qld) Kabi GroupT	9th Australasian Native Orchid Conference and Show	\$3,448.38
Churches of Christ in Queensland	Shine Women	\$4,999.97
Queensland Independent Cat Council Inc.	The Part-Y All Breed Cat Show	\$510.00
Brisbane Vintage Auto Club Inc.	Golden Anniversary - Historic Motoring Festival	\$5,000.00
Happy Furever After Animal Rescue Inc.	Barking Mad Markets event	\$4,072.75
Moreton Youth Music Ensembles	MYME Annual Music Camp	\$5,000.00
	<b>TOTAL</b>	<b>\$53,539.20</b>

## Moreton Bay Regional Council

*ITEM 6.1 COMMUNITY GRANTS PROGRAM ROUND 2 - 2018-2019 - REGIONAL - A18435807 (Cont.)*

<b>COMMUNITY ORGANISATION EQUIPMENT GRANT</b>		
<b>Organisation Name</b>	<b>Equipment</b>	<b>Total Amount Recommended</b>
Redcliffe and District Woodcraft Society Inc.	Machine management and safety system	\$2,000.00
Pine Rivers Netball Association	Computer	\$2,000.00
Brisbane North Region Baseball Association	Baseball bat (x4) and ball (x36)	\$1,925.00
West Arana Hills Old Boys Inc.	Freezer	\$1,928.00
Volunteer Marine Rescue Bribie Island Inc.	Life jacket (x8)	\$2,000.00
Queensland Steam & Vintage Machinery Society Inc.	Security system	\$1,935.98
Samford Golden Valley Pony Club	Show jumping pole (x20) and plank (x4)	\$2,000.00
Bribie Island Bicycle User Group Inc.	Printer	\$874.00
Bray Park Wesleyan Methodist Church	Piano keyboard	\$2,000.00
History Redcliffe Trading as Redcliffe Historical Society Inc.	Laptop and printer	\$856.00
Redcliffe League Softball Association	Pressure washer	\$1,999.00
The Breakfast Club Redcliffe Inc.	Safety alarm	\$904.75
Genies Netball Club Inc.	Mobile PA system and computer	\$1,668.00
U3A Redcliffe Inc.	Computer	\$2,000.00
11th Light Horse Caboolture Troop & Military Museum Association Inc.	Shelving unit (x2)	\$592.90
The Spectrum Organization	Laptop	\$1,357.99
Samford District Bowls Club Inc.	Laptop	\$1,968.89
The Burpengary Kindergarten Association Inc.	iPad (x4)	\$1,792.00

## Moreton Bay Regional Council

*ITEM 6.1 COMMUNITY GRANTS PROGRAM ROUND 2 - 2018-2019 - REGIONAL - A18435807 (Cont.)*

<b>COMMUNITY ORGANISATION EQUIPMENT GRANT</b>		
Moreton Bay United Football Club	Line marker	\$1,899.15
Vineyard Mercy Centre Ltd	Chairs and tables	\$1,509.00
<b>TOTAL</b>		<b>\$33,210.66</b>

<b>COMMUNITY ORGANISATION DEVELOPMENT GRANT</b>		
<b>Organisation Name</b>	<b>Project Title</b>	<b>Total Amount Recommended</b>
Mindle Bygul Aboriginal Corporation	Mindle Bygul Aboriginal Corporation 'Go Plan 2019'	\$3,135.00
Deception Bay Neighbourhood Centre Inc.	Cyber Security Review and Update	\$4,752.00
Arana Netball	Arana Netball Business Plan	\$4,400.00
A Brave Life Ltd	Development of Strategic Business Plan	\$5,000.00
Peninsula Toastmasters Club	Chartering the North Lakes Toastmasters Club	\$717.41
Stanley River Junior Rugby League Club Inc.	Develop Strategic Plan	\$4,400.00
You Belong Inc.	Strategic Plan Development	\$4,400.00
Scarborough Outrigger Canoe Club Inc.	Scarborough Outrigger Canoe Club Website	\$1,950.00
<b>TOTAL</b>		<b>\$28,754.41</b>

## Moreton Bay Regional Council

*ITEM 6.1 COMMUNITY GRANTS PROGRAM ROUND 2 - 2018-2019 - REGIONAL - A18435807 (Cont.)*

<b>REGIONAL ARTS DEVELOPMENT FUND (RADF)</b>			
<b>Applicant Name</b>	<b>RADF Category</b>	<b>Project Title</b>	<b>Total Amount Recommended</b>
Chelsea Lomandra Ogle	Collections and Stories	Collecting Colours - Glimpses of the Region	\$4,997.36
Redcliffe Musical Theatre Inc.	Interest Free Arts Loan	MAMMA MIA Comes To Redcliffe	\$13,550.00
Katherine Bennett	Creative Concept Development	The Photographer in Focus: Masterclass Development	\$3,200.00
Redcliffe City Choir	Creative Tourism	Performance of Bach Cantata BWV63	\$5,000.00
Kath Kerswell	Creative Concept Development	Curatorial mentoring for exhibition 'Artistic Endeavours'	\$5,000.00
Mee District Historical Association Inc. (MMDHSI)	Creative Tourism	Arts on the Mountain	\$4,989.00
Bribie Island Community Arts Society (Next Gen)	Creative Tourism	Next Generation Art Prize 2019	\$4,630.52
<b>TOTAL</b>			<b>\$41,366.88</b>

*ITEM 6.1 COMMUNITY GRANTS PROGRAM ROUND 2 - 2018-2019 - REGIONAL - A18435807 (Cont.)***OFFICER'S RECOMMENDATION**

That the Round 2 Community Grants Program funding recommendations as detailed in the supporting information to this report be approved.

**REPORT DETAIL****1. Background**

Council's Community Grants Program comprises seven grants that aim to develop and support organisations and individuals to positively contribute to the Region's community wellbeing, environmental sustainability, economic prosperity and cultural life (see Table 1).

**Table 1: Community Grants Program**

Grants	
1	Community Facilities Grant
2	Community Activities Grant
3	Community Organisation Equipment Grant
4	Community Organisation Development Grant
5	Regional Arts Development Fund (RADF)
6	Individual Achievement Grant
7	Road Safety Grant

Council also offers administers a Community Facilities Interest Free Loan Program.

**2. Explanation of Item**

Applications under Round 2 of Council's 2018-2019 Community Grants Program (excluding the Individual Achievement Grant and Road Safety Grant) were invited from eligible community organisations from 1 February 2019 to 10 March 2019. Individuals wishing to apply under the Individual Achievement Grant can apply at any time during the year, and the closing date for the Road Safety Grant round for 2018/19 is 13 May 2019. Recommendations associated with the Road Safety Grant program will be the subject of a separate report to Council.

A total of 139 applications were received from community organisations and individuals throughout the region. All applications received were subject to the following three-stage assessment process:

1. Pre-eligibility Check
  - All applications were checked to determine applicant and project eligibility, and to ensure that they were complete and/or submitted under the correct grant.
2. Panel Assessment
  - An internal assessment panel comprising senior officers assessed applications for the following grants:
    - Community Facilities Grant
    - Community Activities Grant
    - Community Organisation Equipment Grant
    - Community Organisation Development Grant
  - RADF applications were assessed by a panel of assessors comprising of one suitably qualified Council officer, and two external community representatives.
  - Applications were assessed by the panels against the following criteria:
    - Community need;
    - Community benefit;
    - Value for money; and
    - Capacity to deliver.
3. Decision Making
  - Assessment scores were totalled within each grant to provide a ranking of all applications and recommendations for funding.

ITEM 6.1 COMMUNITY GRANTS PROGRAM ROUND 2 - 2018-2019 - REGIONAL - A18435807 (Cont.)

As a result of the Round 2 assessment process, a total of 62 (45%) applications (including 8 RADF applications) with a total funding value of \$296,118.92 have been recommended for funding.

The interest free loan application received from Elimbah Sports and Recreation Association Inc. has not been recommended as the project is being recommended for funding through the Community Facilities Grant (i.e. two applications were received for the same project).

**3. Strategic Implications**

3.1 Legislative/Legal Implications

Council's Community Grants Program is administered in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*.

3.2 Corporate Plan / Operational Plan

Strengthening Communities: Healthy and supportive communities - a healthy and inclusive community.

3.3 Policy Implications

Council's Community Grants Program is administered in accordance with its Community Grants Policy (2150-030).

3.4 Risk Management Implications

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

3.5 Delegated Authority Implications

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

3.6 Financial Implications

Council's budget allocation for the 2018-2019 Community Grants Program (excluding the Individual Achievement Grant) totals \$603,000 (Budget numbers: 20258.015.22012, 20258.016.22012, 20258.017.22012, 20258.018.22012, 20232.000.22012). These funds include a Queensland Government contribution of \$61,200 towards RADF.

Table 2 below details the Community Grants Program budget available for the 2018-2019 financial year; funds available for Round 2; and funds recommended for expenditure in Round 2.

**Table 2: Community Grants Program budget**

	<b>2018-2019 Total Budget Allocation</b>	<b>Round 2 Funds Available</b>	<b>Round 2 Funding Recommended</b>
Community Grants (excl. Individual Achievement Grant)	\$480,000	\$256,050.31	\$249,752.04
RADF	*\$123,000	\$104,805.78	\$46,366.88
<b>TOTAL</b>	<b>\$603,000</b>	<b>\$360,856.09</b>	<b>\$296,118.92</b>

\*Includes a Queensland Government contribution of \$61,200.

3.7 Economic Benefit

Council's Community Grants Program facilitates the delivery of community projects and events that contribute to the local economy through increased tourism and community activity.

3.8 Environmental Implications

Council's Community Grants Program facilitates the delivery of environmental projects such as revegetation and environmental education initiatives in the community.

*ITEM 6.1 COMMUNITY GRANTS PROGRAM ROUND 2 - 2018-2019 - REGIONAL - A18435807 (Cont.)*

3.9 Social Implications

A key objective of Council's Community Grants Program is to build the capacity of local community organisations to deliver a variety of community services and programs that respond to the needs of the Moreton Bay community.

3.10 Consultation / Communication

Director Community and Environmental Services; and  
Community Planning and Resources Manager.

**ATTENDANCE**

Mr John Hall left the meeting at 11.40am after Item 6.1.

**ITEM 6.2**

**EXPRESSION OF INTEREST - SOCIAL ENTERPRISE CAFE, CREEC - DIVISION 12**

*Meeting / Session:* 6 LIFESTYLE & AMENITY  
*Reference:* A18449958: 15 April 2019  
*Responsible Officer:* RM, Manager (CES Environmental Services)

**Executive Summary**

Council recently called for expressions of interest (EOI) from non-profit community organisations to manage a social enterprise café at the Caboolture Regional Environmental Education Centre (CREEC), commencing 1 July 2019 for a period of up to 3 years.

This report seeks Council's approval to enter into an agreement with the successful applicant under the EOI process, being Morayfield and District Lions Club.

**COMMITTEE RECOMMENDATION**

Moved by Cr Adrian Raedel

Seconded by Cr Matt Constance

CARRIED 12/0

1. That the expression of interest submitted by the Morayfield and District Lions Club be accepted to manage a social enterprise café at Caboolture Regional Environment Centre (CREEC), commencing 1 July 2019 for a period of up to 3 years.
2. That the Council enters into a Social Enterprise Café Agreement with the Morayfield and District Lions Club, as described in this report.
3. That the Chief Executive Officer be authorised to take all action necessary including but not limited to, negotiating, making, amending, signing and discharging the Social Enterprise Café Agreement and any required variations of the agreement on the Council's behalf, as described in this report.



*ITEM 6.2 EXPRESSION OF INTEREST - SOCIAL ENTERPRISE CAFE, CREEC - DIVISION 12 - A18449958 (Cont.)*

## OFFICER'S RECOMMENDATION

1. That the expression of interest submitted by the Morayfield and District Lions Club be accepted to manage a social enterprise café at Caboolture Regional Environment Centre (CREEC), commencing 1 July 2019 for a period of up to 3 years.
2. That the Council enters into a Social Enterprise Café Agreement with the Morayfield and District Lions Club, as described in this report.
3. That the Chief Executive Officer be authorised to take all action necessary including but not limited to, negotiating, making, amending, signing and discharging the Social Enterprise Café Agreement and any required variations of the agreement on the Council's behalf, as described in this report

## **REPORT DETAIL**

### **1. Background**

Caboolture Regional Environmental Education Centre (CREEC), located at 150 Rowley Road, Burpengary, is a multi-use community site delivering environmental education and recreation for the community.

CREEC offers environment focused workshops, school programs and self-guided walks through the site and along Burpengary Creek, a rare lowland rainforest riparian ecosystem. Council has also installed an all-abilities playground at the site, with the support from local community groups.

In 2018, Council recognised the need to trial an increased level of service to CREEC visitors, including the provision of refreshments. Consequently, a social enterprise café has been trialled, operating from the commercial kitchen located within the environment centre. The trial commenced in September 2018 and concludes on 30 June 2019.

As the social enterprise café trial has been deemed successful, an Expression of Interest (EOI) process was initiated to invite applications for the management of a social enterprise café at CREEC, for a one year term commencing 1 July 2019 with options for a further two one year terms (a period of up to 3 years).

The EOI was open for submissions between Monday 11 March 2019 and Friday 5 April 2019 and was advertised in a local newspaper and on Council's website.

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

An expression of interest application was received from the Morayfield and District Lions Club.

The submission was assessed against the selection criteria, as set out in the Expression of Interest documentation provided to applicants.

The Morayfield and District Lions Club demonstrated that they have the food handling skills and capacity to manage the social enterprise café at CREEC. In addition, they stated that they would use the funds generated by the social enterprise café to support the community by:

- Continuing to provide early intervention kits to children diagnosed with cerebral palsy (in partnership with the Cerebral Palsy League);
- Working with Police Citizens Youth Clubs targeting domestic violence prevention programs and
- Providing support to local wildlife carer groups, via dedicated fundraising events.

From an environmental perspective, the Morayfield and District Lions Club have committed to operate the social enterprise café in an environmentally responsible manner by using ceramic plates, cups and teapots, where possible, to save on waste. For takeaway items, the Morayfield and District Lions Club have committed to using paper straws and compostable coffee cups and lids, which can be processed on-site in partnership with the CREEC Community Nursery.

ITEM 6.2 EXPRESSION OF INTEREST - SOCIAL ENTERPRISE CAFE, CREEC - DIVISION 12 - A18449958 (Cont.)

**3. Strategic Implications**

3.1 Legislative/Legal Implications

This report recommends that Council enter into a Social Enterprise Café Agreement with the Morayfield and District Lions Club to operate from the commercial kitchen located within the environment centre at CREEC.

3.2 Corporate Plan / Operational Plan

Strengthening Communities: Healthy and supportive communities - a healthy and inclusive community.

3.3 Policy Implications

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

3.4 Risk Management Implications

The Morayfield and District Lions Club have the required Public Liability Insurance and Health and Safety documentation to operate a social enterprise cafe.

3.5 Delegated Authority Implications

As per Officer's Recommendation 3 of this report, it is proposed that the Chief Executive Officer be authorised to take all action necessary to execute the Social Enterprise Café Agreement.

3.6 Financial Implications

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

3.7 Economic Benefit

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

3.8 Environmental Implications

Applications were required to demonstrate how the social enterprise café would be managed in an environmentally responsible manner.

The Morayfield and District Lions Club demonstrated that they had the capacity to implement waste reduction strategies, including the use of reusable crockery and compostable coffee cups/lids for takeaway items. In partnership with the CREEC Nursery, compostable coffee cups/lids are processed on site.

3.9 Social Implications

The social enterprise café at CREEC will facilitate the Morayfield and District Lions Club to support the community via a range of social and environmental initiatives, including provision of early intervention kits to children diagnosed with cerebral palsy, support for domestic violence prevention programs and financial support to local wildlife carer groups.

3.10 Consultation / Communication

Division 12 Councillor

**ITEM 6.3**  
**2019/20 FEES AND CHARGES VOLUNTEER MANAGED COMMUNITY CENTRES AND HALLS - REGIONAL**

*Meeting / Session:* 6 LIFESTYLE & AMENITY  
*Reference:* A18248012 : 26 April 2019 - **Refer Supporting Information A18248045**  
*Responsible Officer:* JH, Supervisor Community Halls (CES Community Services, Sport & Recreation)

**Executive Summary**

Community centre and hall management committees are required under their management agreements to provide Council with an annual schedule of hire fees for endorsement. Council officers have been working with the management committees to, where practical, standardise fee structures across the region.

This report seeks Council's endorsement of the 2019/20 schedule of hire fees, as proposed by the respective management committees.

**COMMITTEE RECOMMENDATION**

Moved by Cr Adrian Raedel

Seconded by Cr Julie Greer

**CARRIED 12/0**

That the 2019/20 schedule of hire fees for volunteer-managed community centres and halls be endorsed as detailed in Supporting Information #1.

*ITEM 6.3 2019/20 FEES AND CHARGES VOLUNTEER MANAGED COMMUNITY CENTRES AND HALLS - REGIONAL - A18248012 (Cont.)*

## OFFICER'S RECOMMENDATION

That the 2019/20 schedule of hire fees for volunteer-managed community centres and halls be endorsed as detailed in Supporting Information #1.

## **REPORT DETAIL**

### **1. Background**

Thirty-nine of Council's community centres and halls are managed by volunteer-management committees including the Beachmere community facility currently under renovation. The management agreements under which the committees operate require them to review and set hire fees and provide these annually to Council for endorsement.

There are differences in how management committees structure their fees. Council officers continue to work with management committees to transition to a standard fee structure across the region. For the 2019/20 financial year, 32 of the community centres and halls have now chosen to implement a version of the standard fee structure.

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

Community centre and hall management committees determine their fees and charges with consideration to the operating costs of the venue, the anticipated levels and types of usage, and their other responsibilities under the management agreements (e.g. minor facility maintenance).

Operating costs for community centres and halls vary across facilities due to the size and type of building, the availability of specialised equipment (e.g. AV equipment, kitchen facilities, etc), and the level of use. Examples of operating costs which are the responsibility of the management committees under their management agreements include: cleaning, electricity charges, and equipment renewal.

Management committees are encouraged to implement hire fee increases on an annual basis to ensure that increases in operating costs are offset, and to mitigate the need for large increases in future years. Of the 39 facilities, 19 have proposed fee increases for the 2019/20 financial year. In consultation with Council officers the Beachmere management committee has proposed fees for implementation on the centres opening later in 2019.

The schedule of hire fees for volunteer-managed community centres and halls, as proposed by the respective management committees, is provided in Supporting Information #1 for Council's endorsement. All proposed fees have been reviewed by Council officers and are supported.

### **3. Strategic Implications**

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

Under the terms of the management agreements, the committees are required to seek Council approval for proposed hire fees.

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

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

#### **3.3 Policy Implications**

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

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

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

*ITEM 6.3 2019/20 FEES AND CHARGES VOLUNTEER MANAGED COMMUNITY CENTRES AND HALLS - REGIONAL - A18248012 (Cont.)*

3.5 Delegated Authority Implications

The CEO has delegated authority to approve amended fees if justified.

3.6 Financial Implications

Income from fees cover management committee operational costs including cleaning, minor maintenance and electricity charges. Sound facility management by committees can reduce Council's ongoing costs in maintaining the buildings.

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

Well-managed and resourced community centres and halls benefit the community by providing local spaces for community activities and events.

3.10 Consultation / Communication

All Divisional Councillors.

**ITEM 6.4  
LIBRARIES - SPYDUS LIBRARY MANAGEMENT SYSTEM - REGIONAL**

*Meeting / Session:* 6 LIFESTYLE & AMENITY  
*Reference:* A18421767 : 7 May 2019 - Refer **Confidential Supporting Information A18523969**  
*Responsible Officer:* AB, Library Systems & eServices Leader (CES Customer & Cultural Services)

**Executive Summary**

Council is seeking to continue its procurement of the Spydus Library Management system in a Software as a Service (SaaS) or managed service environment to support the operation of its library service.

The existing Spydus contract is approaching end of term. Accordingly, tenders were invited for the 'Spydus Library Management System (MBRC008418)' project. The tender closed on 26 March 2019 with one conforming tender and two non-conforming tenders provided by Civica Pty Ltd.

It is recommended that Council award the contract (MBRC008418) for a period of three years (with four, one-year optional extensions), in the total amount of \$209,256.00 (excl. GST) to Civica Pty Ltd, as this tender was evaluated as representing the best overall value to Council.

**COMMITTEE RECOMMENDATION**

Moved by Cr Koliana Winchester

Seconded by Cr Matt Constance

CARRIED 12/0

That the tender for supply of the Spydus Library Management system be awarded to Civica Pty Ltd for a period of three years for the total value of \$209,256.00 (excluding GST).

- a) That the Council enters into an agreement with Civica 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 Civica Pty Ltd and any required variations of the agreement on the Council's behalf.

*ITEM 6.4 LIBRARIES - SPYDUS LIBRARY MANAGEMENT SYSTEM - REGIONAL - A18421767 (Cont.)*

**OFFICER'S RECOMMENDATION**

That the tender for supply of the Spydus Library Management system be awarded to Civica Pty Ltd for a period of three years for the total value of \$209,256.00 (excluding GST).

- a) That the Council enters into an agreement with Civica 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 Civica Pty Ltd and any required variations of the agreement on the Council's behalf.

**REPORT DETAIL**

**1. Background**

Council presently utilises the Spydus Library Management system to support the operation of its library service comprising 10 library branches and one mobile library. Council wishes to continue its use of Spydus and has undertaken a request for tender process for its supply. To support Council's ICT strategy, the supply of Spydus must be from a managed service or Software as a Service (SaaS) arrangement.

Spydus is a robust Library Management System, which supports Council libraries with high volume transactions including 1.3 million catalogue searches; 2.9 million loans and more than 313,000 digital library loans through our partner platforms (including e-books and audiobooks) per annum. By continuing to use Spydus, the library customer experience at branches and online will continue without any impact to service.

**2. Explanation of Item**

Tenders were invited for the "*Spydus Library Management System (MBRC008418)*" project. The tender sought a service provision of two years with five one-year optional extensions. The tender closed on 26 March 2019, with one conforming tender and two non-conforming tenders received from Civica Pty Ltd. These tenders were assessed by the evaluation panel in accordance with Council's Purchasing Policy and the requirements set out in the tender documents.

The below table indicates the outcome of the evaluation process:

<b>Rank</b>	<b>Tenderer</b>	<b>Evaluation Score</b>
1	Civica Pty Ltd - Option 2 (3-year contract)	<b>100</b>
2	Civica Pty Ltd - Option 3 (5-year contract)	<b>100</b>
3	Civica Pty Ltd - Option 1 (2-year contract)	<b>100</b>

Civica Pty Ltd provided one tender response that met the contract term requirement of two years with five one-year optional extensions (Option 1) and two further responses (refer to Supporting Information #1), which satisfied the tender specifications but were non-conforming due to a longer initial contract term.

All three options achieved the same evaluation score therefore, cost and contract duration were the only distinguishing elements. While Option 1 was the conforming tender, it was viewed as not representing the best value for Council. Option 2 provided better value for money than Option 1 and was preferred over Option 3 as it offered better flexibility to Council in terms of contract duration.

The following observations were made by the tender evaluation panel:

- Civica Pty Ltd provided a response that offered the required levels of functionality and demonstrated capacity to deliver desirable functions if required.
- The response provided Software as a Service/Managed Service arrangement.
- Civica Pty Ltd has a head office in Sydney and an office in Brisbane.
- Civica Pty Ltd has traded for over 35 years and provides library management software and associated services to approximately 30 percent of public libraries in Australia.

ITEM 6.4 LIBRARIES - SPYDUS LIBRARY MANAGEMENT SYSTEM - REGIONAL - A18421767 (Cont.)

**3. Strategic Implications**

3.1 Legislative/Legal Implications

Due to the expected value of the contract being greater than \$200,000 a public tender was called in accordance with the *Local Government Act 2009*.

3.2 Corporate Plan / Operational Plan

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

3.3 Policy Implications

This project/contract/initiative has been procured/sourced in accordance with the provisions of the following:

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

3.4 Risk Management Implications

A risk assessment has been completed within the procurement planning stage (probity plan) to make an overall judgement of the procurement risks to ensure that the probity requirements are commensurate with the value, complexity, and sensitivity associated with this procurement.

The following issue was identified, and the possible impact of this risk has been mitigated or minimised as detailed below.

*Financial:*

- a. A third-party review of the financial status has been carried out and Civica Pty Ltd was rated as 'satisfactory'.

*Legal:*

- a. Council's Legal Services has reviewed the contractual documentation and advised that Council is adequately protected.
- b. An in-depth Privacy Impact Assessment for the Spydus system is being undertaken by Legal Services and Library team.

3.5 Delegated Authority Implications

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

3.6 Financial Implications

The tender response recommended has an annual cost for licensing and maintenance of \$69,752 (excluding GST). All costs are budgeted for within the ICT Corporate Software budget (20095).

3.7 Economic Benefit

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

3.8 Environmental Implications

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

3.9 Social Implications

The provision of a high-quality library service connects people with information, technology, experiences and each other and promotes communities that are connected, creative, innovative and economically successful.

3.10 Consultation / Communication

Information & Communication Technology



**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

### ITEM 9.1

#### OFFICIAL OPENING MORETON BAY CENTRAL SPORTS COMPLEX - FOOTBALL PRECINCT (PF)

Cr Peter Flannery made mention of the official opening of the Moreton Bay Central Sports Complex which took place on Saturday, 11 May 2019.

Cr Flannery together with the Mayor and other Councillors were in attendance and noted that the event had been well attended.

Cr Flannery conveyed his thanks to staff for the exhausting amount of work contributed to the facility which was a benchmark for regional facilities. Cr Mike Charlton (Deputy Mayor) noted that a State Member HAD congratulated the Council on this lasting legacy.

### ITEM 9.2

#### RE-ALLOCATION OF RESIDENTIAL STREET NUMBERING - REGIONAL (MC)

#### COMMITTEE RECOMMENDATION

Moved by Cr Mike Charlton (Deputy Mayor)

Seconded by Cr Mick Gillam

CARRIED 12/0

1. That Council's practices and procedures when re-allocating street numbers to established homes and lots be reviewed at a future workshop and that the following matters be part of considerations at the workshop:
  - a) Pre-change consultation;
  - b) Costs of change to residents;
  - c) The driving factors for the need to change the numbering; and
  - d) Consideration of priority being given to existing established residences.

### ITEM 9.3

#### REDCLIFFE TEDDY BEAR'S PICNIC - DIVISION 5 & 6 (KW)

Cr Koliana Winchester made mention of her attendance together with Cr James Houghton at the Redcliffe Teddy Bear's Picnic held at Woody Point on Friday, 10 May 2019. Cr Koliana Winchester noted this was a very successful event enjoyed by thousands of children and teddy bears.

**CLOSED SESSION (Confidential items)**

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

**CLOSED SESSION**

**COMMITTEE RECOMMENDATION**

Moved by Cr Adrian Raedel

Seconded by Cr Peter Flannery

**CARRIED 12/0**

That Committee move into closed session pursuant to the provisions of s275 (1) of the Local Government Regulation 2012 to discuss Item C.2, noting that Item C.1 has been withdrawn at the request of the Chief Executive Officer.

Members of the press and public gallery left the Chambers.  
The closed session commenced at 11.48am.

**OPEN SESSION**

**COMMITTEE RECOMMENDATION**

Moved by Cr Mike Charlton (Deputy Mayor)

Seconded by Cr Koliana Winchester

**CARRIED 12/0**

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

The open session resumed at 11.50am.

**ITEM C.1 – CONFIDENTIAL - WITHDRAWN**

**AGREEMENT WITH DEVELOPER TO CONSTRUCT WORKS FOR COUNCIL -  
PARADISE ROAD, BURPENGARY - DIVISION 2**

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

**Reference:** A18258087 : 26 February 2019 - Refer **Confidential** Supporting Information  
**A18258491**

**Responsible Officer:** TT, Senior Technical officer (INF Integrated Transport Planning & Design)

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This item was withdrawn at the request of the Chief Executive Officer.

**ITEM C.2 – CONFIDENTIAL (from supplementary agenda)**  
**BUNYA - BUNYA WASTE MANAGEMENT FACILITY - LANDFILL CELL**  
**CONSTRUCTION - DIVISION 10**

*Meeting / Session:* 4 ASSET CONSTRUCTION & MAINTENANCE  
*Reference:* A18426870 : 14 May 2019 - Refer **Confidential Supporting Information**  
**A18427064 (Tender Consideration Plan)**  
*Responsible Officer:* NM, Project Management Manager (ECM Project Management & Construction)

**Basis of Confidentiality**

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

**Executive Summary**

Council is currently constructing a landfill cell at the Bunya Waste Management Facility. Following project changes, additional works to that tendered are required to complete the project.

A Tender Consideration Plan (Plan) has been prepared under section 230 of the Local Government Regulation 2012 (Qld) to enter into a large-sized contractual arrangement with the current contractor as an exception to the usual requirement for a written tender process.

**COMMITTEE RECOMMENDATION**

Moved by Cr Matt Constance

Seconded by Cr Adrian Raedel

CARRIED 12/0

1. That Council decides to prepare a Tender Consideration Plan for the large-sized contractual arrangement with Alexanderson Earthmover Pty Ltd (trading as AE Group Civil & Mining) to proceed with a variation to the existing contract for the completion of construction works at the Bunya Waste Management Facility.
2. That the Tender Consideration Plan for the large-sized contractual arrangement with Alexanderson Earthmover Pty Ltd (trading as AE Group Civil & Mining) to proceed with a variation to the existing contract for the construction of works at the Bunya Waste Management Facility be adopted as contained in Confidential Supporting Information #1.
3. That Council enters into an agreement with Alexanderson Earthmover Pty Ltd (trading as AE Group Civil & Mining) to proceed with a variation to the existing contract for the completion of construction works at the Bunya Waste Management Facility as described in this report.
4. That the budget for 102118 Bunya - Bunya Waste Management Facility - Landfill Cell project be increased by the sum of \$1,548,168.05 (excluding GST).
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 variation of the agreement with Alexanderson Earthmover Pty Ltd (trading as AE Group Civil & Mining) for the construction of works at Bunya Waste Management Facility and any further required variations of the agreement on Council's behalf.

**CLOSURE**

There being no further business the Chairperson closed the meeting at 11.51am.