



# AGENDA

## Coordination Committee Meeting

**Tuesday 4 June 2019**  
commencing at 10.30am

Strathpine Chambers  
220 Gympie Road, Strathpine

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**COUNCILLOR:**

NOTICE IS HEREBY GIVEN, that a meeting of the Coordination Committee will be held on Tuesday 4 June 2019 commencing at 10.30am in Strathpine Chambers, 220 Gympie Road, Strathpine to give consideration to the matters listed on this agenda.

Daryl Hitzman  
Chief Executive Officer

30 May 2019

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**Membership = 13**  
Mayor and all Councillors

**Quorum = 7**

[Agenda for public distribution](#)

## LIST OF ITEMS

### **1 GOVERNANCE SESSION (Cr M Charlton, Acting Mayor)**

- ITEM 1.1** **5**  
ADOPTION OF COUNCIL POLICY - INCENTIVISING INFILL DEVELOPMENT - REGIONAL  
REPORT DETAIL  
SUPPORTING INFORMATION  
#1 Policy 2150-096 - Incentivising Infill Development

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

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

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

- ITEM 4.1** **21**  
ROTHWELL - NATHAN ROAD - SPORTING STAGE 1 (CLUBHOUSE CONSTRUCTION) -  
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### **5 PARKS, RECREATION & SPORT SESSION (Cr K Winchester)**

- ITEM 5.1** **28**  
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REPORT DETAIL  
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### **7 ECONOMIC DEVELOPMENT, EVENTS & TOURISM SESSION (Cr P Flannery)**

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MANAGEMENT OF COUNCIL OWNED CARAVAN PARKS - DIVISIONS 1, 2 & 6

REPORT DETAIL

SUPPORTING INFORMATION

#1 Beachmere Caravan Park

#2 Donnybrook Caravan Park

#3 Toorbul Caravan Park

#4 Bells Caravan Park

#5 Bongaree Caravan Park

**9 GENERAL BUSINESS**

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## ATTENDANCE & APOLOGIES

### Attendance:

#### Committee Members:

Cr Mike Charlton (Acting Mayor) (Chairperson)

#### Officers:

### Apologies:

Cr Allan Sutherland (Mayor) who is representing Council as part of the Queensland Government's Trade Mission to the 2019 BIO International Convention in Philadelphia, Pennsylvania.

Cr Peter Flannery

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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 Koliانا Winchester
6 Lifestyle & Amenity	Cr Denise Sims
7 Economic Development, Events & Tourism	Cr Peter Flannery
8 Regional Innovation	Cr Darren Grimwade
9 General Business	Cr Allan Sutherland (Mayor)

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**1 GOVERNANCE SESSION**

**(Cr M Charlton, Acting Mayor)**

**ITEM 1.1**

**ADOPTION OF COUNCIL POLICY - INCENTIVISING INFILL DEVELOPMENT - REGIONAL**

*Meeting / Session:* 1 GOVERNANCE  
*Reference:* A18606480: 28 May 2019 - **Refer Supporting Information A16776093**  
*Responsible Officer:* KI, Manager Development Services (PED Development Services)

**Executive Summary**

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

On 1 July 2017, the Incentivising Infill Development Policy (the Policy) commenced to actively facilitate and encourage development envisaged by the MBRC Planning Scheme and needed for the growth of the region.

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

- Policy 2150-096 Incentivising Infill Development and related Policy Directive 2160-025 - Incentivising Infill Development.

**OFFICER'S RECOMMENDATION**

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

- Policy 2150-096 Incentivising Infill Development and associated Policy Directive 2160-025 - Incentivising Infill Development.

*ITEM 1.1 ADOPTION OF COUNCIL POLICY - INCENTIVISING INFILL DEVELOPMENT - REGIONAL - A18606480  
(Cont.)*

## **REPORT DETAIL**

### **1. Background**

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

This Policy commenced in 2017 and is coming to its initial end term for applications to be accepted under it (1 July 2019) with approved, eligible developments required to be substantially commenced by 31 December 2019.

Interest regarding the Policy has been high since its inception. At the current time, approximately \$8.6 million of the \$10 million pool is either 'under consideration', 'pre-approved', or 'approved'. This represents uptake of almost 90% of the \$10 million pool. Furthermore, the Policy has yielded some excellent development results on the ground.

Having regard to a review of the two years of the policy, amendments to the Policy are sought to continue incentivising the right development in the right location.

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

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

**Objective:** The objectives of this policy are to:

- (1) establish Council's policy position on incentivising infill development;
- (2) establish the incentives to be offered;
- (3) set out the circumstances and development types that are to be targeted under this policy; and
- (4) establish the procedure for identifying and assessing potential applicants.

**Policy Summary:** To incentivise infill development projects for specific uses in the Moreton Bay Regional Council (MBRC) Local Government Area by -

- a. Refunding application fees
- b. Discounting infrastructure charges

**Summary of amendments:** Amendments have been effected to continue promoting the right development in the rights places in an attempt to achieve the strategic outcomes outlined in the MBRC Planning Scheme. No changes are proposed to the current defined areas.

Amendments to the Policy are;

- Extend the Policy in full for a further two (2) years to 2021 (including by when applications can be made under the Policy and the construction timeframe);
- Include 'Office' with a minimum gross floor area of 2,000m<sup>2</sup> as an additional land use eligible for incentives, subject to the remainder of the Policy;
- Change 'Mixed use building' to 'Mixed use development' which must include a combination of residential and non-residential uses. This recognises there may be instances on larger sites where redevelopment occurs that are not solely within one (1) building;
- Remove the requirement for a minimum 75 bed requirement for Residential Care Facility.

The total value pool for the Policy remains and will remain capped at \$10million. No additional budget is being proposed as a result of the amendments to the policy.

As a subsequent body of work, a review of the defined areas the Policy applies to will be undertaken and any suggested changes to the current defined areas will be the subject of future Council reports.

ITEM 1.1 ADOPTION OF COUNCIL POLICY - INCENTIVISING INFILL DEVELOPMENT - **REGIONAL** - A18606480  
(Cont.)

**3. Strategic Implications**

3.1 Legislative/Legal Implications

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

3.2 Corporate Plan / Operational Plan

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

3.3 Policy Implications

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

3.4 Risk Management Implications

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

3.5 Delegated Authority Implications

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

3.6 Financial Implications

The incentives framework is already considered in the budget and no additional adjustments to the budget are being sought.

3.7 Economic Benefit

This policy has the potential to bring forward new development and benefit the local economy with creation of construction jobs, construction spend and additional expenditure within the region. This has already been seen with over \$70M dollars' worth of projects being brought forward.

3.8 Environmental Implications

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

3.9 Social Implications

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

3.10 Consultation / Communication

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

***SUPPORTING INFORMATION***

**Ref: A16776093**

The following list of supporting information is provided for:

**ITEM 1.1**

**ADOPTION OF COUNCIL POLICY - INCENTIVISING INFILL DEVELOPMENT - REGIONAL**

***#1 Policy 2150-096 - Incentivising Infill Development***



**#1 Policy 2150-096 - Incentivising Infill Development**



Policy: 2150-096

**Incentivising Infill Development**

**Head of Power**

*Local Government Act 2009*

**Related Legislation**

*Sustainable Planning Act 2009  
Sustainable Planning Regulation 2009*

*Planning Act 2016  
Planning Regulation 2017*

*Economic Development Act 2012  
Economic Development Regulation 2013*

**Objective**

The objectives of this Policy are to:

- (1) establish Council's policy position on incentivising infill development;
- (2) establish the incentives to be offered;
- (3) set out the circumstances and development types that are to be targeted under this policy; and
- (4) establish the procedure for identifying and assessing potential applicants.

**Application**

1. Council will refund/discount the **defined charges** within the **defined areas** for the **defined uses** where the following conditions are met:
  - a) Development approval that took effect between 1 February 2016 and 30 June 2021 inclusive, and was assessed and approved under the MBRC Planning Scheme that commenced on 1 February 2016 or The Mill at Moreton Bay PDA Development Scheme.
  - b) Application for the refund/discount of the defined charges is made to Council on or prior to 30 June 2021.
  - c) Building work is to be substantially commenced by 31 December 2021.
  - d) Applications decided by the Planning and Environment Court are ineligible for consideration under this policy.
2. The following are additional requirements that are specific for the uses identified:
  - a) Multiple Dwelling
    - Contain a minimum of 20 units;
    - Be at least three storeys in height; and
    - Be designed, finished and maintained to a very high visual design standard as determined in the Council's sole discretion.

ITEM 1.1 - ADOPTION OF COUNCIL POLICY - INCENTIVISING INFILL DEVELOPMENT - REGIONAL (Cont.)



*Policy: 2150-096 - Incentivising Infill Development*

- b) Rooming Accommodation (Student accommodation)
    - Is for either Rooming accommodation (off-site student accommodation) or Educational establishment (on-site student accommodation);
    - Provide accommodation for students enrolled at a tertiary or higher education campus, including university and TAFE colleges and private educational establishments providing nationally accredited courses;
    - Contain a minimum of 20 bedrooms;
    - Contain an ancillary communal recreation space to be shared by the students with a minimum area of 30 square metres;
    - Be designed, finished and maintained to a very high visual design standard as determined in the Council's sole discretion;
    - Include an active onsite management regime and presence, to control day-to-day activities on the site and ensure that standards of amenity, maintenance and behaviour are maintained; and
    - Be operated and actively managed by a bona fide and experienced tertiary or higher education student accommodation provider.
  - c) Mixed Use Development
    - Containing a combination of residential and non-residential uses; and
    - Be designed, finished and maintained to a very high visual design standard as determined in the Council's sole discretion.
  - d) Short Term Accommodation
    - Be designed, finished and maintained to a very high visual design standard as determined in the Council's sole discretion.
  - e) Retirement facility
    - Be designed, finished and maintained to a very high visual design standard as determined in the Council's sole discretion.
  - f) Residential care facility
    - Be designed, finished and maintained to a very high visual design standard as determined in the Council's sole discretion.
  - g) Office
    - Containing a minimum of 2,000m<sup>2</sup> gross floor area; and
    - Be designed, finished and maintained to a very high visual design standard as determined in the Council's sole discretion.
3. Council at its discretion can consider any matter relevant to this Policy.

### Policy Statement

1. To incentivise infill development projects for specific uses in the Moreton Bay Regional Council Local Government Area by:
  - a. Refunding application fees; and
  - b. Discounting infrastructure chargeswhere the proposed development meets the conditions of this Policy. The application fees and infrastructure charges that would usually be applied are referred to as the **defined charges**.
2. The total value pool for the incentive projects during the term of the policy is limited to \$10,000,000 or as otherwise determined by Council.

ITEM 1.1 - ADOPTION OF COUNCIL POLICY - INCENTIVISING INFILL DEVELOPMENT - REGIONAL (Cont.)



Policy: 2150-096 - Incentivising Infill Development

3. This Policy commences on 1 July 2017 and is valid for four years or as otherwise determined by Council.
4. This Policy applies for the following **defined uses** that have been assessed and approved under the MBRC Planning Scheme (commenced on 1 February 2016) or The Mill at Moreton Bay PDA Development Scheme:
  - a) Rooming Accommodation (Student accommodation);
  - b) Mixed use development (must include a combination of residential and non-residential uses);
  - c) Multiple dwelling, excluding townhouses, row housing, triplex or the like;
  - d) Short term accommodation;
  - e) Retirement facility;
  - f) Residential care facility; and
  - g) Office
5. This Policy applies to the following **defined areas**:
  - a) the Redcliffe Peninsula Rail Corridor as identified on Map 1;
  - b) the Centre Zone, Caboolture precinct and within 800m walking distance from the Caboolture train station as identified on Map 2; and
  - c) the Centre Zone, Strathpine precinct and within 800m walking distance of the Strathpine train station as identified on Map 3.

**Review Triggers**

This Policy will be reviewed for applicability, continuing effect and consistency with related documents and the Law when any of the following occurs:

- (1) The related documents are amended.
- (2) The related documents are replaced by new documents.
- (3) Amendments are made to the head of power which affect the scope and effect of a Policy of this nature are made to the Law.

Otherwise, this Policy is to be reviewed annually for relevance and effectiveness.

**Responsibility**

This Policy is to be:

- (1) implemented by the Director Planning and Economic Development and relevant Development Services employees.
- (2) reviewed and amended in accordance with the "Review Triggers" by the authorised Development Services employees at the direction of the Director Planning and Economic Development.

<b>Policy: 2150-096</b>			<b>Official Version: A15508965</b>
Incentivising Infill Development			
Document Control			
Version / Reviewed	Version Adoption (Council meeting / Minute Page) Reviewed (revision comment)	Date	Word version reference
Version 1	Coordination Committee (17/1315)	27.6.2017	A15465953
Version 2	Coordination Committee (17/2230)	28.11.2017	A15700318
<b>Version 3</b>	<b>DRAFT</b>	<b>.2019</b>	<b>A16776093</b>

*ITEM 1.1 - ADOPTION OF COUNCIL POLICY - INCENTIVISING INFILL DEVELOPMENT - REGIONAL (Cont.)*



*Policy: 2150-096 - Incentivising Infill Development*

Defined area maps attached:

- a) the Redcliffe Peninsula Rail Corridor as identified on Map 1;
- b) the Centre Zone, Caboolture precinct and within 800m walking distance from the Caboolture train station as identified on Map 2; and
- c) the Centre Zone, Strathpine precinct and within 800m walking distance of the Strathpine train station as identified on Map 3.

**2 PLANNING & DEVELOPMENT SESSION**

**(Cr M Gillam)**

No items for consideration.

**3 CORPORATE SERVICES SESSION**

**(Cr M Constance)**

No items for consideration.

**4 ASSET CONSTRUCTION & MAINTENANCE SESSION**

**(Cr A Hain)**

**ITEM 4.1**

**ROTHWELL - NATHAN ROAD - SPORTING STAGE 1 (CLUBHOUSE CONSTRUCTION) - DIVISION 5**

*Meeting / Session:* 4 ASSET CONSTRUCTION & MAINTENANCE  
*Reference:* A18577943 : 21 May 2019 - Refer **Confidential** Supporting Information  
**A18534897**  
*Responsible Officer:* AM, Project Engineer (ECM Project Management & Construction)

**Executive Summary**

Tenders were invited for the 'Rothwell - Nathan Road - Sporting Stage 1 (Clubhouse Construction) (MBRC008555)' project. The tender closed on 24 April 2019 with three conforming tenders and one non-conforming tender received.

It is recommended that Council award the contract to Leaf Building Group Pty Ltd for the sum of \$2,236,310.99 (excluding GST) as this tender was evaluated as representing the best overall value to Council.

**OFFICER'S RECOMMENDATION**

That the tender for 'Rothwell - Nathan Road - Sporting Stage 1 (Clubhouse Construction) (MBRC008555)' project be awarded to Leaf Building Group Pty Ltd for the sum of \$2,236,310.99 (excluding GST).

- a) That the Council enters into an agreement with Leaf Building Group 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 Leaf Building Group for 'Rothwell - Nathan Road - Sporting Stage 1 (Clubhouse Construction) (MBRC008555)' project and any required variations of the agreement on Council's behalf.

**ITEM 4.1 ROTHWELL - NATHAN ROAD - SPORTING STAGE 1 (CLUBHOUSE CONSTRUCTION) - DIVISION 5 - A18577943 (Cont.)**

**REPORT DETAIL**

**1. Background**

The project is located at Nathan Road, Rothwell and involves the construction of a clubhouse for the new sports facility. The clubhouse will provide a kitchen, clubroom, office space, storage, first aid room, timekeepers/scorers box and amenities for both players and umpires; including changerooms complying with AFL facility guidelines for unisex use.



**Figure 1: Indicative artist impression of building layout**

Civil works including a senior AFL field, access roads and car parking, wetland and landscaping are currently in progress under a separate contract.

Works on the building component (clubhouse construction) are expected to commence in late June 2019 and are expected to take 27 weeks to complete, weather permitting, which includes an allowance of 48 wet weather days. The project is scheduled to be completed by January 2020.



ITEM 4.1 ROTHWELL - NATHAN ROAD - SPORTING STAGE 1 (CLUBHOUSE CONSTRUCTION) - DIVISION 5 - A18577943 (Cont.)



Figure 2: Location plan - Clubhouse at Nathan Road Sporting Precinct

**2. Explanation of Item**

Tenders were invited for the 'Rothwell - Nathan Road - Sporting Stage 1 (Clubhouse Construction) (MBRC008555)'. The tender closed on 24 April 2019 with a total of three conforming tenders and one non-conforming tender received. The tenders were assessed by the assessment panel in accordance with Council's Purchasing Policy and the selection criteria set out in the tender documents.

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

RANK	TENDERER	EVALUATION SCORE
1	Leaf Building Group Pty Ltd	100.00
2	Main Constructions (Building) Pty Ltd	98.98
3	Integral Construction Pty Ltd	96.79
4	PT & R Kirkpatrick Enterprises Pty Ltd T/A Eagle Rock Construction	Non-conforming



**ITEM 4.1 ROTHWELL - NATHAN ROAD - SPORTING STAGE 1 (CLUBHOUSE CONSTRUCTION) - DIVISION 5 - A18577943 (Cont.)**

**Leaf Building Group Pty Ltd (Leaf)** submitted a comprehensive tender. A tender clarification meeting was held on 16 May 2019, at which Leaf confirmed their methodology and capability in delivering the project. Leaf has previously undertaken works for Moreton Bay Regional Council and other government organisations, including the Burpengary Regional Aquatic Leisure Centre Refurbishment, project value \$5.4M; and Queensland Rail - Building 8 Refurbishment, project value \$1.28M. Leaf have confirmed they have the capacity to complete these works and have a project team ready to commence.

**Main Constructions (Building) Pty Ltd** submitted a comprehensive tender that demonstrated their capability to complete the project; however, there were no additional benefits for the higher price.

**Integral Construction Pty Ltd** submitted a comprehensive tender that demonstrated their capability to complete the project; however, there were no additional benefits for the higher price.

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

### 3. Strategic Implications

#### 3.1 Legislative/Legal Implications

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

#### 3.2 Corporate Plan / Operational Plan

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

#### 3.3 Policy Implications

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

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

#### 3.4 Risk Management Implications

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

*Financial Risk:*

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

*Construction Risks:*

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

#### 3.5 Delegated Authority Implications

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

## Moreton Bay Regional Council

**ITEM 4.1 ROTHWELL - NATHAN ROAD - SPORTING STAGE 1 (CLUBHOUSE CONSTRUCTION) - DIVISION 5 - A18577943 (Cont.)**

### 3.6 Financial Implications

Council has allocated a total of \$17.75M (excluding GST) towards the overall Nathan Road Sporting Precinct Development (stage 1). The component allocations are \$3M in 2016/17 FY, \$6M in the 2017/18 FY, \$5.5M in the 2018/19 FY and \$3.25M set aside in the draft 2019/20 Capital Works Program budget. Project budget number is 102054. Financial information below is excluding GST.

#### 2016/17 FY:

Detailed design for civil works and clubhouse	\$ 282,971.00
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#### 2016/17 and 2017/18 FY:

Total cost for supply, delivery and placement of structural fill	\$ 6,032,616.40
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#### 2018/19 FY:

Total estimated cost for civil works (works in progress)	\$ 7,216,084.60
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#### 2018/19 and 2019/20 FY:

Clubhouse construction:

Design changes	\$ 14,728.00
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Tender price (construction)	\$ 2,236,310.99
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Contingency (10%)	\$ 223,631.10
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QLeave (0.475%)	\$ 10,622.00
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Construction Consultant Inspections	\$ 22,000.00
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Sub-total (clubhouse construction)	\$ 2,507,292.09
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Total forecast project cost	\$16,038,964.09
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Estimated ongoing operational/maintenance costs	\$ 48,000.00 per F/Y
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The budget amount for this project is sufficient.

In addition to the above works, there is some further work required to complete stage 1 of the project, including wetland planting and some earthworks which are estimated to cost \$1,000,000.

### 3.7 Economic Benefit

The construction of the clubhouse will provide a new home for the Redcliffe Tigers AFL Club, moving them from the previously flood-inundated site at McGahey Street, Rothwell, and providing them with increased opportunity for club events.

### 3.8 Environmental Implications

An Environmental Management Plan will be provided to Council by the successful tenderer, detailing the management of environmental matters affecting the project during construction, in line with the Development Approval.

### 3.9 Social Implications

The clubhouse will provide the club with a new clubroom, kitchen and amenities, which will accommodate the expected increase in members of the AFL community and provide them with facilities for larger sporting events.

### 3.10 Consultation / Communication

A detailed communication plan has been developed. Residents adjacent to the site have been previously consulted in relation to the civil works. In line with the approved communication plan, prior to commencement of the building works, adjacent residents will be notified via a project notice. Project signage is already in place. A dedicated Significant Project Website has been established and will be updated weekly. The Divisional Councillor will be provided with fortnightly updates and has been consulted and is supportive of the project.

***SUPPORTING INFORMATION***

**Ref: A18534897**

The following list of supporting information is provided for:

**ITEM 4.1**

**ROTHWELL - NATHAN ROAD - SPORTING STAGE 1 (CLUBHOUSE CONSTRUCTION) - DIVISION 5**

***Confidential #1 Tender Evaluation***

**5 PARKS, RECREATION & SPORT SESSION**

**(Cr K Winchester)**

**ITEM 5.1**

**NEW LEASE - BRAMBLE BAY BOWLS AND RECREATION CLUB INC. - DIVISION 6**

*Meeting / Session:* 5 PARKS, RECREATION & SPORT  
*Reference:* A18085908 : 18 January 2019 - **Refer Supporting Information A18085914**  
*Responsible Officer:* CM, Supervisor Community Leasing (CES Community Services, Sport & Recreation)

**Executive Summary**

This report seeks Council's approval for the provision of a lease to the Bramble Bay Bowls and Recreation Club Inc. over the Bramble Bay Bowls Club at Woody Point Reserve, corner of Victoria Avenue and Hornibrook Esplanade, Woody Point (refer Supporting Information #1). The proposed lease would take effect following the organisation's surrender of its existing lease at this location.

**OFFICER'S RECOMMENDATION**

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

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ITEM 5.1 NEW LEASE - BRAMBLE BAY BOWLS AND RECREATION CLUB INC. - DIVISION 6 - A18085908 (Cont.)

**REPORT DETAIL**

**1. Background**

Since 1948 the Bramble Bay Bowls and Recreation Club Inc. has occupied part of Reserve R114 Lot 124 on SP173858 at Woody Point (refer Supporting Information #1) for the conduct of its community sporting activities (lawn bowls) and as a food and beverage venue. The most recent lease entered into with the Club by Council was executed on 29 February 2012, with an expiry of 31 December 2021.

In April 2014, Council adopted its regional Community Leasing Policy (2150-079). The Bramble Bay Bowls and Recreation Club Inc. has been offered the opportunity to transition its tenure arrangement to the new policy provisions, subject to the surrender of its existing lease.

**2. Explanation of Item**

In March 2019, Council received the necessary documentation from the Club to support its transition to a new lease under Council's Community Leasing Policy (2150-079). To enable this transition, the Bramble Bay Bowls and Recreation Club Inc. will be required to surrender its existing lease with Council at this location (refer Supporting Information #1) and enter into a new lease with Council over the same area.

Accordingly, it is recommended that Council approve 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 (5) years. Further, it is recommended that the provision of this lease be subject to the group surrendering its existing lease at this location.

**3. Strategic Implications**

3.1 Legislative/Legal Implications

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

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

3.2 Corporate Plan / Operational Plan

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

3.3 Policy Implications

The terms and conditions of the proposed lease agreement will be in accordance with Council's Community Leasing Policy (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 5 of this report, it is proposed that the Chief Executive Officer be authorised to take all action necessary to execute the new lease.

3.6 Financial Implications

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

3.7 Economic Benefit

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

3.8 Environmental Implications

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

## Moreton Bay Regional Council

*ITEM 5.1 NEW LEASE - BRAMBLE BAY BOWLS AND RECREATION CLUB INC. - DIVISION 6 - A18085908 (Cont.)*

3.9 Social Implications

The issuing of a lease to Bramble Bay Bowls and Recreation Club Inc. will provide the Club with facilities to support its operations.

3.10 Consultation / Communication

Councillor Winchester (Division 6)  
Financial and Project Services Department  
Legal Services Department  
Bramble Bay Bowls and Recreation Club Inc.

***SUPPORTING INFORMATION***

**Ref: [A18085914](#)**

The following list of supporting information is provided for:

**ITEM 5.1**

**NEW LEASE - BRAMBLE BAY BOWLS AND RECREATION CLUB INC. - DIVISION 6**

***#1 Bramble Bay Bowls and Recreation Club Inc. lease area***

ITEM 5.1 - NEW LEASE - BRAMBLE BAY BOWLS AND RECREATION CLUB INC. (Cont.)

**#1 Bramble Bay Bowls and Recreation Club Inc. lease area**





**6 LIFESTYLE & AMENITY SESSION**

**(Cr D Sims)**

**ITEM 6.1**

**OUTCOME OF LIBRARY COLLECTION MATERIALS TENDER - REGIONAL**

*Meeting / Session:* 6 LIFESTYLE & AMENITY  
*Reference:* A18548991 : 14 May 2019 - Refer **Confidential Supporting Information A18568882**  
*Responsible Officer:* MK, Collections Librarian (CES Customer & Cultural Services)

**Executive Summary**

Council's library service currently purchases collection materials through Local Buy Arrangements, however, to improve procurement practices and achieve the timelier provision of collection materials to library customers, it was determined that a panel of preferred vendors should be established.

On 8 December 2018, tenders were called to establish a panel of preferred vendors for library collection materials. The tender closed on 29 January 2019, with 19 conforming submissions and one non-conforming submission received.

It is recommended that Council enters into an agreement with each of the suppliers as described in this report to establish a Library Materials Panel (MBRC007140) for a period from 1 July 2019 to 30 June 2021, with the option to extend each agreement period by three x one-year periods, subject to satisfactory performance.

**OFFICER'S RECOMMENDATION**

1. That Council enters into a preferred supplier arrangement with each of the suppliers as described in this report to establish a Library Materials Panel (MBRC007140) for a period from 1 July 2019 to 30 June 2021, with the option to extend each agreement period by three x one-year periods, subject to satisfactory performance.
2. 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 each of the above suppliers for the preferred supplier arrangement for Library Materials Panel (MBRC007140) and any required variations of these agreements on Council's behalf.

*ITEM 6.1 OUTCOME OF LIBRARY COLLECTION MATERIALS TENDER - REGIONAL - A18548991 (Cont.)*

**REPORT DETAIL**

**1. Background**

Council's library service currently purchases collection materials through Local Buy arrangements. A tender was advertised on 8 December 2018 to establish a panel of preferred vendors to improve procurement practices and the timelier provision of collection materials to library customers.

This tender was based on an initial two-year term, to commence on 1 July 2019, with three twelve-month optional extensions. Vendors submitting a response to this tender were requested to indicate their ability to provide library collection materials and ancillary services across 13 categories by 29 January 2019.

The estimated total value for purchasing via the panel arrangement during the initial two-year term is \$4.54 million.

**2. Explanation of Item**

Given the volume and diversity of library collection materials sought by Council, it is considered that a vendor panel arrangement will bring additional benefits to Council than currently available via Local Buy. The provision of ancillary services by vendors provides Council with an increased level of flexibility around collection material processing and can improve the timeliness of collection material availability to customers.

Across the 13 categories of library collection materials specified in the tender, a total of 19 conforming submissions and one non-conforming submission were received. The submissions were assessed by the tender assessment team in accordance with Council's Purchasing Policy and the selection criteria set out in the tender documents with tenders ranked as per Confidential Supporting Information #1.

To ensure vendors remain competitive and to overcome exclusive title availability, where practical, multiple vendors have been selected in each category.

It is recommended that the following vendors are appointed to the Library Materials Panel (MBRC007140) in the categories specified:

Category	Recommended Panel Vendors
1 - General Print Materials	<ul style="list-style-type: none"> <li>• James Bennett Pty Limited</li> <li>• Mecks No. 2 Pty Ltd as trustee for the Lugton Family Trust trading as Peter Pal Library Supplier</li> </ul>
2 - Audiovisual Materials	<ul style="list-style-type: none"> <li>• James Bennett Pty Limited</li> <li>• Mecks No. 2 Pty Ltd as trustee for the Lugton Family Trust trading as Peter Pal Library Supplier</li> </ul>
3 - Print Serials	<ul style="list-style-type: none"> <li>• Ebsco International, Inc</li> <li>• Isubscribe Pty Ltd</li> </ul>
4 - LOTE (Languages Other Than English) Materials	<ul style="list-style-type: none"> <li>• Caval Ltd</li> </ul>
5 - Large Print	<ul style="list-style-type: none"> <li>• Bolinda Publishing Pty Ltd</li> <li>• Mecks No. 2 Pty Ltd as trustee for the Lugton Family Trust trading as Peter Pal Library Supplier</li> <li>• Ulverscroft Large Print (Australia) Pty Ltd</li> <li>• Wavesound Pty Ltd</li> </ul>
6 - AudioBooks	<ul style="list-style-type: none"> <li>• Bolinda Publishing Pty Ltd</li> <li>• Mecks No. 2 Pty Ltd as trustee for the Lugton Family Trust trading as Peter Pal Library Supplier</li> <li>• Ulverscroft Large Print (Australia) Pty Ltd</li> <li>• Wavesound Pty Ltd</li> </ul>

# Moreton Bay Regional Council

## ITEM 6.1 OUTCOME OF LIBRARY COLLECTION MATERIALS TENDER - REGIONAL - A18548991 (Cont.)

Category	Recommended Panel Vendors
7 - Other Devices	<i>Materials will continue to be procured via Local Buy</i>
8 - Toys	<ul style="list-style-type: none"><li>• Modern Teaching Aids Pty Ltd</li></ul>
9 - eBooks	<ul style="list-style-type: none"><li>• Bibliotheca Australia</li><li>• Bolinda Digital Pty Ltd</li><li>• James Bennett Pty Limited</li><li>• Overdrive Inc</li></ul>
10 - eAudiobooks	<ul style="list-style-type: none"><li>• Bibliotheca Australia</li><li>• Bolinda Digital Pty Ltd</li><li>• Overdrive Inc</li><li>• Ulverscroft Large Print (Australia) Pty Ltd</li><li>• Wavesound Pty Ltd</li></ul>
11 - Digital Films	<i>Materials will be provided under Category 13</i>
12 - Digital Magazines	<i>Materials will be provided under Category 13</i>
13 - Digital Other	<ul style="list-style-type: none"><li>• James Bennett Pty Limited</li><li>• Wavesound Pty Ltd</li><li>• Digitales</li><li>• Library Ideas, LLC</li><li>• Ebsco International, Inc</li></ul>

While submissions were received for Category 7 - Other Devices, no vendors have been recommended because evaluations did not demonstrate value for money. If items in this category need to be purchased, they will continue to be sourced via Local Buy arrangements.

Given the category supplier overlap, Category 11 - Digital Films and Category 12 - Digital Magazines and Newspapers, will be sourced from Category 13 - Digital Other vendors.

### 3. Strategic Implications

#### 3.1 Legislative/Legal Implications

Procurement activities were undertaken in compliance with the *Local Government Act 2009* and Local Government Regulation 2002 Chapter 6.

The calling of public tenders and establishment of preferred supplier arrangement panels is in accordance with section 233 of the Local Government Regulation 2012.

Pursuant to section 233 of the Local Government Regulation 2012, Council may enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if the contract is entered into with a preferred supplier under a preferred supplier arrangement

#### 3.2 Corporate Plan / Operational Plan

Valuing Lifestyle: Quality recreation and cultural opportunities - places to discover, learn, play and imagine and Creating Opportunities: Digital literacy and commerce - a digital region.

#### 3.3 Policy Implications

This tender has been undertaken in accordance with Council's Procurement Policy 2150-006.

#### 3.4 Risk Management Implications

A risk assessment was undertaken 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 and complexity associated with this procurement.

*ITEM 6.1 OUTCOME OF LIBRARY COLLECTION MATERIALS TENDER - REGIONAL - A18548991 (Cont.)*

3.5 Delegated Authority Implications

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

3.6 Financial Implications

Library materials purchases are budgeted with the Collections budget (20690).

Cataloguing and processing services are budgeted with the Collections End Processing budget (20789).

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

Legal Services

Manager Financial and Project Services

**SUPPORTING INFORMATION**

**Ref: A1856882**

The following list of supporting information is provided for:

**ITEM 6.1**

**OUTCOME OF LIBRARY COLLECTION MATERIALS TENDER - REGIONAL**

***Confidential #1 Ranked and weighted scores of tenderers by category***

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

No items for consideration.

**8 REGIONAL INNOVATION**

**(Cr D Grimwade)**

**ITEM 8.1**

**MANAGEMENT OF COUNCIL OWNED CARAVAN PARKS - DIVISIONS 1, 2 & 6**

*Meeting / Session:* 8 REGIONAL INNOVATION  
*Reference:* A18563764 : 16 May 2019 - **Refer Supporting Information A18564632**  
*Responsible Officer:* AS, A/Property Services Manager (CES Property & Commercial Services)

**Executive Summary**

The purpose of this report is to seek Council approval to undertake an Expressions of Interest (EOI) process in regard to the management or lease of Council owned caravan parks, prior to inviting written tenders.

Under section 228 of the Local Government Regulation 2012, a local government may invite Expressions of Interest before inviting written tenders if the local government decides by resolution that it would be in the public interest to do so.

**OFFICER'S RECOMMENDATION**

1. That Council decides it is in the public interest to invite expressions of interest (EOIs) prior to inviting written tenders for the management or lease of Bongaree Caravan Park, Beachmere Caravan Park, Donnybrook Caravan Park, Bells Caravan Park, and Toorbul Caravan Park (The Caravan Parks), as it will enable Council to consider any innovative proposals that may be submitted under an EOI process before considering tenders from a shortlist of EOI respondents who have submitted a clear plan, and demonstrated an ability to achieve positive outcomes for the Council.
2. That Council invites Expressions of Interest for the management or lease of The Caravan Parks and invites tenders from an appropriate shortlist of respondents.
3. That the Chief Executive Officer be authorised to do all things necessary to complete the EOI and tender process for the lease of the subject property in accordance with the Local Government Regulation 2012, section 228(5) and (6).
4. That the Chief Executive Officer report to the Council about the tender process and recommend a preferred tenderer.

*ITEM 8.1 MANAGEMENT OF COUNCIL OWNED CARAVAN PARKS - DIVISIONS 1, 2 & 6 - A18563764 (Cont.)*

**REPORT DETAIL**

**1. Background**

Moreton Bay Regional Council has five externally managed caravan parks at the following locations:

Park Name	Address	Number of Sites
Beachmere Caravan Park	Biggs Avenue, Beachmere	44
Donnybrook Caravan Park	Alice Street, Donnybrook	37
Toorbul Caravan Park	Esplanade, Toorbul	45
Bells Caravan Park	Hornibrook Esplanade, Clontarf	62
Bongaree Caravan Park	Welsby Parade, Bongaree	105

Council's caravan parks provide a mix of tourist and long term tenanted sites, with a transition to more tourist sites as tenants vacate. The management agreements for all locations expire in the coming months.

**2. Explanation of Item**

Property Services wish to undertake an Expressions of Interest (EOI) campaign to seek management services for all caravan parks.

The purpose behind the EOI is to determine interest from operators within the market to manage individual or multiple parks, and what benefits that may achieve for Council including tenures (management agreement or lease) and operational savings.

The expiry dates for the current agreements are as follows:

Park Name	Expiry
Beachmere Caravan Park	30 September 2019
Donnybrook Caravan Park	31 October 2019
Toorbul Caravan Park	28 February 2020
Bells Caravan Park	1 October 2019
Bongaree Caravan Park	31 December 2019

This report seeks a resolution to commence an EOI process for the management or lease of The Caravan Parks as shown in the Supporting Information. The EOI will encourage submissions from parties who can provide a demonstrated ability to operate and maintain caravan parks. Council will be briefed on the outcome of the tender process, and a report will be provided to the Council with a recommendation as to preferred tenderers.

This process is provided for under section 228 of the Local Government Regulation 2012, in circumstances where the Council decides it is in the public interest to invite expressions of interest before inviting written tenders. Council officers consider it is in the public interest to conduct an EOI as it will enable Council the opportunity to source a wide variety of caravan park operators, including those with capacity to manage multiple facilities, without the impediment of a predetermined tenure.



ITEM 8.1 MANAGEMENT OF COUNCIL OWNED CARAVAN PARKS - DIVISIONS 1, 2 & 6 - A18563764 (Cont.)

**3. Strategic Implications**

3.1 Legislative/Legal Implications

Under section 228 of the Local Government Regulation 2012, a local government may invite expressions of interest before inviting written tenders if the local government decides by resolution that it would be in the public interest to do so.

3.2 Corporate Plan / Operational Plan

Strengthening Communities: Strong local governance - a council connected with its community.

3.3 Policy Implications

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

3.4 Risk Management Implications

The primary risk is probity. The Property Services Manager will oversee the EOI process which will be conducted in accordance with the relevant legislation and policies.

3.5 Delegated Authority Implications

As noted in the recommendation.

3.6 Financial Implications

Appropriate financial considerations will be applied and formal arrangements will be entered into with any successful tenderer.

3.7 Economic Benefit

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

3.8 Environmental Implications

There are no environmental implications arising from this report.

3.9 Social Implications

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

3.10 Consultation / Communication

Director Community and Environmental Services  
Legal Services

**SUPPORTING INFORMATION**

**Ref: [A18564632](#)**

The following list of supporting information is provided for:

**ITEM 8.1**

**MANAGEMENT OF COUNCIL OWNED CARAVAN PARKS - DIVISIONS 1, 2 & 6**

***#1 Beachmere Caravan Park***

***#2 Donnybrook Caravan Park***

***#3 Toorbul Caravan Park***

***#4 Bells Caravan Park***

***#5 Bongaree Caravan Park***

ITEM 8.1 - MANAGEMENT OF COUNCIL OWNED CARAVAN PARKS - DIVISIONS 1, 2 & 6 (Cont.)

**#1 Beachmere Caravan Park**



ITEM 8.1 - MANAGEMENT OF COUNCIL OWNED CARAVAN PARKS - DIVISIONS 1, 2 & 6 (Cont.)

**#2 Donnybrook Caravan Park**





ITEM 8.1 - MANAGEMENT OF COUNCIL OWNED CARAVAN PARKS - DIVISIONS 1, 2 & 6 (Cont.)

**#3 Toorbul Caravan Park**





ITEM 8.1 - MANAGEMENT OF COUNCIL OWNED CARAVAN PARKS - DIVISIONS 1, 2 & 6 (Cont.)

**#4 Bells Caravan Park**



ITEM 8.1 - MANAGEMENT OF COUNCIL OWNED CARAVAN PARKS - DIVISIONS 1, 2 & 6 (Cont.)

**#5 Bongaree Caravan Park**



**9 GENERAL BUSINESS**

**ANY OTHER BUSINESS AS PERMITTED BY THE MEETING CHAIRPERSON.**