



REPORT

Coordination Committee Meeting

Tuesday 4 June 2019
commencing at 10.39am

Strathpine Chambers
220 Gympie Road, Strathpine

ENDORSED GM20190604

CHAIRPERSON'S REPORT

The recommendations contained within this report of the Coordination Committee meeting held 4 June 2019 are recommended to the Council for adoption.

COUNCILLOR MIKE CHARLTON (ACTING MAYOR)
CHAIRPERSON
COORDINATION COMMITTEE

Membership = 13
Mayor and all Councillors

Quorum = 7

Adoption Extract from General Meeting – 4 June 2019 (Pages 19/1067 - 19/1068)

12.1 Coordination Committee Meeting - 4 June 2019 - BALANCE OF ITEMS EXCLUDING ITEM 1.1 (Pages 19/1070 - 19/1092)

RESOLUTION

Moved by Cr Adrian Raedel

Seconded by Cr Mick Gillam

CARRIED 11/0

That the report and recommendations of the Coordination Committee meeting held 4 June 2019, excluding Item 1.1 to be considered separately, be adopted.

12.2 Coordination Committee Meeting - 4 June 2019 - ITEM 1.1 CONSIDERED SEPARATELY

RESOLUTION

Moved by Cr Mick Gillam

Seconded by Cr Matt Constance

CARRIED 11/0

That the report and recommendation for Item 1.1 of the Coordination Committee Meeting dated 4 June 2019 be considered separately to allow further discussion.

RESOLUTION

Moved by Cr Mick Gillam

Seconded by Cr Matt Constance

CARRIED 9/2

Crs James Houghton and Brooke Savage, voted against Committee's Recommendation

That the report and recommendation for Item 1.1 of the Coordination Committee Meeting dated 4 June 2019, be adopted.

LIST OF ITEMS

1 GOVERNANCE SESSION (Cr M Charlton, Acting Mayor)

- ITEM 1.1** **1071**
ADOPTION OF COUNCIL POLICY - INCENTIVISING INFILL DEVELOPMENT - REGIONAL
RECOMMENDATION
COMMITTEE RECOMMENDATION
REPORT DETAIL

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** **1076**
ROTHWELL - NATHAN ROAD - SPORTING STAGE 1 (CLUBHOUSE CONSTRUCTION) -
DIVISION 5
COMMITTEE RECOMMENDATION
REPORT DETAIL

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

- ITEM 5.1** **1081**
NEW LEASE - BRAMBLE BAY BOWLS AND RECREATION CLUB INC. - DIVISION 6
COMMITTEE RECOMMENDATION
REPORT DETAIL

6 LIFESTYLE & AMENITY SESSION (Cr D Sims)

- ITEM 6.1** **1084**
OUTCOME OF LIBRARY COLLECTION MATERIALS TENDER - REGIONAL
COMMITTEE RECOMMENDATION
REPORT DETAIL

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

- ITEM 7.1** **1088**
MANAGEMENT OF COUNCIL OWNED CARAVAN PARKS - DIVISIONS 1, 2 & 6
COMMITTEE RECOMMENDATION
REPORT DETAIL

8 REGIONAL INNOVATION (Cr D Grimwade)

9 GENERAL BUSINESS

- ITEM 9.1** **1092**
ST MICHAEL'S COLLEGE ANNUAL FAIR - DIVISION 1
COMMITTEE RECOMMENDATION

CLOSURE

ATTENDANCE & APOLOGIES

Attendance:

Committee Members:

Cr Mike Charlton (Acting Mayor) (Chairperson)
Cr Brooke Savige
Cr Adam Hain
Cr Julie Greer
Cr James Houghton
Cr Koliانا Winchester
Cr Denise Sims
Cr Mick Gillam
Cr Matthew Constance
Cr Darren Grimwade
Cr Adrian Raedel

Officers:

Acting Chief Executive Officer & Director Engineering, Construction & Maintenance	(Mr Tony Martini)
Director Community & Environmental Services	(Mr Bill Halpin)
Director Planning & Economic Development	(Mr Mike Pickering)
Director Infrastructure Planning	(Mr Andrew Ryan)
Manager Development Services	(Ms Kate Isles)
Division Project Coordinator	(Mr Scott Hambleton)
Meeting Support	(Larissa Kerrisk)

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

The Mayor is the Chairperson of the Coordination Committee.

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

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

ATTENDANCE

Ms Kate Isles and Mr Scott Hambleton attended the meeting at 10.39am for discussion on Item 1.1.

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.

RECOMMENDATION

Moved by Cr Mick Gillam

Seconded by Cr Adrian Raedel

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.**

AMENDMENT MOVED

Cr Matt Constance moved the following amendment:

That Item 5D be included in the Policy supporting the inclusion of the 'Arana Hills precinct' area and within 400m walking distance of the centre. The details to be presented at a future Council Workshop.

Seconded by Cr Mick Gillam

The amendment was put to the vote and declared **CARRIED 7/4**

Crs James Houghton, Brooke Savige, Adam Hain and Koliana Winchester voted against the amendment.

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

THE AMENDMENT BECOMES THE RECOMMENDATION

COMMITTEE RECOMMENDATION

Moved by Cr Matt Constance

Seconded by Cr Mick Gillam

CARRIED 7/4

Crs James Houghton, Brooke Savige, Adam Hain and Koliانا Winchester voted against Committee's Recommendation

1. 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.
2. That Item 5D be included in the Policy supporting the inclusion of the 'Arana Hills precinct' area and within 400m walking distance of the centre. The details to be presented at a future Council Workshop.

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

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.

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 2,000m² 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.

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

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.

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.

ATTENDANCE

Ms Kate Isles and Mr Scott Hambleton left the meeting at 11.07am after consideration of Item 1.1.

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.

COMMITTEE RECOMMENDATION

Moved by Cr James Houghton

Seconded by Cr Koliana Winchester

CARRIED 11/0

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).

- That the Council enters into an agreement with Leaf Building Group Pty Ltd as described in this report.
- 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.)

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.

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

2016/17 and 2017/18 FY:

Total cost for supply, delivery and placement of structural fill \$ 6,032,616.40

2018/19 FY:

Total estimated cost for civil works (works in progress) \$ 7,216,084.60

2018/19 and 2019/20 FY:

Clubhouse construction:

Design changes \$ 14,728.00

Tender price (construction) \$ 2,236,310.99

Contingency (10%) \$ 223,631.10

QLeave (0.475%) \$ 10,622.00

Construction Consultant Inspections \$ 22,000.00

Sub-total (clubhouse construction) \$ 2,507,292.09

Total forecast project cost \$16,038,964.09

Estimated ongoing operational/maintenance costs \$ 48,000.00 per F/Y

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.

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.

COMMITTEE RECOMMENDATION

Moved by Cr James Houghton

Seconded by Cr Mick Gillam

CARRIED 11/0

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 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.

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

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.

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

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.

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.

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.

COMMITTEE RECOMMENDATION

Moved by Cr Mick Gillam

Seconded by Cr Julie Greer

CARRIED 11/0

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.)

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.

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"> • James Bennett Pty Limited • Mecks No. 2 Pty Ltd as trustee for the Lugton Family Trust trading as Peter Pal Library Supplier
2 - Audiovisual Materials	<ul style="list-style-type: none"> • James Bennett Pty Limited • Mecks No. 2 Pty Ltd as trustee for the Lugton Family Trust trading as Peter Pal Library Supplier
3 - Print Serials	<ul style="list-style-type: none"> • Ebsco International, Inc • Isubscribe Pty Ltd

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

Category	Recommended Panel Vendors
4 - LOTE (Languages Other Than English) Materials	<ul style="list-style-type: none"> Caval Ltd
5 - Large Print	<ul style="list-style-type: none"> Bolinda Publishing Pty Ltd Mecks No. 2 Pty Ltd as trustee for the Lugton Family Trust trading as Peter Pal Library Supplier Ulverscroft Large Print (Australia) Pty Ltd Wavesound Pty Ltd
6 - AudioBooks	<ul style="list-style-type: none"> Bolinda Publishing Pty Ltd Mecks No. 2 Pty Ltd as trustee for the Lugton Family Trust trading as Peter Pal Library Supplier Ulverscroft Large Print (Australia) Pty Ltd Wavesound Pty Ltd
7 - Other Devices	<i>Materials will continue to be procured via Local Buy</i>
8 - Toys	<ul style="list-style-type: none"> Modern Teaching Aids Pty Ltd
9 - eBooks	<ul style="list-style-type: none"> Bibliotheca Australia Bolinda Digital Pty Ltd James Bennett Pty Limited Overdrive Inc
10 - eAudiobooks	<ul style="list-style-type: none"> Bibliotheca Australia Bolinda Digital Pty Ltd Overdrive Inc Ulverscroft Large Print (Australia) Pty Ltd Wavesound Pty Ltd
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"> James Bennett Pty Limited Wavesound Pty Ltd Digitales Library Ideas, LLC Ebsco International, Inc

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*.

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

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.

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

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

ITEM 7.1

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.

COMMITTEE RECOMMENDATION

Moved by Cr Matt Constance

Seconded by Cr Adrian Raedel

CARRIED 11/0

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

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.

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

ITEM 7.1 MANAGEMENT OF COUNCIL OWNED CARAVAN PARKS - DIVISIONS 1, 2 & 6 - A18563764 (Cont.)

Park Name	Expiry
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.

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

8 REGIONAL INNOVATION

(Cr D Grimwade)

No items for consideration.

9 GENERAL BUSINESS

ITEM 9.1

ST MICHAEL'S COLLEGE ANNUAL FAIR - DIVISION 1 (BS)

Cr Brooke Savige reported her attendance to the **St Michael's College Annual Fair** on Saturday, 1 June 2019. Cr Savige said that while many schools hold Fairs, St Michael's College has run their Fair for 33 consecutive years and is organised by the volunteers of a small school with thousands of people attending each year.

COMMITTEE RECOMMENDATION

Moved by Cr Brooke Savige

Seconded by Cr Matt Constance

CARRIED 11/0

That a Mayoral letter of congratulation be sent to St Michael's College P&F Association on their successful 33rd Annual Fair and for the positive impact the Fair has on the region.

CLOSURE

There being no further business the Chairperson closed the meeting at 11.16am.