



AGENDA

GENERAL MEETING

Wednesday 28 October 2020

commencing at 9.30am

Caboolture Chambers
2 Hasking Street, Caboolture

Pursuant to section 277E of the Local Government Regulation 2012 it is considered not practicable for the public to attend the meeting because of health and safety reasons associated with the public health emergency involving COVID-19

Accordingly, this meeting is physically closed to the public.

However, will be live-streamed via a link on Council's website

(access to the link will be available immediately prior to the meeting)

COUNCILLOR:

NOTICE IS HEREBY GIVEN, that a General Meeting of the Moreton Bay Regional Council will be held on Wednesday 28 October 2020 commencing at 9.30am in Caboolture Chambers, 2 Hasking Street, Caboolture to give consideration to the matters listed on this agenda.

Greg Chemello
Chief Executive Officer

22 October 2020

Membership = 13

Mayor and all Councillors

Quorum = 7

Agenda for public distribution

LIST OF ITEMS

1.	ACKNOWLEDGEMENT OF COUNTRY	6
2.	OPENING PRAYER / REFLECTION	6
3.	ATTENDANCE & APOLOGIES	6
4.	MEMORIALS OR CONDOLENCES	6
5.	A) CONFIRMATION OF MINUTES FROM PREVIOUS GENERAL MEETING	6
	General Meeting - 7 October 2020 (Pages 20/1734 - 20/1791)	6
	Attachment #1 Unconfirmed Minutes - General Meeting 7 October 2020	
5.	B) ADOPTION OF AUDIT COMMITTEE MEETING REPORT & RECOMMENDATIONS	6
	Audit Committee Meeting - 8 October 2020 (Pages 20/1792 - 20/1796)	6
	Attachment #2 Unconfirmed Report & Recommendations - Audit Committee Meeting 8 October 2020	
6.	PRESENTATION OF PETITIONS	7
	<i>(Addressed to the Council and tabled by Councillors)</i>	
7.	CORRESPONDENCE	7
8.	DEPUTATIONS / COMMUNITY COMMENT	7
9.	NOTICES OF MOTION (Repeal or amendment of resolutions)	7
	<i>(s262 of the Local Government Regulation 2012)</i>	
	9.1. Notice of Motion - Delay conduct of a General Meeting of Council at another location NOM/40	
10.	OFFICERS' REPORTS TO COUNCIL (conducted in Sessions)	7
	<i>(as referred by the Chief Executive Officer)</i>	
	1 GOVERNANCE & ENGAGEMENT SESSION (Cr D SIMS, Deputy Mayor)	8
	ITEM 1.1	8
	2019-20 ANNUAL REPORT	
	REPORT DETAIL	
	SUPPORTING INFORMATION	
	#1 2019-20 Annual Report	

ITEM 1.2	12
FINANCIAL AND CONTRACTUAL DELEGATION TO CHIEF EXECUTIVE OFFICER - QUARTER ENDING 30 SEPTEMBER 2020	
REPORT DETAIL	
SUPPORTING INFORMATION	
#1 Register of Decisions Made by CEO Under Delegation Council-163 - 30 September 2020	
ITEM 1.3	16
ADOPTION OF COUNCILLORS REIMBURSEMENT OF EXPENSES AND PROVISION OF FACILITIES POLICY - 2150-046	
REPORT DETAIL	
SUPPORTING INFORMATION	
#1 Policy	
ITEM 1.4	19
ADOPTION OF COUNCIL POLICIES	
REPORT DETAIL	
SUPPORTING INFORMATION	
#1 Decision-making Framework	
#2 Meetings Procedures and Standing Orders Policy	
#3 Community Comment Session Policy	
ITEM 1.5	24
EXPRESSION OF INTEREST - DESTINATION MANAGEMENT, ECONOMIC DEVELOPMENT AND EVENTS	
REPORT DETAIL	
2 INFRASTRUCTURE PLANNING SESSION (Cr A Hain)	27
3 ENGINEERING, CONSTRUCTION & MAINTENANCE SESSION (Cr B Savige)	28
ITEM 3.1	28
NAMING OF COUNCIL FACILITY - DAYBORO DEPOT	
REPORT DETAIL	
ITEM 3.2	32
TENDER - MURRUMBA DOWNS - OGG ROAD PARK - SCOUT BUILDING CONSTRUCTION	
REPORT DETAIL	
SUPPORTING INFORMATION	
Confidential #1 Tender Assessment	

Moreton Bay Regional Council

GENERAL MEETING - 518
28 October 2020

PAGE 4
Agenda

4 PLANNING SESSION (Cr D Grimwade)	40
ITEM 4.1	40
AGREEMENT - HEALTHY LAND AND WATER LIMITED - REGIONAL REPORT DETAIL SUPPORTING INFORMATION Confidential #1 Network Member Agreement	
5 COMMUNITY & ENVIRONMENTAL SERVICES SESSION (Cr M Gillam)	44
ITEM 5.1	44
NEW LEASE - VIETNAM VETERANS' ASSOCIATION OF AUSTRALIA, BRIBIE ISLAND AND DISTRICTS SUB-BRANCH INC. REPORT DETAIL SUPPORTING INFORMATION #1 Vietnam Veterans' Association of Australia, Bribie Island and Districts Sub-Branch Inc. - Proposed lease area	
6 FINANCE & CORPORATE SERVICES SESSION (Cr M Constance)	48
ITEM 6.1	48
MONTHLY FINANCIAL REPORTING PACKAGE - 30 SEPTEMBER 2020 REPORT DETAIL SUPPORTING INFORMATION #1 Monthly Financial Reporting Package	
ITEM 6.2	54
AUDITOR-GENERAL OBSERVATION REPORT 2019/20 REPORT DETAIL SUPPORTING INFORMATION #1 Auditor-General's observation report	
ITEM 6.3	58
AMENDMENT TO COUNCIL'S BUDGET 2020/21 - QUARTER 1 BUDGET REVIEW REPORT DETAIL SUPPORTING INFORMATION #1 Statement of Income and Expenditure - Amended Budget	
ITEM 6.4	62
QUARTER 1 OPERATIONAL PLAN REVIEW 2020/21 REPORT DETAIL SUPPORTING INFORMATION #1 Quarter 1 Operational Plan Review	

11. NOTIFIED GENERAL BUSINESS ITEMS OR RESPONSE TO QUESTIONS TAKEN ON NOTICE	66
11.1. Notified Declarable Conflict of Interest - Cr D Grimwade - matters relating to Australian National Homes Pty Ltd. <i>Declarable Conflict of Interest - Cr Darren Grimwade</i>	66
11.2. Notified Declarable Conflict of Interest - Cr M Booth - matters relating to the proposed North Harbour Marina PDA <i>Declarable Conflict of Interest - Cr Mark Booth</i>	66
11.3. Notified Declarable Conflicts of Interest - Cr S Ruck 1. <i>Declarable Conflict of Interest - Cr Sandra Ruck - Redcliffe Aerodrome</i> 2. <i>Declarable Conflict of Interest - Cr Sandra Ruck - Queens Beach North proposed dog off-leash area</i>	67 67
12. CLOSED SESSION <i>(s254J of the Local Government Regulation 2012)</i>	68
12a. CONFIDENTIAL OFFICERS' REPORTS TO COUNCIL	69
ITEM C.1 – CONFIDENTIAL ACQUISITION OF LAND FOR ROAD PURPOSES - DAKABIN REPORT DETAIL SUPPORTING INFORMATION	69
ITEM C.2 – CONFIDENTIAL ACQUISITION OF LAND FOR ROAD PURPOSES - PETRIE REPORT DETAIL SUPPORTING INFORMATION	77
12b. CONFIDENTIAL GENERAL BUSINESS	86

1. ACKNOWLEDGEMENT OF COUNTRY

Deputy Mayor, or nominee, to provide the Acknowledgement of Country.

2. OPENING PRAYER / REFLECTION

Deputy Mayor, or nominee, to provide the opening prayer / reflection for the meeting.

3. ATTENDANCE & APOLOGIES

Attendance:

Cr Denise Sims (Deputy Mayor) (Chairperson)

Apologies:

Cr Peter Flannery (Mayor)

4. MEMORIALS OR CONDOLENCES

Council to observe a moment's silence for residents who have passed away.

5. A) CONFIRMATION OF MINUTES FROM PREVIOUS GENERAL MEETING

General Meeting - 7 October 2020 (Pages 20/1734 - 20/1791)

RESOLUTION that the minutes of the General Meeting held 7 October 2020, be confirmed.

Attachment #1 Unconfirmed Minutes - General Meeting 7 October 2020

5. B) ADOPTION OF AUDIT COMMITTEE MEETING REPORT & RECOMMENDATIONS

Audit Committee Meeting - 8 October 2020 (Pages 20/1792 - 20/1796)

RESOLUTION that the report and recommendations of the Audit Committee Meeting held 8 October 2020, be adopted.

Attachment #2 Unconfirmed Report & Recommendations - Audit Committee Meeting 8 October 2020

6. PRESENTATION OF PETITIONS

(Addressed to the Council and tabled by Councillors)

Receipt of petitions addressed to the Council and tabled by Councillors.

7. CORRESPONDENCE

Receipt of correspondence addressed to the Council and tabled by the Chief Executive Officer

8. DEPUTATIONS / COMMUNITY COMMENT

There are no participants in the Community Comment session for this meeting.

9. NOTICES OF MOTION (Repeal or amendment of resolutions)

(s262 of the Local Government Regulation 2012)

9.1. Notice of Motion - Delay conduct of a General Meeting of Council at another location NOM/40

Cr Peter Flannery (Mayor) has advised of his intention to move at the General Meeting of 28 October 2020 that resolution 3 of Item 1.1 appearing on Minute Page 20/1514 of the General meeting held 19 August 2020, which reads:

“That the conduct of a General Meeting of Council at another location within the Moreton Bay region in conjunction with a community engagement and a ‘meet the councillors’ event which was due to occur in August 2020, be delayed until December 2020 due to COVID-19 restrictions.”

BE AMENDED and the following resolution be inserted in its stead:

“That the conduct of a General Meeting of Council at another location within the Moreton Bay region in conjunction with a community engagement and a ‘meet the councillors’ event, be delayed until a date to be determined in 2021 due to COVID-19 restrictions.”

Note: Section 4.2.1(a) of the Meeting Procedures and Standing Orders Policy allows for another Councillor at the meeting to move the notice of motion if the Councillor who has given the notice is absent from the meeting.

10. OFFICERS' REPORTS TO COUNCIL (conducted in Sessions)

(as referred by the Chief Executive Officer)

Consideration of officers' reports as referred by the Chief Executive Officer, to be conducted in Sessions.

The appointed Portfolio Councillor will facilitate the conduct of the respective session under the control of the Mayor as the Presiding Officer.

Session	Portfolio Councillor	Deputy Portfolio Councillor
1 Governance & Engagement	Cr P Flannery (Mayor)	Cr D Sims (Deputy Mayor)
2 Infrastructure Planning	Cr A Hain	C T Latter
3 Engineering, Construction & Maintenance	Cr B Savige	Cr C Tonks
4 Planning	Cr D Grimwade	Cr K Winchester / Cr M Booth
5 Community & Environmental Services	Cr M Gillam	Cr S Ruck
6 Finance & Corporate Services	Cr M Constance	Cr J Shipway

1 GOVERNANCE & ENGAGEMENT SESSION

(Cr D SIMS, Deputy Mayor)

Declarations of interest statement

The Deputy Mayor to inform Council of any personal interests for items in this session, then ask other Councillors if they have any personal interests that will be declared for respective items in the session.

ITEM 1.1

2019-20 ANNUAL REPORT

Meeting / Session: 1 GOVERNANCE & ENGAGEMENT

Reference: A20673306 : 12 October 2020 - **Refer Supporting Information A20704120**

Responsible Officer: SN, Strategic Planning and Policy Officer (CEO Strategy & Engagement)

Executive Summary

This report seeks Council's consideration of the Moreton Bay Regional Council 2019-20 Annual Report.

OFFICER'S RECOMMENDATION

That the Moreton Bay Regional Council 2019-20 Annual Report be adopted as tabled.

ITEM 1.1 2019-20 ANNUAL REPORT - A20673306 (Cont.)

REPORT DETAIL

1. Background

The Moreton Bay Regional Council 2019-20 Annual Report (refer Supporting Information) has been prepared in accordance with the *Local Government Act 2009* and Local Government Regulation 2012. This legislation stipulates how a Council is required to measure its performance in its annual report against its Operational Plan and the objectives of its Corporate Plan.

In accordance with section 182 of the Local Government Regulation 2012, a local government must adopt its annual report within one month after the day the auditor-general gives the auditor-general's audit report about the local government's financial statements for the financial year to the local government.

2. Explanation of Item

The 2019-20 Annual Report outlines Council's operations, activities and financial performance for the reporting period for residents, ratepayers, customers and other interested parties.

The 2019-20 report highlights Council's investment in initiatives, projects and partnerships which support the region's thriving regional economy. During the reporting period this included the opening of the region's first full-service university campus - USC Moreton Bay, as well as steps to establish an independent professional board to oversee future development and investment across the surrounding Council-owned and controlled land within the Moreton Bay Priority Development Area in Petrie.

The report provides an overview of Council's response to the Coronavirus pandemic. This included stimulus initiatives to provide an economic boost for the region with a focus on supporting local clubs and businesses.

It also outlines how Council continued to look at new and innovative ways of doing businesses, as demonstrated through the rollout of a pilot project which uses artificial intelligence fitted to waste trucks to assist Council maintaining the region's \$2 billion local road network.

The 2019-20 Annual Report is guided by the Council's Corporate Plan 2017-22. The document contains financial highlights, operational activities and achievements, information related to corporate governance requirements, and the Community Financial Report.

Once adopted, the 2019-20 Annual Report will be made available for download at www.moretonbay.qld.gov.au/annualreport and a copy made available for viewing at council's customer services centres.

3. Strategic Implications

3.1 Legislative / Legal Implications

The preparation and adoption of an Annual Report is a requirement of the Local Government Regulation 2012. The Annual Report must contain specific detail as required by the *Local Government Act 2009*.

3.2 Corporate Plan / Operational Plan

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

3.3 Policy Implications Nil identified

3.4 Risk Management Implications Nil identified

3.5 Delegated Authority Implications Nil identified

3.6 Financial Implications Nil identified

ITEM 1.1 2019-20 ANNUAL REPORT - A20673306 (Cont.)

3.7 Economic Benefit Implications Nil identified

3.8 Environmental Implications Nil identified

3.9 Social Implications Nil identified

3.10 Human Rights Implications Nil identified

3.11 Consultation / Communication

Councillors, the CEO, Directors and other relevant Council officers have been consulted in the development of this report.

SUPPORTING INFORMATION

Ref: [A20709362](#)

The following list of supporting information is provided for:

ITEM 1.1

2019-20 ANNUAL REPORT

#1 2019-20 Annual Report

**ITEM 1.2
FINANCIAL AND CONTRACTUAL DELEGATION TO CHIEF EXECUTIVE OFFICER -
QUARTER ENDING 30 SEPTEMBER 2020**

Meeting / Session: 1 GOVERNANCE
Reference: A20708986 : 20 October 2020 - **Refer Supporting Information A20709362**
Responsible Officer: DD, Manager Governance & Executive Services (FCS Governance & Executive Services)

Executive Summary

At its meeting of 5 August 2020, Council delegated its powers to the Chief Executive Officer to authorise expenditure of money up to and including the amount of \$25,000,000 as well as power to enter into contracts up to and including the amount of one percent (1%) of Council's net rate and utility charges, subject to certain criteria.

In accordance with specified criteria, this report provides detail of contracts in excess of \$500,000 for the quarter ending 30 September 2020.

OFFICER'S RECOMMENDATION

That Council notes the report provided in supporting information #1 detailing contracts in excess of \$500,000 which the Chief Executive Officer has entered into for the period ending 30 September 2020 under Council delegation (Council-163).

ITEM 1.2 FINANCIAL AND CONTRACTUAL DELEGATION TO CHIEF EXECUTIVE OFFICER - QUARTER ENDING 30 SEPTEMBER 2020 - A20708986 (Cont.)

REPORT DETAIL

1. Background

Council revised the Chief Executive Officer's financial and contractual delegations at its meeting of 5 August 2020. The purpose of the review was to implement a system to better reflect operational needs and enable efficient and effective decisions to be made.

The Chief Executive Officer was authorised to take all action necessary including, but not limited to, negotiating, making, amending, signing and discharging any of the particular contracts and any required variations of the contracts on Council's behalf.

2. Explanation of Item

The following resolution appears on minute page 20/1454-55 of the General Meeting held 5 August 2020.

- | |
|---|
| <ol style="list-style-type: none">1. That pursuant to section 257 of the <i>Local Government Act 2009</i>, Council delegates to the Chief Executive Officer its power to authorise expenditure of money up to and including the amount of \$25,000,000 subject to the following criteria:<ol style="list-style-type: none">a) the expenditure is in accordance with the <i>Local Government Act 2009</i>;b) the expenditure has been provided for in Council's annual budget, except in the case of genuine emergency or hardship where the budget does not make provision; andc) the expenditure is not materially greater than the budget allocation.2. That pursuant to section 257 of the <i>Local Government Act 2009</i>, Council delegates to the Chief Executive Officer its power to enter into contracts up to and including the amount of one percent (1%) of Council's net rate and utility charges as stated in Council's audited financial statements included in Council's most recently adopted annual report, subject to the following criteria:<ol style="list-style-type: none">a) the contract has been formed in accordance with the <i>Local Government Act 2009</i> and Council's Procurement Policy;b) the expenditure under the contract has been provided for in Council's annual budget, except in the case of genuine emergency or hardship where the budget does not make provision;c) any contract greater than the budget allocation is to be reported to Council; andd) details of contracts in excess of \$500,000 to be reported to Council on a quarterly basis.3. That the Chief Executive Officer be authorised to take all action necessary including, but not limited to, negotiating, making, amending, signing and discharging any of the above contracts and any required variations of the contracts on Council's behalf. |
|---|

All delegations are subject to any limitations of the *Local Government Act 2009* and Local Government Regulation 2012, Council's budget, and Council's Procurement Policy (where applicable).

Any contracts entered into under delegation Council-163, that exceed \$500,000, must be reported to the Council on a quarterly basis.

ITEM 1.2 FINANCIAL AND CONTRACTUAL DELEGATION TO CHIEF EXECUTIVE OFFICER - QUARTER ENDING 30 SEPTEMBER 2020 - A20708986 (Cont.)

3. Strategic Implications

3.1 Legislative/Legal Implications

Under s257 of the *Local Government Act 2009* (Act), the Council may, by resolution, delegate powers given to it under the Act or any other Act, to the Chief Executive Officer. The Council cannot delegate a power that an Act states must be exercised by resolution.

Details of contracts awarded by Council worth \$200,000 or more, are published on the Council's website in accordance with Section 237 of the *Local Government Regulation 2012*.

3.2 Corporate Plan / Operational Plan

Governance & Leadership: Efficient and effective management of Council's operations.

3.3 Policy Implications

Exercising of the delegation must be in accordance with Council's Procurement Policy.

3.4 Risk Management Implications

The regular review of delegations to the CEO will ensure that Council's delegations are up-to-date and accord with legislation.

Reporting of contracts entered into exceeding \$500,000 keeps Council informed of decisions made under delegation by the Chief Executive Officer.

3.5 Delegated Authority Implications

Council's financial and contractual delegation to the Chief Executive Officer enables efficient and effective decisions to be made, with a greater number of tenders being awarded and contracts entered into in a timely manner, without requiring a Council resolution.

3.6 Financial Implications

All expenditure under delegation Council-163 must be provided for in Council's annual budget, except in the case of genuine emergency or hardship where the budget does not make provision.

3.7 Economic Benefit Nil identified

3.8 Environmental Implications Nil identified

3.9 Social Implications Nil identified

3.10 Human Rights Implications Nil identified

3.11 Consultation / Communication

Consultation has been undertaken with the Chief Executive Officer.

SUPPORTING INFORMATION

Ref: [A20709362](#)

The following list of supporting information is provided for:

ITEM 1.2

**FINANCIAL AND CONTRACTUAL DELEGATION TO CHIEF EXECUTIVE OFFICER - QUARTER
ENDING 30 SEPTEMBER 2020**

#1 Register of Decisions Made by CEO Under Delegation Council-163 - 30 September 2020

**ITEM 1.3
ADOPTION OF COUNCILLORS REIMBURSEMENT OF EXPENSES AND
PROVISION OF FACILITIES POLICY - 2150-046**

Meeting / Session: 1 GOVERNANCE & ENGAGEMENT
Reference: A20711488 : 19 August 2020 - **Refer Supporting Information A20603534**
Responsible Officer: DD, Manager Governance & Executive Services (FCS Governance & Executive Services)

Executive Summary

The purpose of this report is to seek Council's consideration of minor revisions made to the Councillors Reimbursement of Expenses and Provision of Facilities Policy 2150-046.

OFFICER'S RECOMMENDATION

That the Councillors Reimbursement of Expenses and Provision of Facilities Policy 2150-046 be adopted, as appearing in the supporting information to this report.

ITEM 1.3 ADOPTION OF COUNCILLORS REIMBURSEMENT OF EXPENSES AND PROVISION OF FACILITIES POLICY - 2150-046 - A20711488 (Cont.)

REPORT DETAIL

1. Background

The *Electoral and Other Legislation (Accountability, Integrity and Other Matters) Amendment Act 2020* introduced a range of changes to local government legislation that commenced on 12 October 2020. These changes necessitate a series of consequential amendments to key Council policies, including the Councillors Reimbursement of Expenses and Provision of Facilities Policy 2150-046.

2. Explanation of Item

The *Electoral and Other Legislation (Accountability, Integrity and Other Matters) Amendment Act 2020* introduced a new requirement for the Chief Executive Officer (CEO) to adopt guidelines for the provision of administrative support to Councillors.

As a consequence of the CEO's adoption of these guidelines, a minor amendment has been made to Councillors Reimbursement of Expenses and Provision of Facilities Policy 2150-046 to reference the new guidelines.

3. Strategic Implications

3.1 Legislative / Legal Implications

These revisions have been developed in accordance with the *Local Government Act 2009*, and the new provisions commencing on 12 October 2020.

3.2 Corporate Plan / Operational Plan

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

3.3 Policy Implications

The Councillors Reimbursement of Expenses and Provision of Facilities Policy 2150-046 is consistent with Council's adopted Policy Framework.

3.4 Risk Management Implications Nil identified

3.5 Delegated Authority Implications Nil identified

3.6 Financial Implications Nil identified

3.7 Economic Benefit Implications Nil identified

3.8 Environmental Implications Nil identified

3.9 Social Implications Nil identified

3.10 Human Rights Implications Nil identified

3.11 Consultation / Communication

The CEO and Directors have been consulted in the preparation of this report.

SUPPORTING INFORMATION

Ref: [A20603534](#)

The following list of supporting information is provided for:

ITEM 1.3

**ADOPTION OF COUNCILLORS REIMBURSEMENT OF EXPENSES AND PROVISION OF FACILITIES
POLICY - 2150-046**

#1 Policy

ITEM 1.4
ADOPTION OF COUNCIL POLICIES

Meeting / Session: 1 GOVERNANCE & ENGAGEMENT
Reference: A20418638 : 19 August 2020 - **Refer Supporting Information A20646334; A20608922; A20377409**
Responsible Officer: DD, Manager Governance & Executive Services (FCS Governance & Executive Services)

Executive Summary

The purpose of this report is to seek Council's consideration of revisions made to the:

- Decision Making Framework;
- Meeting Procedures and Standing Orders; and
- Deputations/Community Comment Session Policy 2150-062.

These revisions incorporate consequential amendments arising from the commencement of the *Electoral and Other Legislation (Accountability, Integrity and Other Matters) Amendment Act 2020* in addition to other minor updates required to ensure the continued applicability and effectiveness of these key documents.

OFFICER'S RECOMMENDATION

That the following documents be adopted, as appearing in the supporting information to this report:

- Decision Making Framework;
- Council's Meeting Procedures and Standing Orders; and
- Community Comment Session Policy 2150-062.

ITEM 1.4 ADOPTION OF COUNCIL POLICIES - A20418638 (Cont.)

REPORT DETAIL

1. Background

The *Electoral and Other Legislation (Accountability, Integrity and Other Matters) Amendment Act 2020* passed the Legislative Assembly on 18 June 2020 and introduced a range of amendments to local government legislation. As a consequence of provisions commencing on 12 October 2020, changes are required to Council's Decision-Making Framework; and Council's Meeting Procedures and Standing Orders.

In addition to these amendments, the Deputations / Community Comment Session Policy 2150-062 has been reviewed for applicability and effectiveness in accordance with Council's adopted Policy Framework for Council's consideration.

2. Explanation of Item

Decision-Making Framework and Meeting Procedures and Standing Orders

The *Electoral and Other Legislation (Accountability, Integrity and Other Matters) Amendment Act 2020* introduced a new chapter on conflicts of interest into the *Local Government Act 2009*, in addition to a range of other amendments. As a consequence, it is necessary to amend Council's Decision-Making Framework, Meeting Procedures and Standing Orders to reflect these changes.

Policy 2150-062 - Community Comment Session

This Policy establishes procedures to allow Moreton Bay Regional Council residents and ratepayers the opportunity to address Council.

Overview of amendments:

The Policy formerly included information about deputations made to Council. Deputations are now considered in Council's Meeting Procedures and Standing Orders Policy and have been removed from this Policy.

New provisions have been included for residents and/or ratepayers who may have additional needs to receive assistance, where appropriate, to apply and/or participate in the community comment session.

The Policy has also been reformatted into sections, with amendments being made to the Application Process and Meeting Process sections of the policy as outlined below:

Application Process:

A copy of the full address must be provided to the CEO three business days prior to the date of the presentation.

Meeting Process:

- a) speakers will be required to adhere to the address as provided to the CEO
- b) speakers will be reminded of their obligations at the meeting including that parliamentary privilege is not extended to the local government nor the comments or discussions made during the course of the meeting proceedings
- c) at the conclusion of the meeting the CEO may clarify any statement or view expressed by the speaker, however no debate will be entered into.

3. Strategic Implications

3.1 Legislative / Legal Implications

These revisions have been developed in accordance with the *Local Government Act 2009*, and the new provisions commencing on 12 October 2020 .

3.2 Corporate Plan / Operational Plan

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

ITEM 1.4 ADOPTION OF COUNCIL POLICIES - A20418638 (Cont.)

3.3 Policy Implications

The Community Comment Session Policy 2150-062 was reviewed in accordance with Council's adopted Policy Framework.

3.4 Risk Management Implications

It is considered that the Community Comment Session Policy 2150-062 establishes clear guidelines to ensure that opportunity exists for the community to address Council on matters, while providing parameters should an address be considered irrelevant, offensive or unduly long.

Application forms must be received by the CEO seven days prior to the General Meeting date at which a resident, ratepayer or group of ratepayers and residents wish to speak, for the CEO to determine.

A copy of the full address must be provided to the CEO three business days prior to the date of the presentation.

The CEO will have the opportunity to clarify any statements or views that may be inaccurate or unlawful.

3.5 Delegated Authority Implications Nil identified

3.6 Financial Implications Nil identified

3.7 Economic Benefit Implications Nil identified

3.8 Environmental Implications Nil identified

3.9 Social Implications

The Community Comment Session provides an opportunity for the community to address Council. The Community Comment Session Policy has been amended to include provision for residents and/or ratepayers who may have additional needs to receive assistance, where appropriate, to apply and/or participate in the community comment session.

3.10 Human Rights Implications

Under the *Human Rights Act 2019 (Qld)*, Council must not make a decision which is incompatible with human rights. Council must also give proper consideration to any human rights relevant to its decision.

The operation of the Community Comment Session Policy may affect a person's freedom of expression. Officers consider that the Policy is compatible with a person's freedom of expression as Council has complied with all legislative requirements in the matter and any limits (if any) are reasonable and justifiable in the circumstances.

The operation of the Community Comment Session Policy may affect a person's right not to have a person's privacy, family, home or correspondence unlawfully or arbitrarily interfered with and not to have the person's reputation unlawfully attacked. Officers consider that the operation of the Policy is compatible with a person's rights in respect of privacy and reputation because Council has complied with all legislative requirements in the matter and any limits (if any) are reasonable and justifiable in the circumstances.

3.11 Consultation / Communication

These revisions have been developed in consultation with the Council and the Executive Management Team.

SUPPORTING INFORMATION

Ref: [A20646334](#); [A20608922](#); [A20377409](#)

The following list of supporting information is provided for:

ITEM 1.4

ADOPTION OF COUNCIL POLICIES

#1 Decision-making Framework

#2 Meetings Procedures and Standing Orders Policy

#3 Community Comment Session Policy

**ITEM 1.5
EXPRESSION OF INTEREST - DESTINATION MANAGEMENT, ECONOMIC
DEVELOPMENT AND EVENTS**

Meeting / Session: 1 GOVERNANCE & ENGAGEMENT
Reference: A20698203 :28 October 2020
Responsible Officer: PM, Chief Economic Development Officer (CEO Economic Development)

Executive Summary

Council has commenced a process to develop a new Regional Economic Development Strategy (REDS) for the region. The draft strategy outlines a new plan to modernise Moreton Bay's economy, attract more investment, and create 100,000 new jobs by 2041. It has been developed collaboratively with contributions from local businesses, chambers of commerce, business and industry associations and numerous other important stakeholders.

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.

This report seeks Council approval to undertake an Expressions of Interest (EOI) process to establish the market interest and viability of a range of regionally-benefitting services broadly relating to Destination Management, Economic Development and Events that support the implementation of the Council's new REDS. This process would be conducted prior to inviting written tenders.

OFFICER'S RECOMMENDATION

1. That for those reasons mentioned in 4 below, Council decides it is in the public interest to invite expressions of interest (EOIs) before inviting written tenders for a number of regionally-benefitting services broadly relating to Destination Management, Economic Development and Events which support the implementation of the Council's Regional Economic Development Strategy (REDS). This will enable Council to consider proposals that may be submitted under an EOI process before progressing to tender from a shortlist of EOI respondents.
2. That Council invite Expressions of Interest for regionally-benefitting services broadly relating to Destination Management, Economic Development and Events that support the implementation of the Council's Regional Economic Development Strategy (REDS) and then potentially invites tenders from a shortlist of respondents.
3. That the Chief Executive Officer be authorised to do all things necessary to complete the EOI and tender process, including but not limited to, acting in accordance with sections 228(5) and (6) of the Local Government Regulation 2012 and inviting tenders from an appropriate shortlist of respondents.
4. That, in accordance with s228(3)(b) of the Local Government Regulation 2012, Council record its reasons for resolving to invite Expressions of Interest before inviting written tenders, as follows:
 - a) to enable Council to canvass the interest and capacity of providers outside Council in relation to the Council Services identified in the accompanying officer's report having regard to Council's desired terms, prior to inviting written tenders;
 - b) to reduce for providers the time and expense associated with preparing a full tender response where such a response may not be required following the preparation of a short list from which written tenders will be invited; and
 - c) to maximise Council's resources in the tender process.
5. That the Chief Executive Officer reports to the Council about the tender process and recommends a preferred tenderer/s for Council's approval.

ITEM 1.5 EXPRESSION OF INTEREST - DESTINATION MANAGEMENT, ECONOMIC DEVELOPMENT AND EVENTS - A20698203 (Cont.)

REPORT DETAIL

1. Background

Moreton Bay Region remains one of Australia's fastest growing regions with a population forecast to grow by over 50 per cent to more than 690,000 by 2041, that's larger than the population of Tasmania. However, over the last ten years, employment and business growth has not kept pace with the population growth. During this time, the regional economy has become very aligned to and reliant upon population growth. To ensure the regional economy can quickly respond to changing markets and evolve into the future, it's essential to diversify the range and type of drivers that have traditionally underpinned its success.

The Regional Economic Development Strategy is designed to help the region reach its 2041 goals of being "Bigger, Bolder, Brighter". It will drive the region's economic agenda to grow the regional economy to \$40 billion, support 16,000 new businesses and create 100,000 new local jobs. It has been developed collaboratively with contributions from local businesses, chambers of commerce, business and industry associations and numerous other important stakeholders.

Council currently has a Service Level Agreement with Moreton Bay Region Industry and Tourism (MBRIT) to support the delivery of a range of economic development services that benefit the Moreton Bay Region. These services broadly relate to Destination Management, Business Support and Events.

Council's new draft REDS has identified a role for lead agencies to support the strategy's delivery framework, and a range of expanded services. Lead agencies would deliver services, in conjunction with key regional stakeholders, that support tourism; innovation and start-ups; existing businesses as well as the identity and lifestyle of the Moreton Bay Region.

A Council briefing was conducted on 26 August 2020 to discuss this matter in detail. The CEO noted the way forward 'That consideration of an EOI be submitted to the General Meeting in early November'.

It is considered that an EOI process would help to ensure Council was able to assess all proposals from the market, and a report be prepared for Council consideration.

2. Explanation of Item

As outlined in this report, Council's new REDS has identified a role for lead agencies to support the strategy's delivery framework, and to deliver a range of new and expanded services. Lead agencies would deliver services, in conjunction with key regional stakeholders, that support tourism; innovation and start-ups; existing businesses as well as the identity and lifestyle of the Moreton Bay Region.

This report seeks Council approval to undertake an Expressions of Interest (EOI) process to establish the market interest and viability to deliver a range of regionally-benefitting services broadly relating to Destination Management, Economic Development and Events that support the implementation of the Council's new REDS. This includes services and events some of which may supersede those which are currently delivered through its Service Level Agreement with MBRIT. The EOI process allows Council to consider proposals and determine which provide the best overall benefit to the region, before inviting written tenders.

Upon finalisation of the process, Council may seek to end its current Service Level Agreement with MBRIT and enter into a new arrangement with successful proponent/s.

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.

ITEM 1.5 EXPRESSION OF INTEREST - DESTINATION MANAGEMENT, ECONOMIC DEVELOPMENT AND EVENTS - A20698203 (Cont.)

3.2 Corporate Plan / Operational Plan

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

3.3 Policy Implications

The primary purpose of the EOI is to develop a shortlist for a subsequent tender/s in order to support the delivery of the REDS.

3.4 Risk Management Implications

The primary risk is probity. An independent probity advisor has been appointed to support 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, however, the primary purpose of the EOI is to develop a shortlist for a subsequent tender therefore no immediate financial implications are identified at this time.

There is a potential future financial consideration related to the amendment or termination of Council's Service Level Agreement with Moreton Bay Region Industry and Tourism.

3.7 Economic Benefit Implications

There is no economic benefit arising as a direct result of this report. However, the EOI process may lead to a tender phase and subsequent outcomes that support Council's desired economic outcomes as outlined in the draft REDS.

3.8 Environmental Implications

Nil identified

3.9 Social Implications

Nil identified

3.10 Human Rights Implications

Nil identified

3.11 Consultation / Communication

Executive Management Team, Councillors, Legal Services, Procurement Services have been consulted through this process.

2 INFRASTRUCTURE PLANNING SESSION

(Cr A Hain)

No items for consideration.

3 ENGINEERING, CONSTRUCTION & MAINTENANCE SESSION

(Cr B Savige)

Declarations of interest statement

Councillor Savige to inform Council of any personal interests for items in this session, then ask other Councillors if they have any personal interests that will be declared for respective items in the session.

ITEM 3.1

NAMING OF COUNCIL FACILITY - DAYBORO DEPOT

Meeting / Session: 3 ENGINEERING, CONSTRUCTION & MAINTENANCE
Reference: A20384499 : 19 October 2020
Responsible Officer: RM, Manager Asset Maintenance (ECM Asset Maintenance)

Executive Summary

On 24 July 2020, Barry Juffs, a multi-skilled plant operator based out of Council's Dayboro Works Depot, retired after 53 years of service with Council. Barry commenced with Council in 1967 at the age of 17-years-old. Barry was based at the Dayboro Works Depot (Div 11) for his whole working life with Council and to recognise Barry's service to Council, it is proposed that the Dayboro Works Depot be named in Barry's honour.

It is the recommendation of this report that Council's Dayboro Works Depot located at Laidlaw Street, Dayboro be officially named the 'Barry Juffs Dayboro Works Depot' in honour of Barry's 53 years of service with Council.

OFFICER'S RECOMMENDATION

That Council's Dayboro Works Depot located at Laidlaw Street, Dayboro be officially named the 'Barry Juffs Dayboro Works Depot' in honour of Barry's 53 years of service with Council.

ITEM 3.1 NAMING OF COUNCIL FACILITY - DAYBORO DEPOT - A20384499 (Cont.)

REPORT DETAIL

1. Background

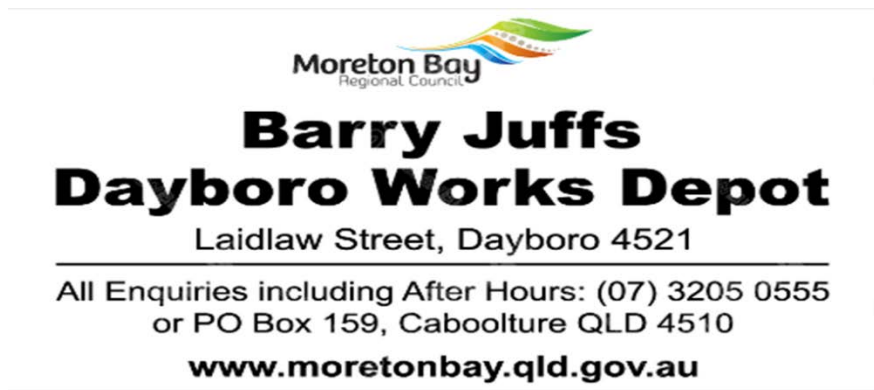
Barry Juffs commenced his employment with Council as a 17-year-old in 1967, where he commenced as a labourer at the Dayboro Works Depot. Barry worked as a labourer for two years at which point, he was trained up to operate the backhoe loader; Barry continued to operate the backhoe for Council, in the Dayboro region, up until his retirement on 24 July 2020; giving Council 53 years of loyal service.

The Juffs family are well known and respected in the Dayboro region, Barry himself lives just a few minutes away from the Dayboro Works Depot. Throughout his time with Council, Barry has worked with several family members, specifically his father in his early years, his uncle, his brother-in-law, his cousin and his son. Barry was a well-respected member of the Asset Maintenance team, he was a highly skilled backhoe operator who had intricate local knowledge of the Dayboro region which will be missed by all.

2. Explanation of Item

To honour Barry's 53 years of service with Council, which was served in the Dayboro region, the Asset Maintenance department is seeking Council approval to officially rename the Dayboro Works Depot, located at Laidlaw Street, Dayboro to the 'Barry Juffs Dayboro Works Depot'. The department believe this to be a fitting tribute to honour Barry's long service to the community especially given this was mostly served within the Dayboro region.

Below is a draft of the proposed sign to be erected at the Dayboro Works Depot if approval is granted for the renaming of the depot.



3. Strategic Implications

3.1 Legislative / Legal Implications Nil identified

3.2 Corporate Plan / Operational Plan
Strengthening Communities: Strong local governance - a council connected with its community.

3.3 Policy Implications
Renaming request in line with 'Policy 2150-039 Naming of Council Owned or Administrative Buildings, structures and other Assets (excluding Roads)'

3.4 Risk Management Implications Nil identified

3.5 Delegated Authority Implications Nil identified

3.6 Financial Implications
The cost to manufacture and install the new signs at the Dayboro Works Depot is estimated to be \$1,000 which will be funded by the Asset Maintenance Operations Budget.

Moreton Bay Regional Council

ITEM 3.1 NAMING OF COUNCIL FACILITY - DAYBORO DEPOT - A20384499 (Cont.)

3.7 Economic Benefit Implications Nil identified

3.8 Environmental Implications Nil identified

3.9 Social Implications

Given Barry and his family's history within the Dayboro region, it is expected that the renaming of the Depot in Barry's honour will be well received amongst the local community.

3.10 Human Rights Implications Nil identified

3.11 Consultation / Communication

Consultation has been carried with the Division 11 Councillor and internal Stakeholders along with Barry Juffs and his family. No objections have been received from any party consulted.

ITEM 3.2
TENDER - MURRUMBA DOWNS - OGG ROAD PARK - SCOUT BUILDING CONSTRUCTION

Meeting / Session: 3 ENGINEERING, CONSTRUCTION & MAINTENANCE
Reference: A20649928 : 12 October 2020 - Refer **Confidential Supporting Information A20579722**
Responsible Officer: SC, Senior Project Manager (ECM Project Management)

Executive Summary

Tenders were called for the 'Murrumba Downs - Ogg Road Park - Scout Building Construction (MBRC010192)' project with tenders closing on 7 October 2020 with a total of one tender received, which was conforming.

It is recommended that the tender for the 'Murrumba Downs - Ogg Road Park - Scout Building Construction (MBRC010192)' project be awarded to A & SE Amirsardari, trading as Caspian Building Services for \$653,320.00 (excluding GST) as this offer represents the best overall value to Council.

OFFICER'S RECOMMENDATION

1. That the tender for 'Murrumba Downs - Ogg Road Park - Scout Building Construction (MBRC010192)' project be awarded to A & SE Amirsardari, trading as Caspian Building Services for the sum of \$653,320.00 (excluding GST).
2. That the Council enters into an agreement with A & SE Amirsardari, trading as Caspian Building Services A & SE Amirsardari T/A Caspian Building Services as described in this report.
3. That the Chief Executive Officer be authorised to take all action necessary, including but not limited to, negotiating, making, amending, signing and discharging the agreement with A & SE Amirsardari, trading as Caspian Building Services for the 'Murrumba Downs - Ogg Road Park - Scout Building Construction (MBRC010192)' project and any required variations of the agreement on Council's behalf.
4. That to allow this project to continue, and for Council to enter into the agreement with A & SE Amirsardari, trading as Caspian Building Services for the project, Council commits to the provision of \$225,000 in additional funding for the project, with the funding to be provided at the quarter two financial review process.

ITEM 3.2 TENDER - MURRUMBA DOWNS - OGG ROAD PARK - SCOUT BUILDING CONSTRUCTION - A20649928 (Cont.)

REPORT DETAIL

1. Background

The project is located at Ogg Road Park, 9 Ogg Road, Murrumba Downs. The project scope includes the design and construction of a new District Level Scout building, including the provision of services and connection to the existing car park facilities. The objective of the project is to relocate the Kallangur Scouts group from their existing buildings and provide services to the surrounding suburbs of Kallangur, Murrumba Downs, Griffin and North Lakes which are currently not serviced.

The project is a design and construct tender with the design process commencing in November 2020 and construction concluding in July 2021, including an allowance for wet weather.

Figures 1 and 2 below provide information on the indicative location and building footprint for the new facility. The final location and design details will be resolved during the design process.

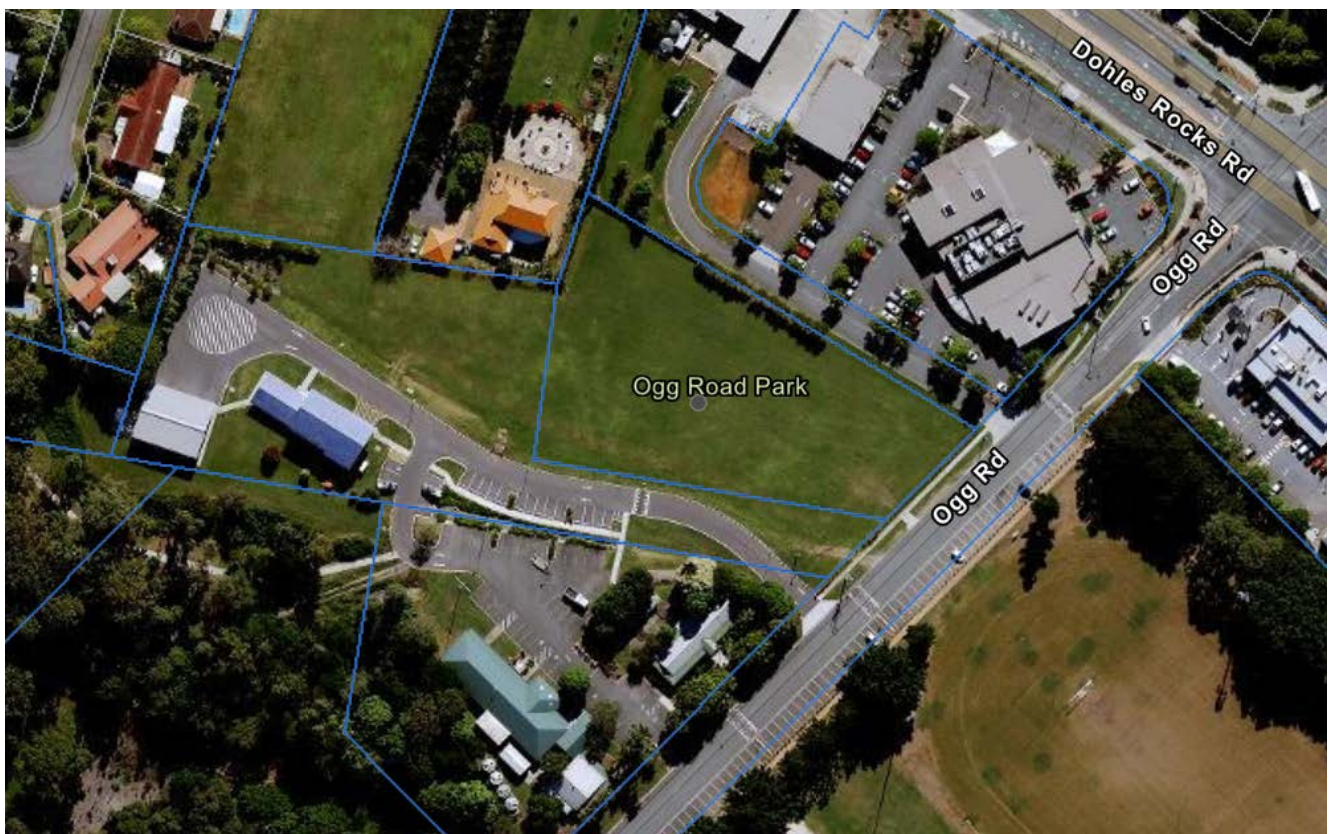


Figure 1 - Ogg Road Park

ITEM 3.2 TENDER - MURRUMBA DOWNS - OGG ROAD PARK - SCOUT BUILDING CONSTRUCTION - A20649928 (Cont.)

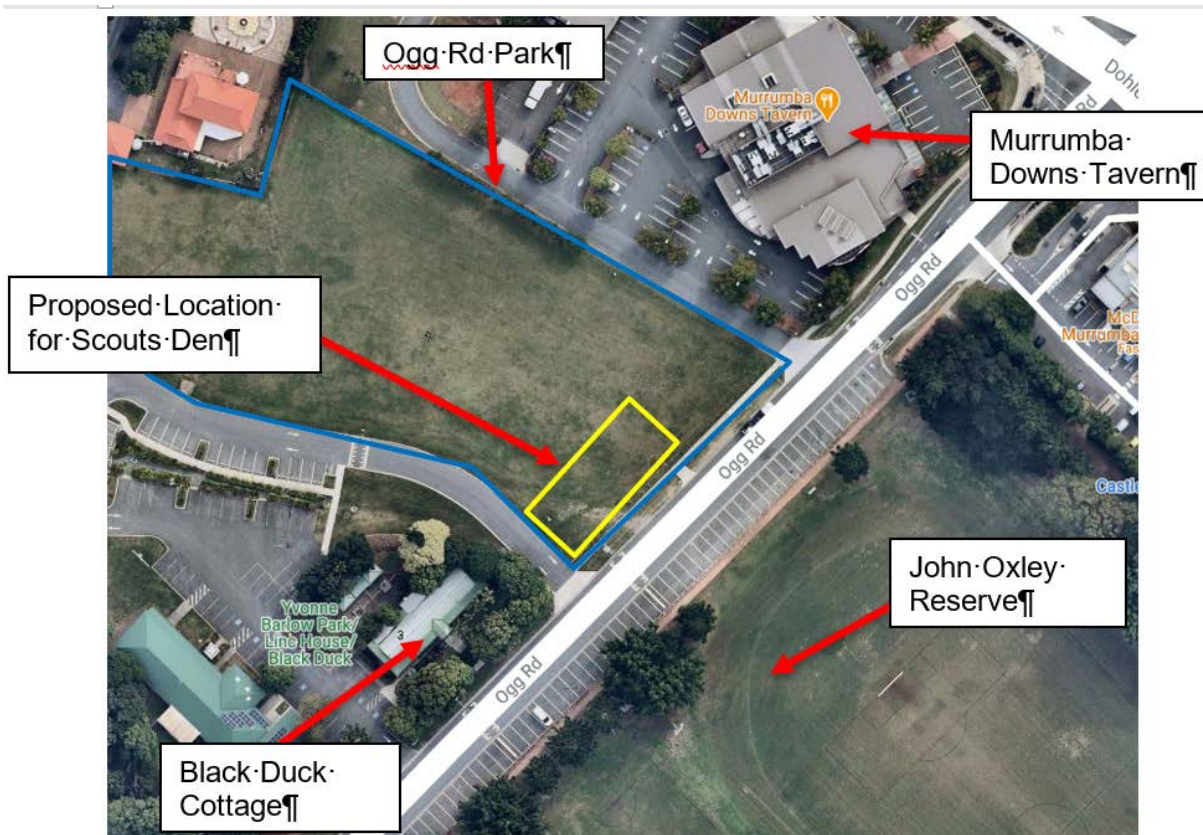


Figure 2 - Indicative Building Location

2. Explanation of Item

Tenders for the 'Murrumba Downs - Ogg Road Park - Scout Building Construction (MBRC010192)' project closed on 7 October 2020 with one tender received, which was conforming. The tender was assessed by the assessment panel in accordance with Council's Purchasing Policy and the selection criteria as set out in the tender documents.

The tenderers and their evaluation score are tabled below (ranked from highest to lowest).

RANK	TENDERER	EVALUATION SCORE (Pre LP)	EVALUATION SCORE (Post LP)
1	A & SE Amirsardari, trading as Caspian Building Services	100.00	115.00

A & SE Amirsardari, trading as Caspian Building Services ('CBS') - submitted a well-presented tender demonstrating relevant similar project experience. A tender clarification meeting was held on 13 October 2020, at which CBS demonstrated their relevant experience, methodology, understanding of the project and capability in delivering the project. CBS is based within the MBR region and has previously undertaken building projects for Moreton Bay Regional Council (MBRC) including: Williamina Court Sports Complex - Building Renewal project (valued at \$212,000), Bells Caravan Park Amenities upgrade (valued at \$184,000) and Woody Point Arboretum Park Toilet Block (valued at \$315,000).

CBS's submission was determined to provide value for money to Council when compared with two similar projects. The evaluation panel recommends that the tender from CBS represents overall value offer to Council.

ITEM 3.2 TENDER - MURRUMBA DOWNS - OGG ROAD PARK - SCOUT BUILDING CONSTRUCTION - A20649928 (Cont.)

This project was brought forward without a completed design, due to the timing associated with the Federal COVID-19 funding program. A design and construct (D&C) tender was enacted to reduce delivery timeframes, however contractors see a greater risk with design and construct tenders, as compared with design and then tender construction only tenders, where the former involves more effort and risk with significant coordination/effort between the builder, their designer, their building certifier and Council.

To provide some consideration of the tender received, a review was undertaken to two similar council projects, one project which was completed in 2019/20, and the other project another COVID-19 project currently at the 50% design stage.

1. Deception Bay Scout Building

- completed in 2019/20
- tendered construction price \$395,177 - \$2,148/m²
- 184m² GFA (220m² including eaves)
- no design or approvals costs within this construction price.
- no car park, lighting
- includes demolition costs
- no security screens to doors and windows, no acoustic insulation to ceilings
- local level facility

2. Clontarf Beach Scout Building

- currently in design with construction estimate \$600k - \$2,752/m²
- 218m² GFA (266m² including eaves)
- includes demolition costs
- DDA car space and lighting
- acoustic insulation to ceiling and security screens to doors and windows
- district level facility

3. Ogg Road, Murrumba Downs Scout Building

- subject of this report
- tendered construction price of \$653,320 (\$63k design and approvals, \$590k construction, \$40k provisional sum for pump station and telemetry) - \$2,682/m²
- 220m² GFA (269m² including eaves)
- acoustic insulation to ceilings security screens to windows and doors
- district level facility

3. Strategic Implications

3.1 Legislative / Legal Implications

Due to the value of the work expected to be 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 - places to discover, learn, play and imagine.

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.

ITEM 3.2 TENDER - MURRUMBA DOWNS - OGG ROAD PARK - SCOUT BUILDING CONSTRUCTION - A20649928 (Cont.)

Tenders were assessed against Council's Procurement Policy under the Local Preference - Corporate Directive 2180-054.

3.4 Risk Management Implications

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

Financial Risks:

A third-party review of financial status has been carried out and the recommended tenderer was rated 'marginal'. Additional security in the form of 10% retention will be sourced from the Contractor.

Construction Risks:

- a. The recommended tenderer will provide a program of works, traffic management plans, safety management plan, environmental management plan, tree management plan, and quality management documentation as part of the contract to detail how they will plan, establish and manage project construction risks which will be reviewed and audited by Project Management.
- b. The recommended tenderer has indicated their understanding of the project site and the proximity of the sports field and other nearby activities including the regional SES facility to ensure the safety and well-being of all during the works.
- c. The recommended tenderer has indicated that their program of works takes into consideration the provision of appropriate resources to be able to complete the project works effectively and on time.
- d. A Development Approval has been approved for the proposed development. The design outcomes will be submitted to Development Services for review to ensure that the design is generally in accordance with the Development Approval.
- e. The procurement risks relating to this project are considered low as there is adequate lead time for the recommended tenderer to procure the relevant project construction materials.
- f. At the tender clarification meeting, the recommended tenderer advised that there were no foreseen COVID-19 related impacts with regard to material supply chains and delivery of the project works.
- g. Dilapidation inspections will be conducted prior to works commencing around the carpark entrance and carpark to record the existing condition of assets and again after construction to record any change.

3.5 Delegated Authority Implications Nil identified

3.6 Financial Implications

Council has allocated a total of \$500,000 for this project in the 20-21 FY Capital Projects Program, comprising \$265,917 of funding from the local community infrastructure program (LCIP) and also \$234,083 in Federal COVID-19 funding. All financial information provided below is excluding GST.

Tender Price (Design and Construction)	\$ 653,320.00
Contingency (10%)	\$ 65,332.00
QLeave (0.575%)	\$ 3,756.59

Total Project Cost	\$ 722,408.59
	=====

Estimated ongoing operational/maintenance costs \$7,500.00 per F/Y.

The budget amount for this project is insufficient. To allow this project to continue, Council will need to commit to the remaining funds of \$225,000 being approved at the quarter two financial process.

3.7 Economic Benefit Implications Nil identified

ITEM 3.2 TENDER - MURRUMBA DOWNS - OGG ROAD PARK - SCOUT BUILDING CONSTRUCTION - A20649928 (Cont.)

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. The environment management plan will be monitored and audited by project management during the construction phase.

3.9 Social Implications

The construction of the Ogg Road Scout Building will provide a modern, accessible District level facility that will support scouting activities in the Kallangur, Murrumba Downs, Griffin and Northlakes area.

3.10 Human Rights Implications

Nil identified

3.11 Consultation / Communication

A detailed communication plan has been prepared for this project. Communication strategies include project notices issued four weeks prior to the commencement of works and project signs displayed on site four weeks prior to construction. Government funding signage will be installed four weeks before construction. Weekly email updates during construction will be provided for the Divisional Councillor. The Divisional Councillor has been consulted and is supportive of the project.

SUPPORTING INFORMATION

Ref: [A20579722](#)

The following list of supporting information is provided for:

ITEM 3.2

TENDER - MURRUMBA DOWNS - OGG ROAD PARK - SCOUT BUILDING CONSTRUCTION

Confidential #1 Tender Assessment

4 PLANNING SESSION

(Cr D Grimwade)

Declarations of interest statement

Councillor Grimwade to inform Council of any personal interests for items in this session, then ask other Councillors if they have any personal interests that will be declared for respective items in the session.

ITEM 4.1

AGREEMENT - HEALTHY LAND AND WATER LIMITED - REGIONAL

Meeting / Session: 4 PLANNING
Reference: A20315895 : 23 July 2020 Refer **Confidential Supporting Information A19235448**
Responsible Officer: CB, Principal Environment Officer (PL Directorate)

Executive Summary

Healthy Land and Water (HLW) is a not-for-profit, membership-based organisation that has been working to protect and improve waterway and catchment health across South East Queensland since 2001.

In response to requests from residents to remove litter and debris from the Caboolture River, Council engaged HLW in 2018 to facilitate a clean-up operation of the waterway for a 12-month trial period. The *2018-2019 HLW Annual Clean Up Program Report* indicated a successful initial trial in the Caboolture River, with over 6500 items of litter removed from the waterway.

Council currently has a three-year Agreement with HLW to facilitate the delivery of a number of services during the 2019/20, 2020/21 and 2021/22 financial years, as specified within the *Healthy Land and Water Network Member Agreement*. This agreement satisfies the requirements of a sole supplier agreement for the purposes of the *Local Government Act 2009*.

Additional clean-up activities were undertaken in the first six months of the 2019/20 financial year. However, the new the three-year Agreement did not support this on an ongoing basis, as River Clean Up program is not one of the core programs included in the sole provider relationship with HLW.

The purpose of this report is to seek Council's approval to add the River Clean Up program to the existing sole supplier contractual arrangement with HLW so that the program can be procured through that mechanism in 2020-21 and 2021-22. Funds are available in the Environmental Planning and Policy budget for this purpose.

OFFICER'S RECOMMENDATION

1. That in accordance with section 235(a) of the Local Government Regulation 2012, Council is satisfied that Healthy Land and Water Ltd is the only supplier who is reasonably available to provide the services described in this report.
2. That the Council enters into an agreement with Healthy Land and Water Ltd as described in this report.
3. That the Chief Executive Officer be authorised to take all action necessary, including, but not limited to, negotiating, making, amending, signing and discharging the agreement with Healthy Land and Water Ltd for services to be provided during the 2020/21 and 2021/22 financial years inclusive and any required variations of the agreement on Council's behalf.

ITEM 4.1 AGREEMENT - HEALTHY LAND AND WATER LIMITED - REGIONAL - A20315895 (Cont.)

REPORT DETAIL

1. Background

HLW is a not-for-profit, membership-based organisation that has been working to protect and improve waterway and catchment health across South East Queensland since 2001.

Council currently has a three-year Agreement with HLW to facilitate the delivery of services during the 2019/20, 2020/21 and 2021/22 financial years. The terms of this partnership are detailed in the *Healthy Land and Water Network Member Agreement* (see Supporting Information). This partnership provides Council with access to specialist services relating to waterways and catchment management, including HLW's scientific expert panel.

HLW's established Clean Up program has been operating for over 16 years in South East Queensland and includes partnerships with a variety of local, state and federal government agencies as well as private industry. In response to requests from residents to remove litter and debris from the Caboolture River, Council engaged HLW in 2018 through a resolution that satisfied the sole supplier provisions of the *Local Government Act 2009* to facilitate a clean-up operation on the waterway for a 12-month period.

The Caboolture River clean-up project was integrated with the clean-up program delivered by HLW across other local government areas in the south east Queensland region. The litter collected is analysed to provide data about the type, quantity and source of litter entering the waterway. The data can be used at a local and regional scale to reduce litter entering waterways.

The 2018-2019 HLW *Annual Clean Up Program Report* indicated a successful initial trial in the Caboolture River, with over 6500 items of litter removed along 21 kilometres of waterway. The most common items collected included plastic bottles, food wraps and plastic pieces. These results were also included in HLW's collective regional litter database which supports Council to implement regional behaviour change and community education and engagement initiatives. Additional clean-up activities were undertaken in the first six months of the 2019/20 financial year. However, the new the three-year Agreement did not support this on an ongoing basis, as River Clean Up program is not one of the core programs included in the sole provider relationship with HLW.

Other SEQ Councils and organisations use local litter collection data and results to target community awareness programs and actions through investment in specific waste reduction initiatives. As per the other core and non-core services provided by HLW, Environmental Planning and Policy (EPP) believe that *due to the cross regional collaborative nature of HLW's work there is no other entity that could reasonably be expected to deliver these services to Council.*

2. Explanation of Item

The existing sole supplier relationship established through the report to Council on 25 September 2019 "Council Report Healthy Land and Water Funding Agreement 2019-20 to 2021-22" does not extend to this service. However, it is proposed through the resolution recommended in this report, to add the service to this arrangement allowing for it to be procured in accordance with Council's budget.

3. Strategic Implications

3.1 Legislative / Legal Implications

Section 235(a) of the Local Government Regulation 2012 states that a local government may enter into a large-sized contractual arrangement without first inviting written quotes or tenders if the local government resolves it is satisfied that there is only one supplier which is reasonably available.

3.2 Corporate Plan / Operational Plan

Valuing Lifestyle: Healthy natural environment - a clean and healthy environment.

ITEM 4.1 AGREEMENT - HEALTHY LAND AND WATER LIMITED - REGIONAL - A20315895 (Cont.)

3.3 Policy Implications Nil identified

3.4 Risk Management Implications

A trial Clean-Up program with HLW was successfully undertaken in 2018. The sole-supplier agreement includes clauses outlining the process for termination should Healthy Land and Water be unable to satisfactorily deliver services to Council's specifications.

3.5 Delegated Authority Implications Nil identified

3.6 Financial Implications

The sole supplier agreement will enable Council to engage HLW to undertake the River Clean-Up program without first inviting written quotes or tenders.

The Environmental Services department has funds allocated in its 20/21 financial year and operational budget to fund delivery of the River Clean Up program in the current financial year (\$25,000). Allocations will be required in future budgets if Council wishes to continue the program.

3.7 Economic Benefit Implications Nil identified

3.8 Environmental Implications

The sole-supplier agreement will define services that HLW will provide, namely undertaking the River Clean-Up program. This will result in a decrease in litter and debris within the target waterways.

3.9 Social Implications

Data indicates that waterways play an important role in the daily lives of South East Queensland residents, and that they enjoy a range of wellness benefits from their use. The benefits derived from waterways and the corresponding value placed on them by members of the community is compromised when they are perceived to be contaminated by litter.

Communities that have a positive image of their local waterways are more likely to make personal decisions that protect the quality of their waterways. By continuing the River Clean Up program, the health of waterways in the region will be improved and community sentiment towards them strengthened. Data collected will enable Council to target future community awareness programs it may undertake.

3.10 Human Rights Implications Nil identified

3.11 Consultation / Communication

Legal Services

Healthy Land and Water Ltd

SUPPORTING INFORMATION

Ref: [A19235448](#)

The following list of supporting information is provided for:

ITEM 4.1

AGREEMENT - HEALTHY LAND AND WATER LIMITED - REGIONAL

Confidential #1 Network Member Agreement

5 COMMUNITY & ENVIRONMENTAL SERVICES SESSION

(Cr M Gillam)

Declarations of interest statement

Councillor Gillam to inform Council of any personal interests for items in this session, then ask other Councillors if they have any personal interests that will be declared for respective items in the session.

ITEM 5.1

NEW LEASE - VIETNAM VETERANS' ASSOCIATION OF AUSTRALIA, BRIBIE ISLAND AND DISTRICTS SUB-BRANCH INC.

Meeting / Session: 5 COMMUNITY & ENVIRONMENTAL SERVICES
Reference: A20223406: 1 July 2020 - **Refer Supporting Information A20223404**
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 Vietnam Veterans' Association of Australia, Bribie Island and Districts Sub-Branch Inc. at Vietnam Veterans Park, 94 Toorbul Street, Bongaree Division 1 (refer Supporting Information #1).

OFFICER'S RECOMMENDATION

1. That the exception contained in section 236(1)(b)(ii) of the Local Government Regulation 2012 applies to the Council regarding the disposal of the land referred to in this report.
2. That subject to recommendation 3, Vietnam Veterans' Association of Australia, Bribie Island and Districts Sub-Branch Inc. be granted a lease over an area at 94 Toorbul Street, Bongaree (refer Supporting Information #1) for a period of five years.
3. That the terms and conditions of this lease be in accordance with Council's Community Leasing Policy, with annual rental commencing at \$1.00 per annum.
4. That the Chief Executive Officer be authorised to take all action necessary including, but not limited to, negotiating, making, amending, signing and discharging the lease and any required variations of the lease on the Council's behalf, as described in this report.

ITEM 5.1 NEW LEASE - VIETNAM VETERANS' ASSOCIATION OF AUSTRALIA, BRIBIE ISLAND AND DISTRICTS SUB-BRANCH INC. - A20223406 (Cont.)

REPORT DETAIL

1. Background

Since 1996, the Vietnam Veterans' Association of Australia, Bribie Island and Districts Sub-Branch Inc. (the Organisation) has held a rolling agreement with Council to perform ongoing ground maintenance works within the Vietnam Veterans Park, 94 Toorbul Street, Bongaree. A new maintenance agreement has recently been executed, which commenced 1 July 2020, for a period of five years, with the option for three two-year extensions.

In addition to the above maintenance agreement, the Organisation has also occupied a storage shed and container within the park, (refer Supporting Information #1) for the purpose of storing maintenance equipment to support their operations. However the Organisation has operated without formal tenure arrangements being in place.

2. Explanation of Item

As a result of recent discussions with Council officers, the Organisation has confirmed its willingness to formalise their tenure over the storage shed and container at Vietnam Veterans Park at Bongaree.

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

3. Strategic Implications

3.1 Legislative / Legal Implications

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

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

3.2 Corporate Plan / Operational Plan

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

3.3 Policy Implications

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

3.4 Risk Management Implications Nil identified

3.5 Delegated Authority Implications

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

3.6 Financial Implications Nil identified

3.7 Economic Benefit Implications Nil identified

3.8 Environmental Implications Nil identified

3.9 Social Implications

The issuing of a lease to Vietnam Veterans' Association of Australia, Bribie Island and Districts Sub-Branch Inc. will provide the organisation with facilities to support its operations.

ITEM 5.1 NEW LEASE - VIETNAM VETERANS' ASSOCIATION OF AUSTRALIA, BRIBIE ISLAND AND DISTRICTS SUB-BRANCH INC. - A20223406 (Cont.)

3.10 Human Rights Implications

Under the *Human Rights Act 2019 (Qld)*, Council must not make a decision which is incompatible with human rights. Council must also give proper consideration to any human rights relevant to its decision. Officers consider that there are no human rights implications relevant to Council's decisions.

3.11 Consultation / Communication

Cr Savage - Division 1

Relevant Council departments

Vietnam Veterans' Association of Australia, Bribie Island and Districts Sub-Branch Inc.

SUPPORTING INFORMATION

Ref: [A20223404](#)

The following list of supporting information is provided for:

ITEM 5.1

NEW LEASE - VIETNAM VETERANS' ASSOCIATION OF AUSTRALIA, BRIBIE ISLAND AND DISTRICTS SUB-BRANCH INC.

#1 Vietnam Veterans' Association of Australia, Bribie Island and Districts Sub-Branch Inc. - Proposed lease area

6 FINANCE & CORPORATE SERVICES SESSION

(Cr M Constance)

Declarations of interest statement

Councillor Constance to inform Council of any personal interests for items in this session, then ask other Councillors if they have any personal interests that will be declared for respective items in the session.

ITEM 6.1

MONTHLY FINANCIAL REPORTING PACKAGE - 30 SEPTEMBER 2020

Meeting / Session: 6 FINANCE & CORPORATE SERVICES
Reference: A20681381 : 13 October 2020 - **Refer Supporting Information A20677302**
Responsible Officer: DC, Accounting Services Manager (FCS Accounting Services)

Executive Summary

The purpose of this report is to present the Financial Reporting Package for the year to date period ending 30 September 2020.

OFFICER'S RECOMMENDATION

That the Financial Reporting Package for the year to date period ending 30 September 2020 be received.

ITEM 6.1 MONTHLY FINANCIAL REPORTING PACKAGE - 30 SEPTEMBER 2020 - A20681381 (Cont.)

REPORT DETAIL

1. Background

The Financial Reporting Package for the month ending 30 September 2020 is contained within the supporting information to this report.

This package contains a number of financial documents to provide a breakdown of key financial data and includes:

- o Statement of Revenues and Expenses
- o Capital Expenditure by Portfolio Program
- o Balance Sheet and Cash Flows
- o Treasury Report

2. Explanation of Item

The third month of the 2020/21 financial year is complete and the performance and position of Council is outlined below in the context of the attached report.

Council amended its 2020/21 Budget during the month of August and the budget amounts in the attached report reflect the amendments adopted.

Operating Result (page 1)

As at 30 September 2020 operating revenue was \$212.2 million compared to operating expenses of \$105.1 million thus representing an operating surplus of \$107.1 million, which is largely in line with expectations.

Operating Revenues (page 1)

The second quarter rates and utility charges were levied in late September and represent the bulk of the revenue recognised thus far being \$164.9 million. This equates to approximately 50% of the budgeted rate and utility charge revenue for the year.

The positive variance in Fees and Charges is a timing difference due to animal registrations being issued for the year and a significant portion of these fees have been received. In addition to this, building, plumbing and development application fees are all exceeding budget expectations after the first quarter.

Interest revenue is currently tracking in line with budget expectations.

Operational grants and subsidies are tracking below budget, largely due to a timing difference. The Financial Assistance Grant represents 75% of all the operational grants Council receives and is paid quarterly. The timing difference currently evident will continue to occur until May/June next year at which point it is expected that half of the 2021/22 Financial Assistance Grant will be paid.

Other revenues are also tracking behind budget at this stage with a few timing differences impacting on budget performance. Tax Payments from Unitywater represent 65% of this budget item. Current payments received are provisional and are subject to variation at the end of the financial year once Unitywater's end of year tax position is known.

The Unitywater participation revenue is a conservative budget estimate and is a non-cash revenue stream. Revenue is accrued in line with the budget each month and adjusted at year end in accordance with Unitywater's end of financial year result.

Operational Expenses (page 1)

Employee benefits are tracking slightly below budget however this is largely a timing difference that will resolve itself as more positions are filled.

Material and Services are also trending below budget but, again, this is expected to be a timing difference with spend expected to increase over coming months.

ITEM 6.1 MONTHLY FINANCIAL REPORTING PACKAGE - 30 SEPTEMBER 2020 - A20681381 (Cont.)

Depreciation expenses and finance costs are tracking to budget.

Capital Revenue (page 1)

Infrastructure cash contributions from developers is tracking well above budget after the first three months. Even though a conservative budget was estimated, the level of contributions received is above expectations and, if it continues, it will likely exceed the annual budget and be comparable to past year's revenues.

All infrastructure asset contributions that have been received to date have been recognised. As these contributions tend to come in irregularly a considerable quantum is still expected over the remainder of the financial year.

Capital grants and subsidies are well above budget largely due to a timing difference. Grants payments are usually received once work has been completed however in some instances Council receives grant monies up front, which is what occurred in July when Council received 50% of the Working for Queensland COVID-19 stimulus funds from the State Government in the amount of \$3.96 million. A further \$2.75 million was received from the State Government's Unite and Recover Community Stimulus Fund. A further \$2 million was received in September.

Operating Revenue and Operating Expenditure Graphs (page 2)

The purpose of these graphs is to track actual revenue and actual expenses to a linear monthly budget.

Given the majority of Council's operating revenue cycle is rate related (quarterly in advance), revenue will track to the right hand side of the budgeted revenue line and slowly edge closer to the line as the quarters draw to a close. Given the second quarter's rate levy occurred in late September the orange trend line has moved away from the blue budget line as expected.

Conversely, operating expenses will generally track to the left of the budget line and trend that way, gradually drawing closer to the line as the end of the financial year approaches. The orange trend line is progressing as expected.

Capital Expenditure (page 3, 4 and 5)

Capital expenditure is \$44 million after the first three months of 2020/21 and represents 18.2% of the total program. The *total capital expenditure progress* graph summarises the percentage of all capital expenditure completed to date compared to a linear budget spend.

The *capital expenditure by portfolio program* table breaks down the capital spend into program categories. In addition to the actual spend to date of \$44.0 million, there are committed costs (orders placed for works) in the amount of \$102.3 million bringing the total cost to \$146.3 million of the current \$242 million program (60% of the capital program committed).

The associated *capital expenditure progress* graph tracks the percentage spend by portfolio program compared to the budget to date. The orange line represents the year to date budget at 25% highlighting the linear budget spend to September 2020. Variations across the programs are normal as capital project delivery is not linear in nature so timing differences are expected. These will decrease over time.

Balance Sheet and Cash Flow (page 6)

The Balance sheets list Council assets and liabilities and net community equity.

The Cash flow statement indicates a closing cash balance in the amount of \$376 million for September. The forecast for the end of June 2021 is currently \$302 million.

Treasury Report (page 7 and 8)

The Treasury Report outlines Council performance with respect to cash investments and borrowings.

Interest earned on investments was approximately \$0.9 million. Interest rates on offer are quite low in the current market with deposit terms of less than 2 years offering interest rates of less than 1% per annum. The weighted average return on all investments for Council is now sitting at 0.99%.

ITEM 6.1 MONTHLY FINANCIAL REPORTING PACKAGE - 30 SEPTEMBER 2020 - A20681381 (Cont.)

The Investment graphs give an indication of the percentage of investments held with each financial institution and the maturity profile of Council's investments. Council currently has \$246 million of cash at call with the remaining \$130 million maturing over next 3 to 12 months.

The QTC Growth Fund continues to recover from the lows it experienced in April/May 2020 and has reached a balance of \$105 million as at the end of September.

Council's total debt position has decreased slightly (\$370m to \$361m) as a repayment was made in September. Council is expected to repay debt in the amount of \$37 million for the year and is budgeted to borrow \$40 million to fund capital works. Borrowings are expected to be drawn down in May/June 2021.

Coronavirus Pandemic Impacts

Council included a number of support measures in its 2020/21 Budget and also took a conservative approach to some revenue streams (fees and charges, infrastructure cash contributions) in anticipation of a further deterioration in the economy over 2020/21. These measures and impacts will continue to be monitored over the coming months to assess if the Council's budget requires amending to reflect the changing circumstances.

3. Strategic Implications

3.1 Legislative / Legal Implications

Part 9, section 204 of the Local Government Regulation 2012, (regulation) states the following:

- (1) The local government must prepare a financial report.
- (2) The chief executive officer must present the financial report—
 - (a) if the local government meets less frequently than monthly—at each meeting of the local government; or
 - (b) otherwise—at a meeting of the local government once a month.
- (3) The financial report must state the progress that has been made in relation to the local government's budget for the period of the financial year up to a day as near as practicable to the end of the month before the meeting is held.

3.2 Corporate Plan / Operational Plan

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

3.3 Policy Implications

Compliance to the Council's Investment Policy is confirmed.

3.4 Risk Management Implications

The Council is subject to numerous risks associated with revenue and expenses that can impact upon Council's financial performance and position. The ongoing COVID-19 pandemic will continue to present new risks requiring Council to closely monitor its performance and position compared to budget and continually refine its long term financial modelling projections to inform decision making.

3.5 Delegated Authority Implications Nil identified

3.6 Financial Implications

As at the end of September 2020, Council's operating surplus is \$107.2 million while capital expenditure amounted to \$44 million.

3.7 Economic Benefit Implications Nil identified

Moreton Bay Regional Council

GENERAL MEETING - 518
28 October 2020

PAGE 49
Agenda

ITEM 6.1 MONTHLY FINANCIAL REPORTING PACKAGE - 30 SEPTEMBER 2020 - A20681381 (Cont.)

- 3.8 Environmental Implications Nil identified
- 3.9 Social Implications Nil identified
- 3.10 Human Rights Implications Nil identified
- 3.11 Consultation / Communication
Director Finance and Corporate Services

SUPPORTING INFORMATION

Ref: [A20677302](#)

The following list of supporting information is provided for:

ITEM 6.1

MONTHLY FINANCIAL REPORTING PACKAGE - 30 SEPTEMBER 2020

#1 Monthly Financial Reporting Package

ITEM 6.2
AUDITOR-GENERAL OBSERVATION REPORT 2019/20

Meeting / Session: 6 FINANCE & CORPORATE SERVICES
Reference: A20690347 : 14 October 2020 - **Refer Supporting Information A20690142**
Responsible Officer: DC, Accounting Services Manager (FCS Accounting Services)

Executive Summary

The purpose of this report is to present the Auditor-General's observation report relating to the audit of Council's Financial Statements for 2019/20.

OFFICER'S RECOMMENDATION

That the Auditor-General's observation report relating to the audit of Council's 2019/20 Financial Statements be received.

ITEM 6.2 AUDITOR-GENERAL OBSERVATION REPORT 2019/20 - A20690347 (Cont.)

REPORT DETAIL

1. Background

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

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

2. Explanation of Item

The Council's 2019/20 Financial Statements were signed by Council on 12 October 2020 and subsequently certified by QAO on 13 October 2020 with an unmodified audit opinion.

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

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

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

The supporting information report (pages 3 to 5) highlights the following observations for the 2019/20 Audit:

- 1 Significant Deficiency; and
- 3 Deficiencies.

QAO's recommendation and management's response to the deficiencies identified is provided in the attached report.

The significant deficiency of contributed asset recognition is an issue that has appeared regularly over past few years but is progressively getting better. Management will continue to work over the course of this year to improve the timely recognition of all contributed assets received from developers. The other three deficiencies are minor in nature and require some policy/procedural corrections that should be resolved by the end of 2020.

The supporting information report (page 6) also provides an update on two internal control issues and three other matters reported from the 2018/19 audit.

As indicated in the attached supporting information the two internal control issues have been resolved by management but QAO is yet to verify. QAO will confirm resolution of these two issues during the 2020/21 Audit.

In addition, there are three other minor matters also identified from 2018/19 Audit. Other matters are minor suggested improvements by QAO and in that regard management is committed to implementing those improvements. One has been implemented and the remaining two will be completed by the end of the calendar year.

3. Strategic Implications

3.1 Legislative / Legal Implications

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

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

ITEM 6.2 AUDITOR-GENERAL OBSERVATION REPORT 2019/20 - A20690347 (Cont.)

- 3.2 Corporate Plan / Operational Plan
Strengthening Communities: Strong local governance - strong leadership and governance.
- 3.3 Policy Implications Nil identified
- 3.4 Risk Management Implications
The Auditor-General's Observation Report assesses the risks and possible implications associated with deficiencies and matters observed during the audit of the financial statements. Observations identified can be significant deficiencies, deficiencies or other matters. Management provides responses to recommendations suggested in the observation report, assigned to officers with a due date for completion with a view to reducing or eliminating the risk associated with the observations raised.
- 3.5 Delegated Authority Implications Nil identified
- 3.6 Financial Implications
The QAO Audit Fee was initially estimated to be in the amount of \$240,000 (exclusive of GST) at the time the External Audit Plan was agreed to with Council in February 2020. QAO have confirmed that the final Fee will remain at \$240,000. This amount was provided for in Council's 2019/20 Budget.
- 3.7 Economic Benefit Implications Nil identified
- 3.8 Environmental Implications Nil identified
- 3.9 Social Implications Nil identified
- 3.10 Human Rights Implications Nil identified
- 3.11 Consultation / Communication
Acting Chief Executive Officer, Director Finance and Corporate Services, Manager Governance and Executive Services, Financial Operations Manager

SUPPORTING INFORMATION

Ref: [A20690142](#)

The following list of supporting information is provided for:

**ITEM 6.2
AUDITOR-GENERAL OBSERVATION REPORT 2019/20**

#1 Auditor-General's observation report

ITEM 6.3

AMENDMENT TO COUNCIL'S BUDGET 2020/21 - QUARTER 1 BUDGET REVIEW

Meeting / Session: 6 FINANCE & CORPORATE SERVICES
Reference: A20697631 : 14 October 2020 - **Refer Supporting Information A20700325**
Responsible Officer: DW, Management Accounting Coordinator (FCS Accounting Services)

Executive Summary

The purpose of this report is to adopt an amended Council Budget for 2020/21.

With the first quarter of 2020/21 now concluded a budget review has been undertaken to identify any potential amendments required to Council's budget due to changes in revenue and expense projections over the remainder of the financial year.

The review has highlighted that Council's budget for 2020/21 will require formal amendment as a result of changes identified.

OFFICER'S RECOMMENDATION

That pursuant to section 169 and 170 of the Local Government Regulation 2012, Council adopts the amended budget for the 2020/21 financial year, as tabled, incorporating:

- a) Statement of Income and Expenditure (Long Term Financial Forecast, 10 years);
- b) Statement of Financial Position (Long Term Financial Forecast, 10 Years);
- c) Statement of Cash Flows (10 Years);
- d) Statement of Changes in Equity (10 Years);
- e) Measures of Financial Sustainability (10 years);
- f) The total value of the change expressed as a percentage in the rates and utility charges (no change);
- g) Additional Legislative Disclosures (no change);
- h) Revenue Policy 2020/21 (no change);
- i) Revenue Statement 2020/21 (no change); and
- j) Benefitted Area Maps (no change).

ITEM 6.3 AMENDMENT TO COUNCIL'S BUDGET 2020/21 - QUARTER 1 BUDGET REVIEW - A20697631 (Cont.)

REPORT DETAIL

1. Background

Council adopted its 2020/21 Budget in late June 2020 and then amended the budget in August 2020 to accommodate carry over expenditure budgets that were unspent from 2019/20.

At the end of every quarter a review is undertaken to ascertain if Council's budget requires formal amendment as a result of changes identified to forecasted revenues and expenses. The review has highlighted that Council's budget for 2020/21 will require formal amendment as a result of changes identified.

A Council briefing was conducted on 14 October 2020 to advise Council on the matter. In line with Council's decision-making framework, an extract from the minutes of the briefing, is provided below:

The CEO noted that a report will be submitted to the General Meeting of 28 October 2020 for consideration to adopt an amendment to Council's 2020/21 Budget.

2. Explanation of Item

Council's budget is built around many varying assumptions and anticipated levels of revenue and expenditure at the start of the financial year. As the financial year progresses various factors can influence Council's forecast revenue and expenditure necessitating Council to amend its budget to account for the changing circumstances. Accordingly, when the change to forecast revenue and expenditure is considered significant, Council should formally amend its budget in accordance with sections 169 and 170 of the *Local Government Regulation 2012*.

The following contributing factors require the budget to be amended:

Operating Revenue (decreasing by \$0.5 million)

- Council approved an extension to the period where no interest would be applied to overdue rates until 1 April 2021.

Operating Expenditure (increasing by \$8.3 million)

The primary drivers for the increase are:

- Waste Levy - forecast based on the 2019/20 outcome - \$2.5 million. This information was not available at the time of budget preparation.
- Economic Development - establishment of a new Department - \$1.77 million. These costs have been estimated by the CEDO which was appointed after the budget was finalised.
- Annual partnership with Caboolture Sports Club - \$500,000 (not included in original budget)
- New contract for Regional Security Services - \$490,000 (Report to Council 24 June)
- Redcliffe Memorial Pool - additional costs identified - \$410,000 (Report to Council 16 September)
- Black Duck Lake System - additional costs identified - \$210,000
- Planning Scheme Amendments - Temporary Local Planning Instrument work - \$200,000.
- Corporate System upgrade - additional costs largely associated with the delay in going live due to COVID - \$200,000. Project is still within the total project budget approved.
- Redcliffe Settlement Cove Lagoon - additional costs identified - \$120,000
- Mathieson Park Change Rooms - additional contribution - \$115,000 (Report to Council 5 August)
- Healthy and Active Moreton - additional funds - \$100,000

Capital Revenue (increasing by \$5.4 million)

- Additional revenue provided by the State Government to assist with funding capital works to promote economic stimulus.

ITEM 6.3 AMENDMENT TO COUNCIL'S BUDGET 2020/21 - QUARTER 1 BUDGET REVIEW - A20697631 (Cont.)

Capital Expenditure (increasing by \$7.2 million)

- Additional costs directly related to the revenues provided by the State Government to assist with funding capital works (\$5.4 million)
- An allocation of \$1 million to progress and develop infrastructure designs
- Mango Hill - Capestone Boulevard/ St Benedict's Close - Pedestrian Signals (\$180,000)
- Gravel Road Sealing - Elimbah, Mt Delaney and Laceys Creeek (\$381,000)
- Sandstone Point Sports Ground - Sportsfield lighting (\$363,000)
- Redcliffe Showgrounds - Field Lighting Renewal (\$150,000)

Accordingly, the Council's Amended Budget for 2020/21 is presented for adoption incorporating all the relevant documentation as required under the legislation.

3. Strategic Implications

3.1 Legislative / Legal Implications

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

3.2 Corporate Plan / Operational Plan

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

3.3 Policy Implications

Nil identified

3.4 Risk Management Implications

Organisationally and beyond there are a wide number of strategic and operational risks that can impact on the delivery of Council's Budget. The ongoing COVID-19 pandemic is one such risk, albeit to date, the impact has not been significant on the delivery of Council services and resources.

As the budget is built on assumptions and expectations, the objective of the quarterly budget review process is to provide the flexibility for Council to address financial risk and respond to changing circumstances and redirect monies where necessary.

3.5 Delegated Authority Implications

Nil identified

3.6 Financial Implications

Any amendments proposed to the current year budget will have the greatest impact on 2020/21. As the amending of the current year budget incorporates updating the ten-year financial forecast, subsequent years beyond 2020/21 will be affected but in very minimal terms. Financial Sustainability Indicators across the ten years remain largely unaffected.

3.7 Economic Benefit Implications

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

3.8 Environmental Implications

Nil identified

3.9 Social Implications

Nil identified

3.10 Human Rights Implications

Nil identified

3.11 Consultation / Communication

Chief Executive Officer (Acting), Directors, Managers and other officers of Council as required.

SUPPORTING INFORMATION

Ref: [A20700325](#)

The following list of supporting information is provided for:

ITEM 6.3

AMENDMENT TO COUNCIL'S BUDGET 2020/21 - QUARTER 1 BUDGET REVIEW

#1 Statement of Income and Expenditure - Amended Budget

ITEM 6.4
QUARTER 1 OPERATIONAL PLAN REVIEW 2020/21

Meeting / Session: 6 FINANCE & CORPORATE SERVICES
Reference: A20697634 : 14 October 2020 - **Refer Supporting Information A20698741**
Responsible Officer: DW, Management Accounting Coordinator (FCS Accounting Services)

Executive Summary

The purpose of this report is to present the Quarter 1 Operational Plan Review for 2020/21.

OFFICER'S RECOMMENDATION

That the Quarter 1 Operational Plan Review for 2020/21 be received.

ITEM 6.4 QUARTER 1 OPERATIONAL PLAN REVIEW 2020/21 - A20697634 (Cont.)

REPORT DETAIL

1. Background

Every financial year Council must prepare and adopt an annual operational plan. The plan must be reported upon at regular intervals of not more than three months. The Quarter 1 report on the Operational Plan for 2020/21 is presented with an assessment of Council's achievements as measured against relevant key performance indicators (KPI's) along with an accompanying commentary for each Department of Council.

2. Explanation of Item

The first quarter report on the Operational Plan provides non-financial information on Council's organisational performance. Included in this report are key performance indicator targets and associated achievements with accompanying commentary relevant to the KPI's and other significant operational matters.

3. Strategic Implications

3.1 Legislative / Legal Implications

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

3.2 Corporate Plan / Operational Plan

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

3.3 Policy Implications

Nil identified

3.4 Risk Management Implications

Operationally there are a wide number of risks that can impact on the delivery of the Operational Plan. These risks are recorded in the Council's Enterprise Risk Management Register and managed accordingly by each Department.

3.5 Delegated Authority Implications

Nil identified

3.6 Financial Implications

Nil identified

3.7 Economic Benefit Implications

The Operational Plan contributes to the Corporate Plan in achieving three key themes. Economic benefit implications relate to the theme of:

- Creating Opportunities

Delivered through two key strategies:

- Develop a sustainable, innovative and thriving economy that creates valuable employment for residents, protects the region's high quality of life and provides a prosperous future for residents.
- Develop projects which deliver strategic opportunities for the Moreton Bay Region.

3.8 Environmental Implications

The Operational Plan contributes to the Corporate Plan in achieving three key themes. Environmental implications relate to the theme of:

- Valuing Lifestyle

Delivered through three key strategies:

- Maintain sustainable waste management for the Moreton Bay Region.
- Maintain and enhance the health of the natural environment.

ITEM 6.4 QUARTER 1 OPERATIONAL PLAN REVIEW 2020/21 - A20697634 (Cont.)

- Protect public assets and maintain environmental standards through management of the stormwater network, coastal areas and waterways.

3.9 Social Implications

The Operational Plan contributes to the Corporate Plan in achieving three key themes. Social implications relate to the theme of:

- Strengthening Communities

Delivered through three key strategies:

- Develop a strong and inclusive community.
- Provide residents opportunity to participate and engage with their community.
- Maintain a lifestyle enhanced and protected by local law.

3.10 Human Rights Implications

Nil identified

3.11 Consultation / Communication

The Executive Management Team, Managers and other key Council officers were involved in preparing the first quarter report.

SUPPORTING INFORMATION

Ref: [A20698741](#)

The following list of supporting information is provided for:

**ITEM 6.4
QUARTER 1 OPERATIONAL PLAN REVIEW 2020/21**

#1 Quarter 1 Operational Plan Review

11. NOTIFIED GENERAL BUSINESS ITEMS OR RESPONSE TO QUESTIONS TAKEN ON NOTICE

Consideration of notified general business items or responses to questions taken on notice.

11.1. Notified Declarable Conflict of Interest - Cr D Grimwade - matters relating to Australian National Homes Pty Ltd.

Cr Darren Grimwade has notified the Chief Executive Officer of the following declarable conflict of interest. Despite technically not having a conflict of interest with the company past 12 October 2020, Cr Grimwade is making the declaration to be cautious and on the advice from the relevant authorities.

Declarable Conflict of Interest - Cr Darren Grimwade

Pursuant to section 150EQ of the Local Government Act 2009, I inform the meeting that I have a conflict of interest, either real or presumed, in Development Application No. 2018/37090/V2L lodged by Lendlease Communities (Pine Valley) Pty Ltd and Development Application No 2020/40859/V2L lodged by Australian National Homes Pty Ltd.

The nature of the conflict of interest in the Lend Lease development application arises as Lend Lease's development application is over land which adjoins land owned by a donor to the Councillor's 2016 election campaign, namely Australian National Homes Pty Ltd. Australian National Homes Pty Ltd, donated \$10,000 to the Councillor's 2016 election campaign on 5 February 2016.

By virtue of that same donation, Cr Grimwade also declares a conflict of interest in the Development Application by Australian National Homes Pty Ltd.

Cr Grimwade has considered his position and is firmly of the opinion that he could participate in the decision relating to the development applications listed below, including discussion, debate and voting on the matter in the public interest:

- a) **Development Application No. 2018/37090/V2L**
- b) **Development Application No 2020/40859/V2L**

11.2. Notified Declarable Conflict of Interest - Cr M Booth - matters relating to the proposed North Harbour Marina PDA

Cr Mark Booth has notified the Chief Executive Officer of the following declarable conflict of interest.

Declarable Conflict of Interest - Cr Mark Booth

Pursuant to section 150EQ of the Local Government Act 2009, I inform the meeting that I have a declarable conflict of interest in matters that relate to the proposed North Harbour Marina PDA as my parents Marion Booth & Arthur Booth own and live in their house which is within the North Harbour Estate, the area under consideration.

Cr Booth believes that his parents will have no greater gain, or loss from the proposed PDA, than any of the other 700+ residents who own property within the estate.

Cr Booth has considered his position and is firmly of the opinion that he could participate in decisions relating to the proposed North Harbour Marina PDA in the public interest and seeks Council approval to continue to serve the constituents of Division 2 by participating in decisions including discussion, debate and voting.

11.3. Notified Declarable Conflicts of Interest - Cr S Ruck

Cr Sandra Ruck has notified the Chief Executive Officer of the following declarable conflicts of interest.

1. Declarable Conflict of Interest - Cr Sandra Ruck - Redcliffe Aerodrome

Pursuant to s150EQ of the Local Government Act 2009, I inform the meeting that I have a declarable conflict of interest in matters relating to the Redcliffe Aerodrome as Mrs Loretta Kelly, a part-owner of Flinders Aviation a lease holder at the Redcliffe Aerodrome, supported Cr Ruck's 2020 electoral campaign with donations totalling \$970, as follows:

- a) *\$900 on 22 November 2019 deposited into Cr Ruck's Campaign Account as payment for 12 dinner tickets for a fundraising dinner which included meals and two guest speakers for which Mrs Kelly's guests repaid Mrs Kelly on the night;*
- b) *\$50 on 18 January 2020 deposited into Cr Ruck's Campaign Account in lieu of her attendance at a second fundraiser event; and*
- c) *\$20 on 23 February 2020 paid in cash at the door as an entry fee to a third fundraising event.*

Mrs Kelly's interest in the matter is that she is a concerned lease holder, owning the building from which Flinders Aviation operates, but not the land on which the building stands.

Further, Mrs Kelly has been a friend of Cr Ruck for a number of years and Cr Ruck has attended one meeting at the aerodrome with Mrs Kelly together with other Division 5 electoral candidates, to discuss concerns at the aerodrome.

Cr Ruck has indicated she will not participate in decisions relating to the Redcliffe Aerodrome.

2. Declarable Conflict of Interest - Cr Sandra Ruck - Queens Beach North proposed dog off-leash area

Pursuant to s150EQ of the Local Government Act 2009, I inform the meeting that I have a declarable conflict of interest in matters relating to Queens Beach North proposed dog off-leash area due to a relationship with a resident (Colin Scobie) who resides and owns property opposite the boat ramp at Queens Beach North.

Mr Scobie has been a strong advocate for not allowing dogs on the beach at Queens Beach North.

Mr Scobie is also a friend of Cr Ruck and has been known to her through her involvement with a local Rotary Club for 12 years and having attended Rotary Functions at his home.

Mr Scobie also assisted Cr Ruck during her election campaign by handing out How To Vote Cards at a pre-poll booth, as well as attending fundraising events - making the following purchases amounting in total to approximately \$50:

- dinner ticket and raffle tickets at a fundraising event on 22 November 2019*
- raffle tickets at a fundraising event on 18 January 2020*
- raffle tickets at a fundraising event on 23 February 2020*

Cr Ruck has considered her position and is firmly of the opinion that she could participate in the decision relating to Queens Beach North proposed dog off-leash area including discussion, debate and voting on the matter in the public interest.

12. CLOSED SESSION

(s254J of the Local Government Regulation 2012)

Consideration of confidential officers' reports as referred by the Chief Executive Officer and confidential general business matters as raised at the meeting.

RESOLUTION to move into closed session to discuss confidential matters.

Motions, other than procedural motions, cannot be moved in closed session.

RESOLUTION to reconvene in open session to decide those matters discussed whilst in closed session.

12a. CONFIDENTIAL OFFICERS' REPORTS TO COUNCIL

ITEM C.1 – CONFIDENTIAL

ACQUISITION OF LAND FOR ROAD PURPOSES - DAKABIN

Meeting / Session: 2 INFRASTRUCTURE & PLANNING

Reference: A19516817 : 26 May 2020 - Refer **Confidential Supporting Information:**
A19503787, A20075954, A19583451 & A20330362

Responsible Officer: TT, Senior Technical Officer (IP Integrated Transport Planning)

Basis of Confidentiality

Pursuant to s254J of the Local Government Regulation 2012, clause (h), as the matter involves negotiations relating to the taking of land by the local government under the *Acquisition of Land Act 1967*.

Executive Summary

This report seeks Council approval to acquire land for road purposes to facilitate a future road transport network upgrade.

ITEM C.2 – CONFIDENTIAL
ACQUISITION OF LAND FOR ROAD PURPOSES - PETRIE

Meeting / Session: 2 INFRASTRUCTURE PLANNING

Reference: A20619619 : 28 September 2020 - Refer **Confidential Supporting Information A20669078 & A20330537**

Responsible Officer: SJ, Manager Integrated Transport Planning (IP Integrated Transport Planning)

Basis of Confidentiality

Pursuant to s254J of the Local Government Regulation 2012, clause (h), as the matter involves negotiations relating to the taking of land by the local government under the *Acquisition of Land Act 1967*.

Executive Summary

This report seeks Council approval to acquire land for road purposes to facilitate a future road transport network upgrade.

12b. CONFIDENTIAL GENERAL BUSINESS

No items for consideration.



MINUTES

GENERAL MEETING

Wednesday 7 October 2020

commencing at 9.06AM

Caboolture Chambers
2 Hasking Street, Caboolture

Pursuant to section 277E of the Local Government Regulation 2012 it is considered not practicable for the public to attend the meeting because of health and safety concerns associated with the public health emergency involving COVID-19.

Accordingly, this meeting was physically closed to the public.

However, the meeting was live-streamed via a link on Council's website
(access to the link will be available immediately prior to the meeting)

Membership = 13

Mayor and all Councillors

UNCONFIRMED

LIST OF ITEMS

1.	ACKNOWLEDGEMENT OF COUNTRY	1734
2.	OPENING PRAYER / REFLECTION	1734
3.	ATTENDANCE & APOLOGIES	1734
4.	MEMORIALS OR CONDOLENCES	1734
5.	A) CONFIRMATION OF MINUTES FROM PREVIOUS GENERAL MEETING	1735
	General Meeting - 16 September 2020 (Pages 20/1690 - 20/1733)	1735
	RESOLUTION	
6.	PRESENTATION OF PETITIONS	1735
	<i>(Addressed to the Council and tabled by Councillors)</i>	
7.	CORRESPONDENCE	1735
8.	DEPUTATIONS / COMMUNITY COMMENT	1735
9.	NOTICES OF MOTION (Repeal or amendment of resolutions)	1735
	<i>(s262 of the Local Government Regulation 2012)</i>	
	MAYORAL MINUTE (Cr P Flannery, Mayor)	1736
	YOUNGS CROSSING COMMUNITY CONSULTATION	
	RESOLUTION	
10.	OFFICERS' REPORTS TO COUNCIL (conducted in Sessions)	1738
	<i>(as referred by the Chief Executive Officer)</i>	
	1 GOVERNANCE & ENGAGEMENT SESSION (Cr P Flannery, Mayor)	1739
	ITEM 1.1	1739
	INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALASIA QUEENSLAND ANNUAL CONFERENCE	
	RESOLUTION	
	REPORT DETAIL	
	ITEM 1.2	1742
	LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND - LGX FORWARD FACING CONFERENCE	
	RESOLUTION	
	REPORT DETAIL	
	2 INFRASTRUCTURE PLANNING SESSION (Cr A Hain)	1745
	ITEM 2.1	1745
	WOORIM - NORTH STREET - PROPOSED NAMING OF CAMPBELL PLACE	
	RESOLUTION	
	REPORT DETAIL	

Moreton Bay Regional Council

GENERAL MEETING - 517
7 October 2020

PAGE b
Minutes

3 ENGINEERING, CONSTRUCTION & MAINTENANCE SESSION (Cr B Savige)	1749
ITEM 3.1	1749
MORETON BAY LOCAL DISASTER MANAGEMENT GROUP AND MORETON DISTRICT DISASTER MANAGEMENT GROUP - MEETING MINUTES 23 JULY 2020	
RESOLUTION	
REPORT DETAIL	
ITEM 3.2	1752
TENDER - REDCLIFFE - SES DEPOT - BUILDING REFURBISHMENT	
RESOLUTION	
REPORT DETAIL	
ITEM 3.3	1758
TENDER - NARANGBA - HARRIS AVENUE SPORTS COMPLEX - CLUBHOUSE, TENNIS COURTS AND CARPARK DEVELOPMENT	
RESOLUTION	
REPORT DETAIL	
ITEM 3.4	1766
MURRUMBA DOWNS - BRAYS ROAD / MCCLINTOCK DRIVE - INTERSECTIONS AND ROAD UPGRADE - RELOCATION OF NBN NETWORK	
RESOLUTION	
REPORT DETAIL	
4 PLANNING SESSION (Cr D Grimwade)	1771
5 COMMUNITY & ENVIRONMENTAL SERVICES SESSION (Cr M Gillam)	1772
ITEM 5.1	1772
TENURE ARRANGEMENTS - 1-11 TOOVEY STREET CABOOLTURE	
RESOLUTION	
REPORT DETAIL	
ITEM 5.2	1777
AUSSIE ARVO EVENT - LAWNTON AQUATIC CENTRE	
RESOLUTION	
REPORT DETAIL	
ITEM 5.3	1780
LEASE RENEWAL - THE LIONS CLUB OF BRIBIE ISLAND INC.	
RESOLUTION	
REPORT DETAIL	
6 FINANCE & CORPORATE SERVICES SESSION (Cr M Constance)	1783
ITEM 6.1	1783
MONTHLY REPORTING PACKAGE - 31 AUGUST 2020	
RESOLUTION	
REPORT DETAIL	

Moreton Bay Regional Council

GENERAL MEETING - 517
7 October 2020

PAGE c
Minutes

11. NOTIFIED GENERAL BUSINESS ITEMS OR RESPONSE TO QUESTIONS TAKEN ON NOTICE	1788
ITEM 11.1	1788
REDCLIFFE SHOWGROUNDS - RETENTION OF CARPARK AREA <i>RESOLUTION</i>	
12. CLOSED SESSION	1789
<i>(s275 of the Local Government Regulation 2012)</i> CLOSED SESSION OPEN SESSION	
12a. CONFIDENTIAL OFFICERS' REPORTS TO COUNCIL	1790
ITEM C.1 – CONFIDENTIAL	1790
SERVICES REVIEW <i>RESOLUTION</i>	
12b. CONFIDENTIAL GENERAL BUSINESS	1791
13. CLOSURE	1791

1. ACKNOWLEDGEMENT OF COUNTRY

Cr Mark Booth provided the Acknowledgement of Country.

2. OPENING PRAYER / REFLECTION

Cr Mark Booth provided the opening prayer / reflection for the meeting.

3. ATTENDANCE & APOLOGIES

Attendance:

Cr Peter Flannery (Mayor) (Chairperson)
Cr Brooke Savige
Cr Mark Booth
Cr Adam Hain
Cr Jodie Shipway
Cr Sandra Ruck
Cr Karl Winchester
Cr Denise Sims (Deputy Mayor)
Cr Mick Gillam
Cr Cath Tonks
Cr Matt Constance
Cr Darren Grimwade
Cr Tony Latter

Officers:

Acting CEO/Director Engineering, Construction & Maintenance	(Mr Tony Martini)
Director Community & Environmental Services	(Mr Bill Halpin)
Director Finance & Corporate Services	(Ms Donna Gregory)
Director Infrastructure Planning	(Mr Andrew Ryan)
Director Planning	(Mr David Corkill)
Chief Economic Development Officer	(Mr Paul Martins)
Manager Community Services, Sport & Recreation	(Mr Mark McCormack)
Team Leader Executive Support	(Kathrine Crocker)

Apologies:

Nil

4. MEMORIALS OR CONDOLENCES

Cr Sandra Ruck made special mention of the late **Mrs Betty Paxton** who passed away suddenly on 26 September 2020. Mrs Paxton dedicated herself to softball and was a particular strong advocate for women in sport. Mrs Paxton held a long list of positions with the Brisbane Softball Association, Redcliffe and Districts Softball Association and Redcliffe PCYC over the past 57 years. Her contribution to the sport also earned her the support of young people in the Redcliffe Community, and for this she was recognised with a Medal (OAM) in the General Division of the Order of Australia in 2000. The former Redcliffe City Council also named the softball grounds, "The Betty Paxton field" in further recognition of her contribution to the sport.

Cr Ruck conveyed her condolences to Mrs Paxton's family.

4. Memorials or Condolences Cont'd

The Mayor (Cr Peter Flannery) recalled that Mrs Paxton was one of Redcliffe's historical characters and was as 'bright as a button' despite her age. Mrs Paxton will be sadly missed.

Council observed a moment's silence for residents who have passed away.

5. **A) CONFIRMATION OF MINUTES FROM PREVIOUS GENERAL MEETING**

General Meeting - 16 September 2020 (Pages 20/1690 - 20/1733)

RESOLUTION

Moved by Cr Denise Sims (Deputy Mayor)

Seconded by Cr Mark Booth

CARRIED 13/0

That the minutes of the General Meeting held 16 September 2020, be confirmed.

6. **PRESENTATION OF PETITIONS**

(Addressed to the Council and tabled by Councillors)

There were no petitions addressed to the Council for tabling by Councillors.

7. **CORRESPONDENCE**

There was no correspondence addressed to the Council for tabling by the Chief Executive Officer.

8. **DEPUTATIONS / COMMUNITY COMMENT**

There are no participants in the Deputations / Community Comment session for this meeting.

9. **NOTICES OF MOTION (Repeal or amendment of resolutions)**

(s262 of the Local Government Regulation 2012)

There were no notices of motion for consideration.

MAYORAL MINUTE

(Cr P Flannery, Mayor)

YOUNGS CROSSING COMMUNITY CONSULTATION

The Mayor tabled a Mayoral Minute making the following statement:

“Council is expecting to formally resolve its preferred option for the upgrade of Youngs Crossing Road in the coming months. Yesterday Council received an initial summary of the survey results which closed last Friday and is yet to be fully analysed.

While this isn't the usual procedure, today I will be seeking your endorsement to make the initial findings public for a number of reasons.

At our Post Election Meeting on April 29 this year, I said that I wanted to write a new chapter for this council by starting a tradition of transparency and accountability.

I also said at the Post Election Meeting that I wanted to build a tradition of trust, and I reminded Councillors at that time that while you can win elections, you can't win trust.

Trust must be earned. I think this is a way we can start to build trust with our community

I want to be clear that this does not pre-empt council's decision on a preferred option. Council will be briefed with more detailed information regarding community consultation, technical reports and funding required to deliver this project. We need all of this information to make an informed decision which is what residents continually remind me we need to do.

I appreciate that people have responded in the thousands and my main concern right now is with the community and the anxiety they feel about this project. I think there's enough anxiety in the world right now with the pandemic, and I don't want locals having to wait until the New Year for an indication of what the engagement process has gleaned.

My office has received a lot of correspondence about Youngs Crossing.

After visiting a number of families in their homes and walking the respective routes on a number of occasions with residents, I understand the community's anxiety. I have heard loud and clear that residents want a decision and for the process not to be unduly delayed.

Which brings me to the second reason why I want to make the initial findings public - the cost.

The reality is Council simply doesn't have the money to go it alone on this project. We've budgeted \$40 million, but that will potentially only cover half the construction cost. While I want to acknowledge and thank the Federal Government for their \$7.75 million contribution which I understand is only for option 1, the fact is we will need a lot more from both the state and federal governments.

The facts are this will be one of the biggest road infrastructure projects Council has ever been responsible for delivering. Infrastructure Australia's priority list for 2020 was updated in August to include the need for more efficient transport corridors between Moreton Bay and Brisbane. Youngs Crossing is a key component of that.

I think the time is now for us to act in our community's interests and we need the additional funding support from both the state and federal governments in order to deliver this project.

So, I am seeking your endorsement to release details of the percentage votes for Option 1 and Option 2.”

Mayoral Minute - Youngs Crossing Community Consultation Cont'd

RESOLUTION

Moved by Cr Peter Flannery (Mayor)

CARRIED 13/0

1. That it be noted the following resolutions do not pre-empt Council's decision on a preferred option.
2. That the preliminary results of the Youngs Crossing community survey be released including the number of overall responses received and the breakdown for option 1 and 2.
3. That Council officers undertake a full evaluation of community consultation and provide a briefing to Council before a final option is determined.
4. Regardless of the final option, that the Mayor be authorised to write to the Federal Government and the State Government and Opposition seeking additional funding contributions to allow the project to be fully funded.

10. OFFICERS' REPORTS TO COUNCIL (conducted in Sessions)

(as referred by the Chief Executive Officer)

Consideration of officers' reports as referred by the Chief Executive Officer, to be conducted in Sessions.

The appointed Portfolio Councillor will facilitate the conduct of the respective session under the control of the Mayor as the Presiding Officer.

Session	Portfolio Councillor	Deputy Portfolio Councillor
1 Governance & Engagement	Cr P Flannery (Mayor)	Cr D Sims (Deputy Mayor)
2 Infrastructure Planning	Cr A Hain	C T Latter
3 Engineering, Construction & Maintenance	Cr B Savige	Cr C Tonks
4 Planning	Cr D Grimwade	Cr K Winchester / Cr M Booth
5 Community & Environmental Services	Cr M Gillam	Cr S Ruck
6 Finance & Corporate Services	Cr M Constance	Cr J Shipway

1 GOVERNANCE & ENGAGEMENT SESSION

(Cr P Flannery, Mayor)

**ITEM 1.1
INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALASIA QUEENSLAND
ANNUAL CONFERENCE**

Meeting / Session: 1 GOVERNANCE & ENGAGEMENT
Reference: A20593047 : 29 September 2020
Responsible Officer: LK, Executive Support Officer (FCS Governance & Executive Services)

Executive Summary

The purpose of this report is to determine Councillor attendance to the Institute of Public Works Engineering Australasia Queensland (IPWEAQ) Annual Conference to be held at the Brisbane Convention & Exhibition Centre from 10-12 November 2020.

RESOLUTION

Moved by Cr Karl Winchester

Seconded by Cr Mick Gillam

CARRIED 13/0

1. That Councillors Adam Hain and Mark Booth be authorised to attend the Institute of Public Works Engineering Australasia Queensland (IPWEAQ) Annual Conference.
2. That the Chief Executive Officer arrange for officer attendance at this conference as appropriate.

ITEM 1.1 INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALASIA QUEENSLAND ANNUAL CONFERENCE - A20593047 (Cont.)

OFFICER'S RECOMMENDATION

1. That Councillors Adam Hain and Mark Booth be authorised to attend the Institute of Public Works Engineering Australasia Queensland (IPWEAQ) Annual Conference.
2. That the Chief Executive Officer arrange for officer attendance at this conference as appropriate.

REPORT DETAIL

1. Background

Advice has been received that the IPWEAQ Annual Conference will be held at the Brisbane Convention & Exhibition Centre from Tuesday 10 to Thursday 12 November 2020. Councillors Adam Hain and Mark Booth have expressed an interest in attending this conference.

Councillor Adam Hain is the Portfolio Councillor for Infrastructure Planning and Councillor Mark Booth is the Deputy Portfolio Councillor for Planning. Both portfolios include topics to be discussed at this conference.

2. Explanation of Item

As part of Council's annual Public Works Technical Subscription, the IPWEAQ provides complimentary delegate registrations to the IPWEAQ Annual Conference.

The topics at the annual conference include:

- Investing for resilient communities;
- Intelligent asset management;
- Drones, AI and the future of asset data;
- From data to information to decision-making;
- Engineering and community resilience through sustainability;
- Exploring driver behaviour to shape better road-user experiences;
- Cyclist safety at roundabouts; and
- Sunshine Coast design strategy and the importance of design in shaping the future of our towns, regions and cities.

3. Strategic Implications

3.1 Legislative / Legal Implications Nil identified

3.2 Corporate Plan / Operational Plan
Creating Opportunities: Well-planned growth - a sustainable and well-planned community.

3.3 Policy Implications
Arrangements will be made in accordance with Council's Professional Development Policy 2150-089.

3.4 Risk Management Implications Nil identified

3.5 Delegated Authority Implications Nil identified

3.6 Financial Implications
Appropriate funds have been provided in the 2020/21 budget.

3.7 Economic Benefit Implications
Topics associated with the conference will address a range of economic issues relevant to a local government context.

ITEM 1.1 INSTITUTE OF PUBLIC WORKS ENGINEERING AUSTRALASIA QUEENSLAND ANNUAL CONFERENCE - A20593047 (Cont.)

3.8 Environmental Implications

Topics associated with the conference will address a range of environmental issues relevant to a local government context.

3.9 Social Implications

Topics associated with the conference will address a range of social issues relevant to a local government context.

3.10 Human Rights Implications

Nil identified

3.11 Consultation / Communication

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

UNCONFIRMED

**ITEM 1.2
LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND - LGX FORWARD
FACING CONFERENCE**

Meeting / Session: 1 GOVERNANCE & ENGAGEMENT
Reference: A20593342 : 22 September 2020
Responsible Officer: LK, Executive Services Officer (FCS Governance & Executive Services)

Executive Summary

The purpose of this report is to determine Councillor attendance to the Local Government Association of Queensland (LGAQ) - LGx Forward Facing conference to be held in Brisbane from 4-5 November 2020.

RESOLUTION

Moved by Cr Adam Hain

Seconded by Cr Jodie Shipway

CARRIED 13/0

1. That Councillor Mark Booth be authorised to attend the Local Government Association of Queensland (LGAQ) - LGx Forward Facing conference.
2. That the Chief Executive Officer arrange for officer attendance at this conference as appropriate.

ITEM 1.2 LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND - LGX FORWARD FACING CONFERENCE - A20593342 (Cont.)

OFFICER'S RECOMMENDATION

1. That Councillor Mark Booth be authorised to attend the Local Government Association of Queensland (LGAQ) - LGx Forward Facing conference.
2. That the Chief Executive Officer arrange for officer attendance at this conference as appropriate.

REPORT DETAIL

1. Background

Advice has been received that the Local Government Association of Queensland (LGAQ) - LGx Forward Facing conference is to be held at the Howard Smith Wharves in Brisbane from Wednesday 4 November to Thursday 5 November 2020. Cr Mark Booth has expressed his interest in attending.

2. Explanation of Item

The LGAQ - LGx Forward Facing conference will discuss communication in the public sector and will feature topics such as:

- Lessons learned from lockdown: post-COVID communications;
- Social media 2021: future trends of digital and social media ;
- Next Gen Councillors;
- Destination marketing;
- Council communications success stories; and
- How Brisbane rallied the community behind its new runway.

3. Strategic Implications

3.1 Legislative / Legal Implications Nil identified

3.2 Corporate Plan / Operational Plan
Creating Opportunities: Digital literacy and commerce - a digital region.

3.3 Policy Implications
Arrangements will be made in accordance with Council's Professional Development Policy 2150-089.

3.4 Risk Management Implications Nil identified

3.5 Delegated Authority Implications Nil identified

3.6 Financial Implications
Appropriate funds have been provided in the 2020/21 budget.

3.7 Economic Benefit Implications
Topics associated with the conference will address a range of economic issues relevant to a local government context.

3.8 Environmental Implications Nil identified

3.9 Social Implications
Topics associated with the conference will address a range of social issues relevant to a local government context.

ITEM 1.2 LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND - LGX FORWARD FACING CONFERENCE - A20593342 (Cont.)

3.10 Human Rights Implications Nil identified

3.11 Consultation / Communication

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

UNCONFIRMED

2 INFRASTRUCTURE PLANNING SESSION

(Cr A Hain)

ITEM 2.1

WOORIM - NORTH STREET - PROPOSED NAMING OF CAMPBELL PLACE

Meeting / Session: 2 INFRASTRUCTURE PLANNING
Reference: A20583208 : 22 September 2020
Responsible Officer: BS, Technical Officer (IP Parks & Recreation Planning)

Executive Summary

An application has been received requesting that an area within the parkland, located at 121 North Street, Woorim, be named after Wilma and Douglas Campbell.

This report provides Council with background information relevant to the application and recommends that a portion of Lot 75, CG3000 be named "Campbell Place".

RESOLUTION

Moved by Cr Brooke Savige

Seconded by Cr Jodie Shipway

CARRIED 13/0

1. That having regard to the information provided within this report and subject to the outcome of public advertising, the naming of an area within Lot 75, CG3000 as "Campbell Place", be approved.
2. That public advertising of the proposal to name the area be undertaken via appropriate digital and/or print media platforms, having a distribution covering the general vicinity of the subject park, and on Council's website with public submissions open for a period of 28 days.
3. That should adverse submissions be received as a result of public advertising; the matter be referred to Council in a subsequent report.

ITEM 2.1 WOORIM - NORTH STREET - PROPOSED NAMING OF CAMPBELL PLACE - A20583208 (Cont.)

OFFICER'S RECOMMENDATION

1. That having regard to the information provided within this report and subject to the outcome of public advertising, the naming of an area within Lot 75, CG3000 as "Campbell Place", be approved.
2. That public advertising of the proposal to name the area be undertaken via appropriate digital and/or print media platforms, having a distribution covering the general vicinity of the subject park, and on Council's website with public submissions open for a period of 28 days.
3. That should adverse submissions be received as a result of public advertising; the matter be referred to Council in a subsequent report.

REPORT DETAIL

1. Background

An application has been received by Council requesting that a portion of Lot 75, CG3000 (refer Figure 1), located at 121 North Street, Woorim, be named in recognition of Wilma and Douglas Campbell.



Figure 1: Area to be named at 121 North Street, Woorim

2. Explanation of Item

The application to name a park or recreation reserve under Council control was lodged by Susan Clark and Kevin Campbell, in recognition of the community contributions made by Wilma and Douglas Campbell. Letters of support have been provided by Uldis Baltars and Mal Smith who knew the Campbells. The application and letters of support note the following community contributions voluntarily made by the Campbells:

ITEM 2.1 WOORIM - NORTH STREET - PROPOSED NAMING OF CAMPBELL PLACE - A20583208 (Cont.)

- Meals on Wheels,
- Neighbourhood Watch,
- Scouts,
- Cubs,
- local charity shops, and
- local church.

The following was also noted in the application;

“At their funerals, there was standing room only and tributes had to be curtailed by the Funeral House. Other mourners had to stand outside on the lawn to say their last farewell to two truly wonderful people.”

Under Policy No: 11-2150-039, Naming of Council Owned or Administered Buildings, Structures and other Assets (excluding roads), applicants are required to provide documentation to substantiate the good character of the person or persons being acknowledged. This application provided 2 letters of character reference and is also supported by Division 1 Councillor, Brooke Savige.

The recommendation to name the land after the Campbells complies with the Council's policy guideline as outlined below:

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

Council internal policy requires that any proposal to name parkland be publicly advertised via appropriate digital and/or print media platforms, having a distribution covering the general vicinity of the subject park, and on Council's website for a period of up to 28 days during which time submissions can be received. This process allows Council to assess any possible objections to the proposed naming. Other suitable media outlets will also be utilised where local print newspapers are not in existence.

A history board is proposed to be installed in conjunction with the new park name sign to explain the connection the Campbells had with the land. The proposed wording is as follows:

“This area is named after Douglas & Wilma Campbell who lived adjacent to this parkland and were highly regarded active volunteers in the local community.”

3. Strategic Implications

3.1 Legislative / Legal Implications Nil identified

3.2 Corporate Plan / Operational Plan
Valuing Lifestyle: Quality recreation and cultural opportunities - places to discover, learn, play and imagine.

3.3 Policy Implications
The submitted application complies with and has all the supporting documentation required under MBRC Policy No: 11-2150-039, Naming of Council Owned or Administered Buildings, Structures and other Assets (excluding roads).

3.4 Risk Management Implications Nil identified

3.5 Delegated Authority Implications
Subject to no adverse submissions being received, the matter should be referred to the Director Engineering Construction and Maintenance for implementation.

3.6 Financial Implications
The estimated cost of fabricating and installing a new sign in accordance with the Draft Park and Open Space Signage Guidelines is approximately \$2,000.

ITEM 2.1 WOORIM - NORTH STREET - PROPOSED NAMING OF CAMPBELL PLACE - A20583208 (Cont.)

3.7 Economic Benefit Implications Nil identified

3.8 Environmental Implications Nil identified

3.9 Social Implications
Formal naming will provide improved awareness of, and the ability to recognise distinct locations within the region.

3.10 Human Rights Implications Nil identified

3.11 Consultation / Communication
The proposed naming is supported by the Division 1 Councillor.

UNCONFIRMED

3 ENGINEERING, CONSTRUCTION & MAINTENANCE SESSION

(Cr B Savage)

ITEM 3.1

MORETON BAY LOCAL DISASTER MANAGEMENT GROUP AND MORETON DISTRICT DISASTER MANAGEMENT GROUP - MEETING MINUTES 23 JULY 2020

Meeting / Session: 3 ENGINEERING, CONSTRUCTION & MAINTENANCE
Reference: A20545016 : 22 September 2020 - **Refer Supporting Information A20306377**
Responsible Officer: CP, Coordinator Disaster Management (ECM Directorate)

Executive Summary

The Moreton Bay Local Disaster Management Group (LDMG) and Moreton District Disaster Management Group (DDMG) held its regular Ordinary meeting on 23 July 2020.

The minutes of this meeting are provided for reference.

RESOLUTION

Moved by Cr Matt Constance

Seconded by Cr Tony Latter

CARRIED 13/0

That the minutes of the combined Moreton Bay Local Disaster Management Group and the Moreton District Disaster Management Group meeting held 23 July 2020, be adopted as contained in the supporting information.

ITEM 3.1 MORETON BAY LOCAL DISASTER MANAGEMENT GROUP AND MORETON DISTRICT DISASTER MANAGEMENT GROUP - MEETING MINUTES 23 JULY 2020 - A20545016 (Cont.)

OFFICER'S RECOMMENDATION

That the minutes of the combined Moreton Bay Local Disaster Management Group and the Moreton District Disaster Management Group meeting held 23 July 2020, be adopted as contained in the supporting information.

REPORT DETAIL

1. Background

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

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

The combined LDMG/DDMG held its regular Ordinary meeting on 23 July 2020, the minutes of which are provided in the supporting information to this report.

2. Explanation of Item

This report is provided to advise Council of the issues discussed and any meeting outcomes/action items.

Combined meetings are chaired on a rotational basis. Since Queensland Police Service (QPS) chaired the last meeting held in February 2020, the July 2020 meeting was chaired by Council. With the absence of the Mayor, the meeting was chaired by Cr Matt Constance. The next meeting scheduled for 26 November 2020 will be chaired by QPS.

3. Strategic Implications

3.1 Legislative / Legal Implications

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

3.2 Corporate Plan / Operational Plan

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

3.3 Policy Implications

Nil identified

3.4 Risk Management Implications

An update was provided on African Swine Fever (ASF) on preparedness planning to ensure an effective response to protect Australia's pig industry. While ASF is not in Australia it has been detected in Papua New Guinea. Border security is critically important with the import of contaminated goods into Australia posing the largest risk. Department of Agriculture and Fisheries (DAF) is the lead agency in Queensland and has plans in place in case of an outbreak. DAF is working with Council staff on how to deal with biosecurity matters such as ASF if they were to occur.

Queensland Fire and Emergency Services chairs the Brisbane North Area Fire Management Group (that covers MBRC). A Bushfire Risk Mitigation Plan has been developed for the 2020 burn season and this was presented to the LDMG/DDMG. It is envisaged that an Area Fire Management Group meeting will occur shortly to discuss the outcomes of the 2020 'Operation Coolburn' period and commence planning for the 2021 planned burn season.

ITEM 3.1 MORETON BAY LOCAL DISASTER MANAGEMENT GROUP AND MORETON DISTRICT DISASTER MANAGEMENT GROUP - MEETING MINUTES 23 JULY 2020 - A20545016 (Cont.)

3.5 Delegated Authority Implications Nil identified

3.6 Financial Implications Nil identified

3.7 Economic Benefit Implications

Phoenix Resilience presented the COVID-19 Moreton Recovery Plan 2020-2021. The 5 key areas for economic recovery are: Regional Development Organisations (e.g. MBRIT, RDA Moreton), Government, Industry Bodies, Businesses and Universities. Impact Assessments were undertaken, and Action Plans have been developed with the focus on the immediate, medium and long term recovery activities. Longer term activities are aligned with Council's Regional Economic Development Strategy.

3.8 Environmental Implications Nil identified

3.9 Social Implications

Phoenix Resilience presented the COVID-19 Moreton Recovery Plan 2020-2021. The 5 key areas for human social recovery are: Community Support Organisations, Government, Health Organisations, Sports and Arts. Impact Assessments were undertaken, and Action Plans have been developed with the focus on the immediate, medium and long term recovery activities.

3.10 Human Rights Implications Nil identified

3.11 Consultation / Communication

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

ITEM 3.2

TENDER - REDCLIFFE - SES DEPOT - BUILDING REFURBISHMENT

Meeting / Session: 3 ENGINEERING, CONSTRUCTION & MAINTENANCE
Reference: A20492181 : 23 September 2020 - Refer **Confidential Supporting Information A20497827**
Responsible Officer: PJ, Project Manager (ECM Project Management)

Executive Summary

Tenders were invited using LG Tender Box for the 'Redcliffe SES Depot Building Refurbishment (MBRC009404)' project, with tenders closing on the 14th July 2020, with a total of 21 tenders received all of which were conforming.

It is recommended that the tender for 'Redcliffe SES Depot Building Refurbishment (MBRC009404)' project be awarded to Future Fitouts Qld Pty Ltd for the sum of \$196,481.00 (excluding GST) as this tender has been evaluated as representing the best overall value to Council.

RESOLUTION

Moved by Cr Karl Winchester

Seconded by Cr Mick Gillam

CARRIED 13/0

1. That the tender for 'Redcliffe SES Depot Building Refurbishment (MBRC009404)' project be awarded to Future Fitouts Qld Pty Ltd for the sum of \$196,481.00 (excluding GST).
2. That the Council enters into an agreement with Future Fitouts Qld Pty Ltd as described in this report.
3. That the Chief Executive Officer be authorised to take all action necessary, including but not limited to, negotiating, making, amending, signing and discharging the agreement with Future Fitouts Qld Pty Ltd for 'Redcliffe SES Depot Building Refurbishment (MBRC009404)' project and any required variations of the agreement on Council's behalf.
4. To allow this project to progress and for Council to be able to enter into an arrangement with Future Fitouts Qld Pty Ltd, that Council commits an additional \$100,000 to the project at the 20-21 FY quarter one financial review process.

ITEM 3.2 TENDER - REDCLIFFE - SES DEPOT - BUILDING REFURBISHMENT - A20492181 (Cont.)

OFFICER'S RECOMMENDATION

1. That the tender for 'Redcliffe SES Depot Building Refurbishment (MBRC009404)' project be awarded to Future Fitouts Qld Pty Ltd for the sum of \$196,481.00 (excluding GST).
2. That the Council enters into an agreement with Future Fitouts Qld Pty Ltd as described in this report.
3. That the Chief Executive Officer be authorised to take all action necessary, including but not limited to, negotiating, making, amending, signing and discharging the agreement with Future Fitouts Qld Pty Ltd for 'Redcliffe SES Depot Building Refurbishment (MBRC009404)' project and any required variations of the agreement on Council's behalf.
4. To allow this project to progress and for Council to be able to enter into an arrangement with Future Fitouts Qld Pty Ltd, that Council commits an additional \$100,000 to the project at the 20-21 FY quarter one financial review process.

REPORT DETAIL

1. Background

The project is located at 35-41 Portwood Street, Redcliffe. The scope of works includes the reconfiguration of internal space, replacement of bathroom fixtures and fittings and installation of air-conditioning.

The objective of the project is to create a more functional, usable space for SES Redcliffe Group's activities including operational response and training.

The development phase of the project identified deficiencies relating to accessibility for persons with disabilities. The deficiencies were addressed in the design stage to enable inclusion and access to person with disabilities.

The works are expected to commence October 2020 and take 6 weeks to complete with an allowance of 5 days for wet weather

ITEM 3.2 TENDER - REDCLIFFE - SES DEPOT - BUILDING REFURBISHMENT - A20492181 (Cont.)



Figure 1 Location of Works

2. Explanation of Item

Tenders were invited for the 'Redcliffe SES Depot Building Refurbishment MBRC009404' project. The Tender closed on the 14 July 2020, with a total of 21 tenders received, all of which were conforming. The tenders were assessed by the assessment panel in accordance with Council's Purchasing Policy and the selection criteria as set out in the tender documents.

Moreton Bay Regional Council

ITEM 3.2 TENDER - REDCLIFFE - SES DEPOT - BUILDING REFURBISHMENT - A20492181 (Cont.)

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

RANK	TENDERER	Result (Pre LP)	Result (Post LP)
1	Future Fitouts Qld Pty Ltd	98.10	105.60
2	Premis Solutions Pty Ltd	97.84	105.34
3	Unita Qld Pty Ltd	94.04	101.54
4	INTREC Management Qld Pty Ltd	95.51	95.51
5	Sensus Building Group Pty Ltd	92.28	92.28
6	Artic Projects	91.44	91.44
7	Focus Fitouts Qld Pty Ltd	91.33	91.33
8	Aligned Management Lty Ltd	90.88	90.88
9	Kimini Constructions Pty Ltd	90.45	90.45
10	MAW Group (Aust) Pty Ltd trading as Oasis Construction (Aust)	90.31	90.31
11	Better Build Constructions Pty Ltd	88.65	88.65
12	Kane Constructions (Qld) Pty Ltd trading as arete Australia	88.11	88.11
13	Herron Coorey Pty Ltd	84.86	84.86
14	Main Constructions (Building) Pty Ltd	84.26	84.26
15	Leaf Building Group Pty Ltd	82.97	82.97
16	Quadric Pty Ltd	81.17	82.17
17	Midson Construction (Qld) Pty Ltd	81.96	81.96
18	Sina Construction	78.80	78.80
19	A & SE Amirsardari trading as Caspian Building Services	69.06	69.06
20	De Gee Group Pty Ltd	67.50	67.50
21	Verve Constructions (Qld) Pty Ltd	46.33	46.33

Future Fitouts Qld Pty Ltd ('FFQ') - submitted a detailed conforming tender. FFQ attended a tender clarification meeting 17/08/2020 and demonstrated their experience and methodology to complete the project. FFQ have completed the Sentinel Property - Building Refurbishment in November 2019 value \$4.3M for Sentinel Property; Kingston State School Refurbishment Block G June 2020 value \$560,000 for the Queensland State government. The tender evaluation panel recommends the tender from FFQ represents the best overall value offer to council.

Premis Solutions Pty Ltd ('Premis') - submitted a detailed conforming tender detailing their experience and methodology to complete the project, however there were no additional benefits for the increased cost.

Unita Qld Pty Ltd ('Unita') - submitted a detailed conforming tender detailing their experience and methodology to complete the project, however there were no additional benefits for the increased cost.

ITEM 3.2 TENDER - REDCLIFFE - SES DEPOT - BUILDING REFURBISHMENT - A20492181 (Cont.)

3. Strategic Implications

3.1 Legislative / Legal Implications

Due to the value of the work being greater than \$200,000, a competitive open tender process was undertaken via the LG Tender system. The tender was called in accordance with the *Local Government Act 2009*.

3.2 Corporate Plan / Operational Plan

This project is consistent with the Corporate Plan outcome - Strengthening Communities: Healthy and supportive communities - a healthy and inclusive community

3.3 Policy Implications

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

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

This tender has been procured in accordance with Council's Local Preference - Corporate Directive 2180-054.

3.4 Risk Management Implications

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

Financial Risks:

A third-party financial assessment has been carried out and the recommended tenderer was rated 'strong'.

Construction Risks:

- a) The recommended tenderer will provide a detailed program of works including, Traffic, Safety Management Plan and Environmental Management Plan as part of the contract to identify and detail how they will manage and mitigate project construction risks. This information will be assessed and will be monitored by Council's Project Management section throughout the duration of the project.
- b) There are no development approval risks relating to this contract.
- c) The contractor has not identified any supply issues associated with this project.
- d) COVID-19: The contractor advised in the tender clarification meeting that currently there were no foreseeable supply issues associated with COVID-19.

3.5 Delegate Authority Implications

Under delegation Council-163, the CEO has the power to enter into contracts up to and including the amount of one percent (1%) of Council's net rate and utility charges as stated in Council's audited financial statements included in Council's most recently adopted annual report - estimated \$3.1M, providing the expenditure has been provided for in Council's annual budget.

The cost of this project is greater than the budget allocation requiring an amendment to the budget allocation and is therefore reported to Council for consideration.

3.6 Financial Implications

Council allocated a total of \$150,000 in the 19-20 FY Capital Projects Program. The remaining funds of \$118,892 was re-provided into the 20-21 FY Capital Projects Program. All financial information below is exclusive of GST.

ITEM 3.2 TENDER - REDCLIFFE - SES DEPOT - BUILDING REFURBISHMENT - A20492181 (Cont.)

Investigation and Design (19-20)	\$ 31,108.00
Tender Price (Construction)	\$ 196,481.00
Contingency 10%	\$ 19,648.10
Q-leave 0.575%	\$ 1,129.77

Total Project Cost	\$ 248,366.87
	=====
Estimated ongoing operational/maintenance costs	\$1500 per F/Y.

The existing funds for the project, being \$118,892, are insufficient to complete the project. To allow this project to progress and for Council to be able to enter into an arrangement with Future Fitouts Qld Pty Ltd, Council will need to commit an additional \$100,000 to the project at the 20-21 FY quarter one financial review process.

3.7 Economic Benefit Implications Nil identified

3.8 Environmental Implications

The recommended tenderer submitted a Construction Environmental Management Plan as part of the tender submission. The plan details the management of onsite environmental matters affecting the project during construction.

3.9 Social Implications

The project will result in a more functional, usable space for SES Redcliffe group activities, including operational response and training. The refurbished facility will considerably improve the capacity of the Redcliffe SES Group to provide SES services to the community

3.10 Human Rights Implications Nil identified

3.11 Consultation / Communication

Council and SES stakeholders have been consulted. A detailed communications plan has been developed and includes project notices and project signs. The local councillor has been consulted and is supportive of the project and will receive weekly email updates.

ATTENDANCE

Mark McCormack attended the meeting at 9.28am for discussion on Item 3.3.

ITEM 3.3

TENDER - NARANGBA - HARRIS AVENUE SPORTS COMPLEX - CLUBHOUSE, TENNIS COURTS AND CARPARK DEVELOPMENT

Meeting / Session: 3 ENGINEERING, CONSTRUCTION & MAINTENANCE
Reference: A20500051 : 23 September 2020 - Refer **Confidential** Supporting Information A20529406
Responsible Officer: SC, Senior Project Manager (ECM Project Management)

Executive Summary

Tenders were called for the 'Narangba - Harris Avenue Sports Complex - Clubhouse, Tennis Courts and Carpark Development (MBRC010092)' project, with tenders closing on 8 September 2020, with a total of eight tenders received, seven of which were conforming.

It is recommended that the tender for the 'Narangba - Harris Avenue Sports Complex - Clubhouse, Tennis Courts and Carpark Development (MBRC010092)' project be awarded to Bli Bli Nominees Constructions Pty Ltd, trading as BBN Constructions for the sum of \$3,094,006.44 (excluding GST), as this tender represents the best overall value to Council.

RESOLUTION

Moved by Cr Darren Grimwade

Seconded by Cr Cath Tonks

CARRIED 13/0

1. That the tender for 'Narangba - Harris Avenue Sports Complex - Clubhouse, Tennis Courts and Carpark Development (MBRC010092)' project be awarded to Bli Bli Nominees Constructions Pty Ltd, trading as BBN Constructions, for the sum of \$3,094,006.44 (excluding GST).
2. That the Council enters into an agreement with Bli Bli Nominees Constructions Pty Ltd, trading as BBN Constructions, as described in this report.
3. That the Chief Executive Officer be authorised to take all action necessary, including but not limited to, negotiating, making, amending, signing and discharging the agreement with Bli Bli Nominees Constructions Pty Ltd, trading as BBN Constructions, for the 'Narangba - Harris Avenue Sports Complex - Clubhouse, Tennis Courts and Carpark Development (MBRC010092)' project and any required variations of the agreement on Council's behalf.

ITEM 3.3 TENDER - NARANGBA - HARRIS AVENUE SPORTS COMPLEX - CLUBHOUSE, TENNIS COURTS AND CARPARK DEVELOPMENT - A20500051 (Cont.)

OFFICER'S RECOMMENDATION

1. That the tender for 'Narangba - Harris Avenue Sports Complex - Clubhouse, Tennis Courts and Carpark Development (MBRC010092)' project be awarded to Bli Bli Nominees Constructions Pty Ltd, trading as BBN Constructions, for the sum of \$3,094,006.44 (excluding GST).
2. That the Council enters into an agreement with Bli Bli Nominees Constructions Pty Ltd, trading as BBN Constructions, as described in this report.
3. That the Chief Executive Officer be authorised to take all action necessary, including but not limited to, negotiating, making, amending, signing and discharging the agreement with Bli Bli Nominees Constructions Pty Ltd, trading as BBN Constructions, for the 'Narangba - Harris Avenue Sports Complex - Clubhouse, Tennis Courts and Carpark Development (MBRC010092)' project and any required variations of the agreement on Council's behalf.

REPORT DETAIL

1. Background

This project is located at the Harris Avenue Sports Complex, Harris Avenue, Narangba. The project involves the construction of six tennis courts with fencing and lighting, car parking and storm water infrastructure, and the second stage of the clubhouse building and associated services. The project provides tennis courts for the Burpengary and Narangba area.

The tennis gap analysis has identified provision of tennis courts in the Burpengary/Narangba area as a high priority. A feasibility study for tennis courts at Narangba was undertaken in 2012 and provides supporting rationale for delivery of this project due to significant under supply of tennis facilities in the Narangba catchment.

On 19 July 2011, Council approved a Material Change of Use - Development Permit for Entertainment & Recreation (Outdoors) and shop (DA/25314/2010/DA) for the project generally comprising of sports fields, amenity/store building, clubhouse building, tennis courts and carpark.

The sports fields and amenity/store building have progressively been developed and the proposed clubhouse, tennis courts and carpark will form the last element associated with the approved Development Permit.

It is proposed that the construction will commence in November 2020 and be completed by July 2021 including an allowance for wet weather (42 days).

ITEM 3.3 TENDER - NARANGBA - HARRIS AVENUE SPORTS COMPLEX - CLUBHOUSE, TENNIS COURTS AND CARPARK DEVELOPMENT - A20500051 (Cont.)



Figure 1 - Location Plan

ITEM 3.3 TENDER - NARANGBA - HARRIS AVENUE SPORTS COMPLEX - CLUBHOUSE, TENNIS COURTS AND CARPARK DEVELOPMENT - A20500051 (Cont.)

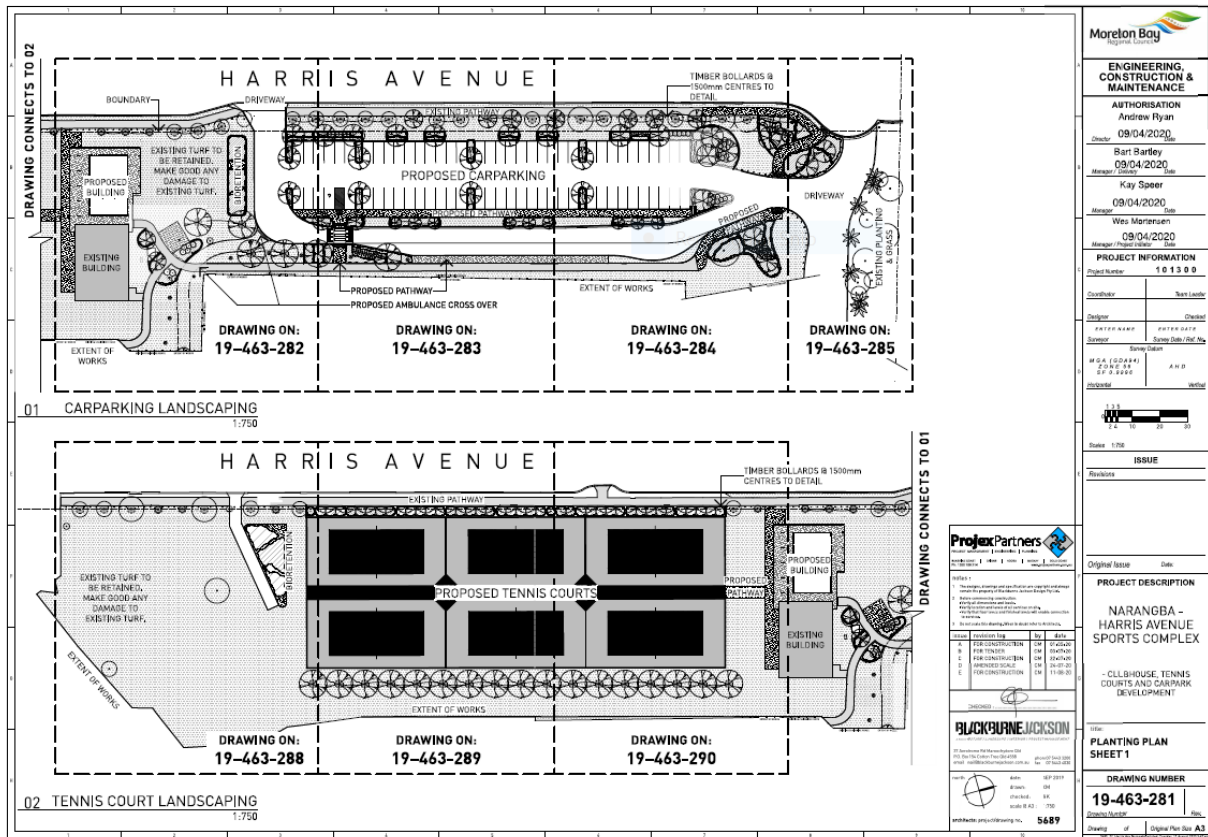


Figure 2 - Clubhouse, Tennis Courts and Carpark



Figure 3 - Clubhouse - Artist's Impression

ITEM 3.3 TENDER - NARANGBA - HARRIS AVENUE SPORTS COMPLEX - CLUBHOUSE, TENNIS COURTS AND CARPARK DEVELOPMENT - A20500051 (Cont.)

2. Explanation of Item

Tenders for the 'Narangba - Harris Avenue Sports Complex - Clubhouse, Tennis Courts and Carpark Development (MBRC010092)' project closed on 8 September 2020, with eight tenders received, of which seven were conforming, with one submission non-conforming.

The tenders were assessed by the assessment panel in accordance with Council's Purchasing Policy and the selection criteria as set out in the tender documents.

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

RANK	TENDERER	EVALUATION SCORE (Pre-LP)	EVALUATION SCORE (Post LP)
1	Bli Bli Nominees Constructions Pty Ltd, trading as BBN Constructions	96.36	103.86
2	J.MAC CONSTRUCTIONS PTY LTD	94.85	94.85
3	LEAF Building Group Pty Ltd	90.19	90.19
4	Chapcon Building Services Pty Ltd	86.63	86.63
5	NF Corbett Pty Ltd	86.46	86.46
6	AllenCon Pty Ltd	84.27	84.27
7	WAC & Co Pty Ltd	75.52	75.52
8	Premier Sports & Leisure	Non-conforming	Non-conforming

Bli Bli Nominees Constructions Pty Ltd, trading as BBN Constructions ('BBN') - submitted a comprehensive and well-presented tender demonstrating relevant similar project experience. A tender clarification meeting was held on 23 September 2020, at which BBN demonstrated their relevant experience, methodology, understanding of the project and capability in delivering the project including detailing the sub-contractors to be used on this project.

BBN have undertaken building projects for Moreton Bay Regional Council (MBRC), including a new sports club at Kinsellas Sports Complex, North Lakes (\$1.3m) and a new SES Depot at James Drysdale Reserve, Bunya (\$2.3m) and is currently undertaking the South Pine Sporting Association (SPSA) Building Extension valued at \$15M. Council officer's have discussed with BBN their capacity to undertake both the SPSA project in conjunction with the project which is the subject of this tender and are confident that BBN has the required capacity to undertake both projects without adverse effect on either project's quality, cost and delivery targets.

BBN have also undertaken infrastructure/siteworks at Maroochydore State High School - Senior Learning Centre and Sports Facility valued at \$4.9M for the School Business Manager (QLD Government); Woombye Care Infrastructure / Siteworks valued \$7.1M for Woombye Aged Care and the Yandina Shopping Centre Infrastructure / Siteworks valued at \$6.5M for IGA.

ITEM 3.3 TENDER - NARANGBA - HARRIS AVENUE SPORTS COMPLEX - CLUBHOUSE, TENNIS COURTS AND CARPARK DEVELOPMENT - A20500051 (Cont.)

BBN propose to subcontract the construction works for the tennis courts to Jordin Sports Constructions a company BBN have utilised on multiple sports complex projects that include Sheldon College tennis courts and lighting (6 tennis courts), Charters Towers Tennis Club (8 tennis courts) and Miami Tennis and Gold Coast Seniors Tennis Club (8 courts).

BBN submission was the lowest priced and highest scoring tender submission. The evaluation panel recommends that the tender from BBN represents the best overall value offer to Council.

J.MAC CONSTRUCTIONS PTY LTD ('JMac') - submitted a comprehensive and well-presented tender, however there were no additional benefits for the higher price.

LEAF Building Group Pty Ltd ('LEAF') - submitted a well-presented tender, however there were no additional benefits for the higher price.

The non-conforming tenderer did not submit the mandatory tender documentation (e.g. financial details).

3. Strategic Implications

3.1 Legislative / Legal Implications

Due to the value of the work expected to be 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.

Tenders were assessed against Council's Procurement Policy under the Local Preference - Corporate Directive 2180-054.

3.4 Risk Management Implications

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

Financial Risks:

A third-party review of financial status has been carried out in the past twelve months and the successful tenderer for the SPSA project (\$15M) and was rated '*conditionally acceptable*'.

Construction Risks:

- a. The recommended tenderer will provide a program of works, staging plans, traffic management plans, safety management plan, environmental management plan, tree management plan, and quality management documentation as part of the contract to detail how they will plan, establish and manage project construction risks which will be reviewed and audited by Project Management.
- b. The recommended tenderer has indicated their understanding of the project site and the proximity of the school located opposite the site as well as the adjoining sports field to ensure the safety and well-being of all during the works.
- c. The recommended tenderer has indicated that their program of works takes into consideration the provision of appropriate resources to be able to complete the project works effectively and on time.
- d. The project is not impacted by any Development Approvals as a Material Change of Use has previously been approved with the proposed works being generally in accordance with the MCU.

ITEM 3.3 TENDER - NARANGBA - HARRIS AVENUE SPORTS COMPLEX - CLUBHOUSE, TENNIS COURTS AND CARPARK DEVELOPMENT - A20500051 (Cont.)

- e. The procurement risks relating to this project are considered low as there is adequate lead time for the recommended tenderer to procure the relevant project construction materials.
- f. At the tender clarification meeting, the recommended tenderer advised that there were no foreseen COVID-19 related impacts with regard to material supply chains which would adversely affect the project.
- g. Dilapidation inspections will be conducted prior to works commencing on council's Young Road and around the sports field entrance to record the existing condition of assets and again after construction to record any change.

3.5 Delegated Authority Implications

Under delegation Council-163, the CEO has the power to enter into contracts up to and including the amount of one percent (1%) of Council's net rate and utility charges as stated in Council's audited financial statements included in Council's most recently adopted annual report - estimated \$3.1M, providing the expenditure has been provided for in Council's annual budget.

The cost of this project is equivalent to the delegated limit and is therefore reported to Council for consideration.

3.6 Financial Implications

Council has allocated a total of \$4,075,000 for this project with \$400,000 in the 19-20 FY for detailed design and a further \$3,675,000 in the 20-21 FY Capital Projects Program for construction. (External funding of \$1,700,000 has been obtained from the State Government Unite and Recover Community Stimulus Package (COVID-19) program). All financial information provided below is excluding GST.

Design (19-20)	\$ 221,687.00
Tender Price (Construction)	\$ 3,094,006.44
Contingency (17.5%)	\$ 541,451.13
QLeave (0.575%)	\$ 17,790.54
Construction Phase Consultants	\$ 30,000.00

Total Project Cost	\$ 3,904,935.11
	=====
Estimated ongoing operational/maintenance costs	\$47,800 per F/Y.

The budget amount for this project is sufficient.

3.7 Economic Benefit Implications

Tennis Queensland have advised that the completion of this project will attract increased numbers of participants to the region in the form of regular fixtures and tournaments. Tennis Queensland also identified that the sport of tennis is under serviced in the catchment area of Narangba, and this facility will meet local demand.

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. The environment management plan will be monitored and audited by project management during the construction phase.

3.9 Social Implications

The development of the Harris Avenue Sports Complex - Clubhouse, Tennis Courts and Carpark Development will provide modern, accessible and universal facilities that support sport, recreation and physical activity opportunities for local Moreton Bay residents.

3.10 Human Rights Implications Nil identified

ITEM 3.3 TENDER - NARANGBA - HARRIS AVENUE SPORTS COMPLEX - CLUBHOUSE, TENNIS COURTS AND CARPARK DEVELOPMENT - A20500051 (Cont.)

3.11 Consultation / Communication

A detailed communication plan has been prepared for this project. Communication strategies include project notices issued four weeks prior to the commencement of works and project signs displayed on site four weeks prior to construction. State Government funding signage will be installed four weeks before construction. Weekly email updates will be provided to the Divisional Councillor and weekly updates with photographs will be provided about the project's progress on Council's website. Monthly drone footage will be provided by the contractor showing construction progress. The Divisional Councillor has been consulted and is supportive of the project.

ATTENDANCE

Mark McCormack left the meeting at 9.30am after discussion on Item 3.3.

ITEM 3.4

**MURRUMBA DOWNS - BRAYS ROAD / MCCLINTOCK DRIVE - INTERSECTIONS
AND ROAD UPGRADE - RELOCATION OF NBN NETWORK**

Meeting / Session: 3 ENGINEERING, CONSTRUCTION & MAINTENANCE
Reference: A20466479 : 22 September 2020
Responsible Officer: RS, Senior Project Manager (ECM Project Management)

Executive Summary

This report seeks Council approval to enter into a contract with NBN Co Limited ('NBN') for the relocation of its telecommunications network in Brays Road, Murrumba Downs as part of the road widening and intersection upgrade project. NBN is the owner of this network and has provided an estimate for the works.

RESOLUTION

Moved by Cr Denise Sims (Deputy Mayor)

Seconded by Cr Jodie Shipway

CARRIED 13/0

1. That in accordance with section 235(a) of the Local Government Regulation 2012, Council is satisfied that NBN Co Limited ('NBN') is the only supplier who is reasonably available to undertake the relocation of the NBN network on Brays Road, Murrumba Downs, as described in this report.
2. That the Council enters into an agreement with NBN Co Limited as described in this report for the estimated sum of \$378,374.58 (excluding GST) as per the NBN estimate and Council signs the NBN Agreement to engage NBN to complete these relocation works.
3. That the Chief Executive Officer be authorised to take all action necessary, including but not limited to, negotiating, making, amending, signing and discharging the agreement with NBN Co Limited for relocation of the NBN network on Brays Road, Murrumba Downs, and any required variations of the agreement on Council's behalf.

ITEM 3.4 MURRUMBA DOWNS - BRAYS ROAD / MCCLINTOCK DRIVE - INTERSECTIONS AND ROAD UPGRADE - RELOCATION OF NBN NETWORK - A20466479 (Cont.)

OFFICER'S RECOMMENDATION

1. That in accordance with section 235(a) of the Local Government Regulation 2012, Council is satisfied that NBN Co Limited ('NBN') is the only supplier who is reasonably available to undertake the relocation of the NBN network on Brays Road, Murrumba Downs, as described in this report.
2. That the Council enters into an agreement with NBN Co Limited as described in this report for the estimated sum of \$378,374.58 (excluding GST) as per the NBN estimate and Council signs the NBN Agreement to engage NBN to complete these relocation works.
3. That the Chief Executive Officer be authorised to take all action necessary, including but not limited to, negotiating, making, amending, signing and discharging the agreement with NBN Co Limited for relocation of the NBN network on Brays Road, Murrumba Downs, and any required variations of the agreement on Council's behalf.

REPORT DETAIL

1. Background

The road improvement project is located over the section of Brays Road, between the recent Redcliffe Peninsula Rail Link (RPRL) construction north of Moreton Street, extending through to the bridge over the Bruce Highway, and along McClintock Drive from Brays Road to Black Duck Creek, Murrumba Downs (Division 7).

The overall project scope was outlined in the construction tender report considered by Council on 19 August 2020 including service relocations by APA Gas, Energex, Telstra, Unitywater and NBN.

Meeting & Date: General Meeting - 19 August 2020

Minute Page: 20/1531

Agenda Item & Title: ITEM 3.2 - TENDER - MURRUMBA DOWNS - BRAYS ROAD / MCCLINTOCK DRIVE - INTERSECTIONS AND ROAD UPGRADE (A20313523)

The NBN relocation scope has been updated since the council report on 19 August 2020 and is the subject of this report. The NBN scope includes the relocation of the impacted fibre cables and associated network equipment:

- Installing new fibre cabling through the revised conduit route;
- Proving, hauling, splicing and testing the replacement fibre cables;
- Installing telecommunications conduit, as required;
- Recovering, removing and disposing of the replaced sections of fibre and network equipment; and
- All labour and materials required as part of the Work.

The broader road construction project works are expected to commence in late September / early October 2020 and take approximately 40 weeks to complete including an allowance for wet weather.

The NBN works will be completed under the supervision of the principal project contractor.

ITEM 3.4 MURRUMBA DOWNS - BRAYS ROAD / MCCLINTOCK DRIVE - INTERSECTIONS AND ROAD UPGRADE - RELOCATION OF NBN NETWORK - A20466479 (Cont.)



Figure 1: Project Locality Plan

2. Explanation of Item

The NBN telecommunications network is required to be relocated along Brays Road as part of the 'Murrumba Downs, Brays Road / McClintock Drive - Intersections and Road Upgrade' project.

As NBN is the asset owner, only NBN is permitted to design and undertake the relocation of its network. This relocation work is necessary to facilitate the Brays Road upgrade project.

NBN has now provided its estimate for the works based upon Council's design plans; Council will be required to fund the cost of the works. The estimated cost of the NBN relocation is \$378,374.58 (excluding GST). Council is required to sign the NBN Agreement to engage NBN to complete these relocation works.

ITEM 3.4 MURRUMBA DOWNS - BRAYS ROAD / MCCLINTOCK DRIVE - INTERSECTIONS AND ROAD UPGRADE - RELOCATION OF NBN NETWORK - A20466479 (Cont.)

3. Strategic Implications

3.1 Legislative / Legal Implications

Under the Local Government Regulation 2012, Council cannot enter into a large sized contractual arrangement without first inviting written tenders for the contract, unless an exception is applicable. Under section 235(a) of the Local Government Regulation, Council can enter into a large sized contractual arrangement without first inviting tenders if it resolves that it is satisfied there is only one supplier who is reasonably available. NBN is the asset owner and only NBN is permitted to design and undertake the relocation of its network.

Council's legal section has reviewed the NBN agreement and is satisfied with the arrangement.

3.2 Corporate Plan / Operational Plan

This project is consistent with the Corporate Plan outcome - Valuing Lifestyle: Diverse transport options - an integrated regional transport network.

3.3 Policy Implications

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

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

3.4 Risk Management Implications

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

Construction Risks:

- a. Traffic Management - NBN will undertake its network relocations during the broader road project in conjunction with the Telstra relocations and under the principal project contractor's traffic management plan.
- b. Delays in NBN mobilisation - the principal project contractor has submitted a flexible construction program which allows for the work to be scheduled.

3.5 Delegated Authority Implications Nil identified

3.6 Financial Implications

Council has allocated \$8,000,000 in the 20-21 FY. All financial information below is excluding GST.

Tender Price (Road Construction awarded 19 August 20)	\$ 5,620,191.00
Contingency (15%)	\$ 843,028.65
QLeave (0.475%)	\$ 26,695.91
Unitywater Relocations (prelim estimate)	\$ 90,000.00
Telstra Relocations	\$ 99,031.56
NBN Relocations (this contract)	\$ 378,374.58
Offset planting project (separate contract)	\$ 100,000.00

Total Project Cost	\$ 7,157,321.70
	=====

There are no ongoing operational/maintenance costs associated with these works. The asset is operated and maintained by NBN Co.

The budget amount for this component of the project is sufficient.

ITEM 3.4 MURRUMBA DOWNS - BRAYS ROAD / MCCLINTOCK DRIVE - INTERSECTIONS AND ROAD UPGRADE - RELOCATION OF NBN NETWORK - A20466479 (Cont.)

3.7 Economic Benefit Implications

The relocation of the NBN network will allow completion of the road and intersections upgrade project. The upgrade project will improve safety for all users, reduce traffic congestion by providing additional capacity and future-proof transport demands. The project will extend the life of the road pavement and reduce recurrent maintenance costs.

3.8 Environmental Implications

An Environmental Management Plan is being submitted by the road works contractor detailing how the surrounding area will be protected during construction, and how sediment run-off will be managed.

3.9 Social Implications

The upgrade of the intersection will introduce a safer and more efficient intersection with dedicated pedestrian facilities, providing particular benefit to the local school and adjacent community. Social and community benefits will also be derived in reducing the likelihood of crash occurrences and severity of injury.

3.10 Human Rights Implications

Nil identified

3.11 Consultation / Communication

A detailed communication management plan has been prepared for the broader road works project. Communication strategies include project notices issued four weeks prior to the commencement of works, project signs displayed on site four weeks prior to construction, variable message boards (VMS Boards) deployed on site two weeks prior to construction and continuing for the duration of the project. Construction updates for affected residents to be provided two days in advance of relevant works commencing. Weekly e-mail updates to the Divisional Councillor, and twice weekly project updates on the Council website. The Divisional Councillor has been consulted and is supportive of the overall project as noted in the council report to award the road works construction tender dated 19 August 2020.

4 PLANNING SESSION

(Cr D Grimwade)

No items for consideration.

UNCONFIRMED

5 COMMUNITY & ENVIRONMENTAL SERVICES SESSION

(Cr M Gillam)

ITEM 5.1

TENURE ARRANGEMENTS - 1-11 TOOVEY STREET CABOOLTURE

Meeting / Session: 5 PARKS, RECREATION & SPORT
Reference: A19523253 : 2 January 2020 - Refer Supporting Information A19523254
Responsible Officer: CM, Supervisor Community Leasing (CES Community Services, Sport & Recreation)

Executive Summary

A review of the tenure arrangements over the site at 1-11 Toovey Street, Caboolture (Division 3) (*refer Supporting Information #1*) has recently been completed in consultation with the existing tenants, being:

- Queensland Police-Citizens Youth Welfare Association (QPCYC);
- Better Together Assoc Inc;
- Reclink Australia Inc;
- Friends of Lagoon Creek Group Inc.; and
- Lions Club of Morayfield & District Inc.

As a result of this review process, an alternate tenure model for the site is proposed. This model includes the provision of leases direct to all existing tenants, rather than to just one head lease to a tenant who subsequently manages the tenure arrangements of other site users.

RESOLUTION

Moved by Cr Adam Hain

Seconded by Cr Brooke Savige

CARRIED 13/0

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 and buildings referred to in this report.
2. That, subject to recommendation 7, Queensland Police-Citizens Youth Welfare Association be granted a lease over an area at 1-11 Toovey Street, Caboolture (*refer Supporting Information #1*) for a period of five years.
3. That, subject to recommendation 7, Reclink Australia Inc. be granted a lease over an area at 1-11 Toovey Street, Caboolture (*refer Supporting Information #1*) for a period of five years.
4. That, subject to recommendation 7, Better Together Assoc Inc. be granted a lease over an area at 1-11 Toovey Street, Caboolture (*refer Supporting Information #1*) for a period of five years.
5. That, subject to recommendation 7, Friends of Lagoon Creek Group Inc. be granted a lease over an area at 1-11 Toovey Street, Caboolture (*refer Supporting Information #1*) for a period of five years.
6. That, subject to recommendation 7, Lions Club of Morayfield & District Inc. be granted a lease over an area at 1-11 Toovey Street, Caboolture (*refer Supporting Information #1*) for a period of five years.

ITEM 5.1 TENURE ARRANGEMENTS - 1-11 TOOVEY STREET CABOOLTURE - A19523253 (Cont.)

7. That the terms and conditions of the leases referred to in recommendations 2 - 6 above be in accordance with Council's Community Leasing Policy, with annual rental commencing at \$1.00 per annum.
8. That the Chief Executive Officer be authorised to take all action necessary including but not limited to, negotiating, making, amending, signing and discharging the leases and any required variations of the leases on the Council's behalf, as described in this report.

UNCONFIRMED

ITEM 5.1 TENURE ARRANGEMENTS - 1-11 TOOVEY STREET CABOOLTURE - A19523253 (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 and buildings referred to in this report.
2. That, subject to recommendation 7, Queensland Police-Citizens Youth Welfare Association be granted a lease over an area at 1-11 Toovey Street, Caboolture (*refer Supporting Information #1*) for a period of five years.
3. That, subject to recommendation 7, Reclink Australia Inc. be granted a lease over an area at 1-11 Toovey Street, Caboolture (*refer Supporting Information #1*) for a period of five years.
4. That, subject to recommendation 7, Better Together Assoc Inc. be granted a lease over an area at 1-11 Toovey Street, Caboolture (*refer Supporting Information #1*) for a period of five years.
5. That, subject to recommendation 7, Friends of Lagoon Creek Group Inc. be granted a lease over an area at 1-11 Toovey Street, Caboolture (*refer Supporting Information #1*) for a period of five years.
6. That, subject to recommendation 7, Lions Club of Morayfield & District Inc. be granted a lease over an area at 1-11 Toovey Street, Caboolture (*refer Supporting Information #1*) for a period of five years.
7. That the terms and conditions of the leases referred to in recommendations 2 - 6 above be in accordance with Council's Community Leasing Policy, with annual rental commencing at \$1.00 per annum.
8. That the Chief Executive Officer be authorised to take all action necessary including but not limited to, negotiating, making, amending, signing and discharging the leases and any required variations of the leases on the Council's behalf, as described in this report.

REPORT DETAIL

1. Background

Since 1 April 1992, Queensland Police-Citizens Youth Welfare Association (QPCYC) has held a lease with Council over the entire property at 1-11 Toovey Street, Caboolture (*refer Supporting Information #1*) for the purpose of operating a Police Citizens Youth Club (PCYC). The most recent lease expired on 30 April 2020, with the organisation continuing to occupy the site on holding over terms.

In addition to the operations of the Caboolture PCYC facility and related services, QPCYC also act as the head lessee for a number of other community organisations who operate from the site. These groups are:

- o Reclink Australia Inc.;
- o Better Together Assoc Inc.;
- o Friends of Lagoon Creek Group Inc.; and
- o Lions Club of Morayfield & District Inc.

Reclink Australia Inc

Reclink Australia Inc. (Reclink) currently occupy a large area of the building directly to the west of the Caboolture PCYC facility. This building has historically been referred to as the Kabtec building. This area consists of an office, kitchen and workshop and is utilised for the purpose of operating a Skilling Queenslanders for Work traineeship program and a 'Rebuilding Lives through Sport and Arts' program.

Reclink currently hold a sub-lease directly with QPCYC for their use of the building and pay \$27,600 (ex GST) per annum to QPCYC in sub-lease fees. However, the group have expressed a desire to hold direct tenure with Council under Council's Community Leasing Policy over their area of occupation, with the view to reducing their operating costs.

ITEM 5.1 TENURE ARRANGEMENTS - 1-11 TOOVEY STREET CABOOLTURE - A19523253 (Cont.)

Better Together Assoc Inc.

Better Together Assoc Inc (Better Together) operate in conjunction with the Caboolture Community Work Cooperative (CCWC) to provide employment opportunities and advocacy work for people with a disability. Since 2012, the group have occupied an area of the site (*refer Supporting Information #1*) for the purpose of operating the Lagoon Creek Café and Function Centre, which includes an outdoor area, amenities and a section of the Kabtec building for storage.

Better Together currently have no formal tenure over their areas of occupation, however are responsible for:

- Covering the cost of their electricity usage at the site; and
- Maintaining the amenities which are shared by the neighbouring Reclink Australia Inc. tenancy.

Better Together have expressed a desire to hold formal tenure over their areas of occupation to enable the organisation to apply for grants to support their operations and further facility improvements at the Lagoon Creek Café and Function Centre.

Friends of Lagoon Creek Group Inc.

Formed in 1989 by a group of residents, the Friends of Lagoon Creek Group Inc. (Friends of Lagoon Creek) are a Landcare group which occupy an area including sheds and a garden space for the purpose of operating a community nursery at the southern end of the site (*refer Supporting Information #1*).

Friends of Lagoon Creek currently have no formal tenure arrangements in place with QPCYC, however provide in-kind support with grounds maintenance. In consultation with the group regarding the proposed new tenure model at the site, the group have expressed their desire to hold formal tenure with Council over their area of occupation.

Lions Club of Morayfield & District Inc.

Lions Club of Morayfield & District Inc. (Lions Club) currently occupy a small shed adjoining the south western end of the PCYC building as well as a storage cupboard within the Kabtec building (*refer Supporting Information #1*) for the purpose of operating a 'Recycle for Sight' program.

The group does not currently hold any tenure over their areas of occupation, however have expressed their desire to formalise their tenure at this site under Council's Community Leasing Policy.

2. Explanation of Item

A review of the existing tenure arrangements at 1-11 Toovey Street Caboolture has identified an opportunity to implement a revised tenure model for the site that administers a consistent level of support to all existing site users. This model would see the existing lease to QPCYC reduced to incorporate only their areas of occupation at the site (i.e. Caboolture PCYC building and two small storage sheds), and the provision of new tenure agreements to other site users as detailed in Table 1 below and Supporting Information #1.

Table 1. Proposed new tenure arrangements 1 - 11 Toovey Street, Caboolture

Organisation	Tenure arrangements	Tenure area description
Reclink Australia Inc.	Lease (exclusive use)	Office and workshop area within the Kabtec building.
	Licence (shared use)*	Amenities and kitchen.
Better Together Association Inc.	Lease (exclusive use)	Lagoon Creek Café and Function Centre, outdoor areas and storage areas within the Kabtec building.
	Licence (shared use)*	Amenities and kitchen.
Friends of Lagoon Creek Inc.	Lease (exclusive use)	Community nursery and sheds.
Lions Club of Morayfield & District Inc.	Lease (exclusive use)	Small shed and storage cupboard.

* Council approval is not required for the establishment of the abovementioned shared use licences.

ITEM 5.1 TENURE ARRANGEMENTS - 1-11 TOOVEY STREET CABOOLTURE - A19523253 (Cont.)

All user groups have been consulted in relation to the proposed new tenure arrangements at this location and have advised officers of their support. QPCYC have acknowledged the associated loss of rental income. Accordingly, this report recommends that Council approves the provision of leases to the abovementioned organisations, under the terms and conditions of Council's Community Leasing Policy, over the areas identified in Supporting Information #1 for a period of five (5) years.

3. Strategic Implications

3.1 Legislative / Legal Implications

The Council must comply with the *Local Government Act 2009* and the Local Government Regulation 2012 when it disposes of valuable non-current assets. In accordance with section 224(6) of the Regulation, the disposal of a valuable non-current asset includes the disposal of all or any part of an interest in the asset (for example the grant of a lease over land or a building).

Section 236(2) of the Regulation provides that the exception in section 236(1)(b)(ii) of the Regulation applies only if the Council has decided by resolution that it may apply. By resolving that the exception applies, Council can dispose of the land and buildings (via a lease to a community organisation) other than by tender or auction. Each of the organisations identified in this report are community organisations for the purposes of the Regulation.

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 agreements will be in accordance with Council's Community Leasing Policy (2150-079).

3.4 Risk Management Implications

Nil identified

3.5 Delegated Authority Implications

As per Officer's Recommendation 8 of this report, it is proposed that the Chief Executive Officer be authorised to take all action necessary to execute the new leases.

3.6 Financial Implications

Nil identified

3.7 Economic Benefit Implications

Nil identified

3.8 Environmental Implications

Nil identified

3.9 Social Implications

The issuing of a lease to each organisation will provide the organisations with facilities to support their operations.

3.10 Human Rights Implications

Under the *Human Rights Act 2019 (Qld)*, Council must not make a decision which is incompatible with human rights. Council must also give proper consideration to any human rights relevant to its decision. Officers consider that there are no human rights implications relevant to this report.

3.11 Consultation / Communication

Councillor Hain (Division 3);
Relevant Council Departments;
Queensland Police-Citizens Youth Welfare Association;
ReLink Australia Inc;
Better Together Assoc Inc;
Friends of Lagoon Creek Group Inc.; and
Lions Club of Morayfield & District Inc.

ITEM 5.2
AUSSIE ARVO EVENT - LAWNTON AQUATIC CENTRE

Meeting / Session: 5 COMMUNITY & ENVIRONMENTAL SERVICES
Reference: A20591315 : 22 September 2020
Responsible Officer: NS, Senior Grants and Partnerships Officer (CES Community Services, Sport & Recreation)

Executive Summary

Council has historically provided financial support in the amount of \$22,000 to the Lawnton Swim Club Inc to conduct the Australia Day 'Aussie Arvo' event at the Lawnton Aquatic Centre. This support has previously been provided via the Division 8, Division 9 and Mayoral Discretionary Funds.

A recent legislative change to Councillor discretionary funds, effective 1 July 2020, has impacted the capacity for the event to be provided with continued financial support via Discretionary Funds.

This report seeks Council's endorsement of the recommendation regarding 2020/21 financial support for this event.

RESOLUTION

Moved by Cr Cath Tonks

Seconded by Cr Denise Sims (Deputy Mayor)

CARRIED 13/0

That a Community Operational Support Grant be approved in the amount of \$22,000 to support the Lawnton Swim Club Inc 'Aussie Arvo' event, with funding being sourced from the Division 8 and Division 9 (\$9,000 each) and Division 7 (\$4,000) annual Local Community Support Grant budget.

ITEM 5.2 AUSSIE ARVO EVENT - LAWNTON AQUATIC CENTRE - A20591315 (Cont.)

OFFICER'S RECOMMENDATION

That a Community Operational Support Grant be approved in the amount of \$22,000 to support the Lawnton Swim Club Inc 'Aussie Arvo' event, with funding being sourced equally from the Division 8 and Division 9 annual Local Community Support Grant budget.

REPORT DETAIL

1. Background

A recent legislative change to Councillor discretionary funds, effective 1 July 2020, has impacted the ability for the Australia Day 'Aussie Arvo' event at the Lawnton Aquatic Centre to be provided with continued financial support via Discretionary Funds.

A Council briefing was conducted on 16 September 2020 for the purpose of providing advice to Council on the matter and presenting options available to Council under its revised Community Grants Policy and framework, should Council wish to continue financial support for this event. It was noted that a council report would be submitted on the matter to a General Meeting for consideration.

2. Explanation of Item

Since 2017, the 'Aussie Arvo' event has been hosted by the Lawnton Swim Club Inc at the Lawnton Aquatic Centre on Australia Day. Attracting between 3000 and 4000 patrons annually, the event provides opportunities for residents to celebrate Australia's national day and connect socially through various activities, including games, a movie, barbecue and children's rides.

In 2019/20, the Lawnton Swim Club Inc received a total of \$22,000 in financial support from Council via its Discretionary Funds for the 'Aussie Arvo' event. These funds, which provided support toward the January 2020 event, were expended on event related costs including pool hire, entertainment, lifeguards, and catering. The Lawnton Swim Club wishes to continue the 'Aussie Arvo' tradition and seeks Council's financial support to do this.

3. Strategic Implications

3.1 Legislative / Legal Implications Nil identified

3.2 Corporate Plan / Operational Plan
Strengthening Communities: Healthy and supportive communities - a healthy and inclusive community.

3.3 Policy Implications Nil identified

3.4 Risk Management Implications
Council will enter into a funding agreement with Lawnton Swim Club Inc to ensure the project is delivered in accordance with Council's standard Terms and Conditions of funding.

3.5 Delegated Authority Implications Nil identified

3.6 Financial Implications
\$11,000 will be utilised from both Division 8 and 9's annual Local Community Support Grant budget to support this recommendation.

3.7 Economic Benefit Implications Nil identified

ITEM 5.2 AUSSIE ARVO EVENT - LAWNTON AQUATIC CENTRE - A20591315 (Cont.)

3.8 Environmental Implications Nil identified

3.9 Social Implications

The initiative provides the community with an affordable and family friendly event.

3.10 Human Rights Implications

Under the *Human Rights Act 2019 (Qld)*, Council must not make a decision which is incompatible with human rights. Council must also give proper consideration to any human rights relevant to its decision. Officers consider that there are no human rights implications relevant to Council's decision.

3.11 Consultation / Communication

- Council Briefing - 16 September 2020
- Lawnton Swim Club Inc

UNCONFIRMED

ITEM 5.3

LEASE RENEWAL - THE LIONS CLUB OF BRIBIE ISLAND INC.

Meeting / Session: 5 COMMUNITY & ENVIRONMENTAL SERVICES
Reference: A20223546 : 1 July 2020 - **Refer Supporting Information A20223545**
Responsible Officer: CM, Supervisor Community Leasing (CES Community Services, Sport & Recreation)

Executive Summary

This report seeks Council approval for the renewal of a lease to The Lions Club of Bribie Island Inc. at Bribie Island Recreation Grounds, 156 First Avenue, Bongaree (Division 1). The proposed renewal includes a lease area amendment to incorporate the location of the adjacent brick building (refer Supporting Information #1).

RESOLUTION

Moved by Cr Brooke Savige

Seconded by Cr Tony Latter

CARRIED 13/0

1. That the exception contained in section 236(1)(b)(ii) of the Local Government Regulation 2012 applies to the Council regarding the disposal of the land referred to in this report.
2. That, subject to recommendation 3, The Lions Club of Bribie Island Inc. be granted a lease over an area at 156 First Avenue, Bongaree (refer Supporting Information #1) for a period of five years.
3. That the terms and conditions of this lease be in accordance with Council's Community Leasing Policy, with annual rental commencing at \$1.00 per annum.
4. That the Chief Executive Officer be authorised to take all action necessary including, but not limited to, negotiating, making, amending, signing and discharging the lease and any required variations of the lease on the Council's behalf, as described in this report.

ITEM 5.3 LEASE RENEWAL - THE LIONS CLUB OF BRIBIE ISLAND INC. - A20223546 (Cont.)

OFFICER'S RECOMMENDATION

1. That the exception contained in section 236(1)(b)(ii) of the Local Government Regulation 2012 applies to the Council regarding the disposal of the land referred to in this report.
2. That, subject to recommendation 3, The Lions Club of Bribie Island Inc. be granted a lease over an area at 156 First Avenue, Bongaree (refer Supporting Information #1) for a period of five years.
3. That the terms and conditions of this lease be in accordance with Council's Community Leasing Policy, with annual rental commencing at \$1.00 per annum.
4. That the Chief Executive Officer be authorised to take all action necessary including, but not limited to, negotiating, making, amending, signing and discharging the lease and any required variations of the lease on the Council's behalf, as described in this report.

REPORT DETAIL

1. Background

Since 2009, The Lions Club of Bribie Island Inc. (the Organisation) has held a lease with Council over an area including a storage shed at Bribie Island Recreation Grounds, 156 First Avenue, Bongaree (refer Supporting Information #1) for the purpose of storing the organisation's equipment. This lease expired 30 September 2020, with the Organisation continuing to occupy the site on holding over terms.

Additionally, the Organisation has occupied a brick building directly adjacent to the shed for the purpose of additional storage (refer Supporting Information #1), however, this area of occupation was never formalised under a lease agreement.

In accordance with Council's Community Lease Renewals Policy Directive (2160-024), where the proposed renewal of a lease includes a lease area increase greater than either 20% of the original lease area or 250m², consideration by Council at a General Meeting is required.

2. Explanation of Item

The Lions Club of Bribie Island Inc. has made application to Council seeking renewal of its lease at Bribie Island Recreation Grounds, 156 First Avenue, Bongaree under Council's Community Leasing Policy (2150-079). Following discussions with the Organisation regarding their requested lease renewal, the Organisation has confirmed its desire to be granted a lease over a revised area inclusive of the storage shed and brick building. The inclusion of the brick building will see the organisation's lease area increase by 50m² or 51%.

Accordingly, this report recommends that Council approves the granting of a new lease to The Lions Club of Bribie Island Inc. over the areas identified in Supporting Information #1 under the terms and conditions of Council's Community Leasing Policy (2150-079). Further, it is recommended that this lease be for a period of five years.

3. Strategic Implications

3.1 Legislative / Legal Implications

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

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

ITEM 5.3 LEASE RENEWAL - THE LIONS CLUB OF BRIBIE ISLAND INC. - A20223546 (Cont.)

- 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 Nil identified
- 3.5 Delegated Authority Implications
As per Officer's Recommendation 4 of this report, it is proposed that the Chief Executive Officer be authorised to take all action necessary to execute the new lease.
- 3.6 Financial Implications Nil identified
- 3.7 Economic Benefit Implications Nil identified
- 3.8 Environmental Implications Nil identified
- 3.9 Social Implications
The issuing of a lease to The Lions Club of Bribie Island Inc. will provide the club with facilities to support its operations.
- 3.10 Human Rights Implications
Under the *Human Rights Act 2019 (Qld)*, Council must not make a decision which is incompatible with human rights. Council must also give proper consideration to any human rights relevant to its decision. Officers consider that there are no human rights implications relevant to Council's decision.
- 3.11 Consultation / Communication
Cr Savige - Division 1
Relevant Council Departments
The Lions Club of Bribie Island Inc.

6 FINANCE & CORPORATE SERVICES SESSION

(Cr M Constance)

**ITEM 6.1
MONTHLY REPORTING PACKAGE - 31 AUGUST 2020**

Meeting / Session: 6 FINANCE & CORPORATE SERVICES
Reference: A20521540: 11 September 2020 - **Refer Supporting Information A20518825**
Responsible Officer: DC, Accounting Services Manager (FCS Accounting Services)

Executive Summary

The purpose of this report is to present the Financial Reporting Package for the year to date period ending 31 August 2020.

RESOLUTION

Moved by Cr Jodie Shipway

Seconded by Cr Adam Hain

CARRIED 13/0

That the Financial Reporting Package for the year to date period ending 31 August 2020 be received.

ITEM 6.1 MONTHLY REPORTING PACKAGE - 31 AUGUST 2020 - A20223546 (Cont.)

OFFICER'S RECOMMENDATION

That the Financial Reporting Package for the year to date period ending 31 August 2020 be received.

REPORT DETAIL

1. Background

The Financial Reporting Package for the month ending 31 August 2020 is contained within the supporting information to this report.

This package contains a number of financial documents to provide a breakdown of key financial data and includes:

- o Statement of Revenues and Expenses
- o Capital Expenditure by Portfolio Program.
- o Balance Sheet and Cash Flows
- o Treasury Report

2. Explanation of Item

The second month of the 2020/21 financial year is complete and the performance and position of Council is outlined below in the context of the attached report.

Council amended its 2020/21 Budget during the month of August and the budget amounts in the attached report reflect the amendments adopted.

Operating Result (page 1)

As at 31 August 2020 operating revenue was \$111.4 million compared to operating expenses of \$66.5 million thus representing an operating surplus of \$44.9 million, which is largely in line with expectations.

Operating Revenues (page 1)

The first quarter rates and utility charges were levied in July and represent the bulk of the revenue recognised thus far being \$82.1 million. This equates to approximately 25% of the budgeted rate and utility charge revenue for the year.

Fees and charges revenue along with interest revenue are tracking in line with budget expectations.

Operational grants and subsidies are tracking below budget, largely due to a timing difference. The financial assistance grant represents 75% of all the operational grants Council receives and it is paid quarterly. The first payment was received during the month with subsequent payments to be received every three months thereafter. It is expected that half of the 2021/22 grant will be paid in advance in late June 2021.

Other revenues are also tracking behind budget at this stage with a few timing differences impacting on budget performance. Tax Payments from Unitywater resumed in August.

The Unitywater participation revenue is a conservative budget estimate and is a non-cash revenue stream. Revenue is accrued in line with the budget each month and adjusted at year end in accordance with Unitywater's end of financial year result.

Operational Expenses (page 1)

Employee benefits are tracking below budget however it is expected that this is a largely a timing difference and will change as more positions are filled.

Material and Services are also trending below budget but, again, this is expected to be a timing difference with spend expected to increase over coming months.

ITEM 6.1 MONTHLY REPORTING PACKAGE - 31 AUGUST 2020 - A20223546 (Cont.)

Depreciation expenses and finance costs are tracking to budget. Depreciation expense is an estimate at this stage as the asset register is currently closed off for year-end processing and reconciliation as part of the 2019/20 Audit. Depreciation processing will recommence in September.

Capital Revenue (page 1)

Infrastructure cash contributions from developers is tracking well above budget after the first two months. Even though a conservative budget was estimated, the level of contributions received is above expectations and, if it continues, it will likely exceed the annual budget.

Infrastructure asset contributions and the subsequent asset register recognition will resume in September once the 2019/20 Audit is complete.

Capital grants and subsidies are well above budget largely due to a timing difference. Grants payments are usually received once work has been completed however in some instances Council receives grant monies up front, which is what occurred in July when Council received 50% of the Working for Queensland COVID-19 stimulus funds from the State Government in the amount of \$3.96 million. A further \$1.75 million was received in August from the State Government's Unite and Recover Community Stimulus Fund.

Operating Revenue and Operating Expenditure Graphs (page 2)

The purpose of these graphs is to track actual revenue and actual expenses to a linear monthly budget.

Given the majority of Council's operating revenue cycle is rate related (quarterly in advance), revenue will track to the right-hand side of the budgeted revenue line and slowly edge closer to the line as the quarters draw to a close. This is reflected in the movement of the orange revenue line from July to August as it moves closer to the linear trend.

Conversely, operating expenses will generally track to the left of the budget line and trend that way, gradually drawing closer to the line as the end of the financial year approaches. The orange trend line is progressing as expected.

Capital Expenditure (page 3 and 4)

The capital expenditure by portfolio program table breaks down the capital spend into categories as defined in Council's project register system.

Capital expenditure has risen to \$24.5 million after the first two months of 2020/21 and represents 10.1% of the total program. In addition, there is a further \$107.1 million in committed costs bringing the total committed monies to the capital program in the amount of \$131.6 million of the current \$242 million program (54% of the program committed).

The associated capital expenditure progress graph tracks the percentage spend by portfolio program compared to the budget for that portfolio program. The orange line at 16.67% represents a linear position to measure the green capital expenditure column. As a percentage of the program spent the categories of Buildings, Coastal infrastructure, Petrie Mill and Strategic Land are trending higher.

Balance Sheet and Cash Flow (page 5)

The Balance sheets list Council assets and liabilities and net community equity.

The Cash flow statement indicates a closing cash balance in the amount of \$403 million for August, buoyed by the first quarter's rates payments which were due in early August.

Treasury Report (page 6 and 7)

The Treasury Report outlines Council performance with respect to cash investments and borrowings.

ITEM 6.1 MONTHLY REPORTING PACKAGE - 31 AUGUST 2020 - A20223546 (Cont.)

Interest earned on investments was approximately \$625k for the first two months and achieved 14.21% of the amended budget (\$4.4m). Interest rates on offer are quite low in the current market with deposit terms of less than 2 years offering interest rates return of less than 1% per annum. It will be challenging to achieve the budget target given the current market conditions. The weighted average return on all investments is now sitting at 1.04%.

The Investment graphs give an indication of the percentage of investments held with each financial institution and the maturity profile of Council's investments. Council currently has \$273 million of cash at call with the remaining \$130 million maturing over next 6 to 12 months.

The QTC Growth Fund continues to recover from the lows it experienced in April/May 2020 and has climbed to a balance of \$106 million as at the end of August.

Council's debt position has not changed since the close of the 2019/20 financial year. Council is expected to repay debt in the amount of \$37 million for the year and budgeted to borrow \$40 million to fund capital works. Borrowings are expected to be drawn down in May/June 2021.

Coronavirus Pandemic Impacts

Council included a number of support measures in its 2020/21 Budget and also took a conservative approach to some revenue streams (fees and charges, infrastructure cash contributions) in anticipation of a further deterioration in the economy over 2020/21. These measures and impacts will be monitored over the coming months to assess if the Council's budget requires amending to reflect the changing circumstances.

3. Strategic Implications

3.1 Legislative / Legal Implications

Part 9, section 204 of the Local Government Regulation 2012, (regulation) states the following:

- (1) The local government must prepare a financial report.
- (2) The chief executive officer must present the financial report—
 - (a) if the local government meets less frequently than monthly—at each meeting of the local government; or
 - (b) otherwise—at a meeting of the local government once a month.
- (3) The financial report must state the progress that has been made in relation to the local government's budget for the period of the financial year up to a day as near as practicable to the end of the month before the meeting is held.

3.2 Corporate Plan / Operational Plan

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

3.3 Policy Implications

Compliance to the Council's Investment Policy is confirmed.

3.4 Risk Management Implications

The Council is subject to numerous risks associated with revenue and expenses that can impact upon Council's financial performance and position. The ongoing COVID-19 pandemic will continue to present new risks requiring Council to closely monitor its performance and position compared to budget and continually refine its long term financial modelling projections to inform decision making.

3.5 Delegated Authority Implications Nil identified

3.6 Financial Implications

As at the end of August 2020, Council's operating surplus is \$44.9 million and the capital expenditure incurred amounted to \$24.5 million, which is largely in line with expectations.

ITEM 6.1 MONTHLY REPORTING PACKAGE - 31 AUGUST 2020 - A20223546 (Cont.)

- 3.7 Economic Benefit Implications Nil identified
- 3.8 Environmental Implications Nil identified
- 3.9 Social Implications Nil identified
- 3.10 Human Rights Implications Nil identified
- 3.11 Consultation / Communication
Director Finance and Corporate Services and Accounting Services Manager.

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11. NOTIFIED GENERAL BUSINESS ITEMS OR RESPONSE TO QUESTIONS TAKEN ON NOTICE

**ITEM 11.1
REDCLIFFE SHOWGROUNDS - RETENTION OF CARPARK AREA**

RESOLUTION

Moved by Cr Matt Constance

Seconded by Cr Darren Grimwade

CARRIED 13/0

1. That Council recognises the Redcliffe Showgrounds as an important community and events precinct for the region.
2. That Council officers work with the Redcliffe Agricultural, Horticultural and Industrial Society (Redcliffe Show Society) to retain the car park built by Queensland Health for the expansion of the Redcliffe Hospital at a considerable cost to taxpayers, for the benefit of the Showgrounds and the broader community and that the outcome be reported back to Council.

12. CLOSED SESSION

(s275 of the Local Government Regulation 2012)

Consideration of confidential officers' reports as referred by the Chief Executive Officer and confidential general business matters as raised at the meeting.

CLOSED SESSION

RESOLUTION

Moved by Cr Jodie Shipway

Seconded by Cr Adam Hain

CARRIED 13/0

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

The closed session commenced at 9:59 AM (livestreaming paused).

ATTENDANCE

Mark McCormack attended the meeting at 10:00 AM for discussion on Item C.1

OPEN SESSION

RESOLUTION

Moved by Cr Mick Gillam

Seconded by Cr Matt Constance

CARRIED 13/0

That Council resume in open session and that the following motions be considered.

The open session (livestreaming) resumed at 10:05 AM.

12a. CONFIDENTIAL OFFICERS' REPORTS TO COUNCIL

**ITEM C.1 – CONFIDENTIAL
SERVICES REVIEW**

Meeting / Session: 5 COMMUNITY & ENVIRONMENTAL SERVICES
Reference: A20597277 : 18 September 2020
Responsible Officer: BH, Director Community and Environmental Services (CES)

Basis of Confidentiality

Pursuant to s275 (1) of the Local Government Regulation 2012, paragraph (b), as the matter involves industrial matters affecting employees.

Executive Summary

This report seeks Council's direction regarding the findings of a recent services review undertaken by Council officers.

RESOLUTION

Moved by Cr Matt Constance

Seconded by Cr Jodie Shipway

CARRIED 13/0

1. That in accordance with s228 of the Local Government Regulation 2012, Council commences a tender process for the Council Services identified in the accompanying officer's report.
2. That in accordance with s228(3)(a) of the Local Government Regulation 2012, Council decides it would be in the public interest to invite Expressions of Interest before inviting the written tenders.
3. That, in accordance with s228(3)(b) of the Local Government Regulation 2012, Council record its reasons for resolving to invite Expressions of Interest before inviting written tenders, as follows:
 - a) to enable Council to canvass the interest and capacity of providers outside Council in relation to the Council Services identified in the accompanying officer's report having regard to Council's desired terms, prior to inviting written tenders;
 - b) to reduce for providers the time and expense associated with preparing a full tender response where such a response may not be required following the preparation of a short list from which written tenders will be invited; and
 - c) to maximise Council's resources in the tender process.
4. That in accordance with s228(6) of the Local Government Regulation 2012, Council prepares a short list from those providers who respond to the invitation for Expressions of Interest and invite written tenders from those providers.
5. That the Chief Executive Officer be authorised to take all action necessary to undertake the Expressions of Interest and tender processes as described in this report.
6. That a report be tabled at a future General Meeting detailing the evaluation outcomes of the tender process for Council's further consideration.
7. That the full contents of this report be made public (through publication on Council's website) in seven days to enable appropriate communications to be undertaken.

12b. CONFIDENTIAL GENERAL BUSINESS

No items for consideration.

13. CLOSURE

There being no further business the Chairperson closed the meeting at 10:06 AM.

CHIEF EXECUTIVE OFFICER'S CERTIFICATE

I certify that minute pages numbered 20/1734 to 20/1791 constitute the minutes of the General Meeting of the Moreton Bay Regional Council held 7 October 2020.

Anthony Martini
Acting Chief Executive Officer

CONFIRMATION CERTIFICATE

The foregoing minutes were confirmed by resolution of Council at its meeting held Wednesday 28 October 2020.

Greg Chemello
Chief Executive Officer

Councillor Peter Flannery
Mayor



REPORT

Audit Committee Meeting

Thursday 8 October 2020

commencing at 1.05pm

Strathpine Chambers
220 Gympie Road, Strathpine

CHAIRPERSON'S REPORT

The recommendations contained within this report of the Audit Committee meeting held 8 October 2020 are recommended to the Council for adoption.

COUNCILLOR MATT CONSTANCE
INTERIM CHAIRPERSON
AUDIT COMMITTEE

Membership = 4

Cr Matt Constance (Interim Chairperson)
Cr Cath Tonks

Mr Stephen Coates
Mr Peter Scott
Ms Helen Moore

Cr Jodie Shipway (alternate member)

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SCHEDULE OF ITEMS

1 POTENTIAL CONFLICT OF INTEREST DECLARATIONS

CLOSED SESSION

RESUME IN OPEN SESSION

4 FINANCIAL REPORTING

ITEM 4.1 **1794**
2019/20 FINANCIAL STATEMENTS AND SUSTAINABILITY STATEMENTS - REGIONAL

5 EXTERNAL AUDITOR REPORT

ITEM 5.1 **1795**
QUEENSLAND AUDIT OFFICE CLOSING REPORT

7 GENERAL BUSINESS

8 NEXT AUDIT COMMITTEE MEETING

CLOSURE

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ATTENDANCE & APOLOGIES

Attendance:

Committee Members:

Cr Matt Constance (Interim Chairperson)
Cr Cath Tonks*attended via Video Conference
Mr Stephen Coates *attended via Video Conference
Mr Peter Scott*attended via Video Conference
Ms Helen Moore*attended via Video Conference
Cr Jodie Shipway (alternate member) *attended via Video Conference

Invited External Representatives:

Mr Michael Keane (Queensland Audit Office) *attended via Video Conference
Mr Charles Strickland (Queensland Audit Office) *attended via Video Conference

Officers:

Acting Chief Executive Officer	Anthony Martini
Director Finance & Corporate Services	Donna Gregory
Principal Internal Auditor	Jill Tavares
Accounting Services Manager	Denis Crowe
Meeting Support	Hayley Kenzler

Apologies:

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1 POTENTIAL CONFLICT OF INTEREST DECLARATIONS

Committee members are required to provide written declarations declaring any potential or actual conflicts of interest they may have in relation to their responsibilities.

As they arise between meetings, or at the beginning of each Committee meeting, members are required to declare any new or changed potential or actual conflicts of interest that may apply to specific matters on the meeting agenda.

There were no declarations made.

Acknowledgement by Interim Chairperson

Cr Matt Constance acknowledged the new committee members and Principal Internal Auditor on their first meeting of the Audit Committee.

CLOSED SESSION

RESOLUTION

Moved by Stephen Coates
Seconded by Cr Jodie Shipway

That the meeting be closed pursuant to s275 (1) of the Local Government Regulation 2012, clause (h) as the matter involves other business for which a public discussion would be likely to prejudice the interests of the Council or someone else, or enable a person to gain a financial advantage.

RESUME IN OPEN SESSION

RESOLUTION

Moved by Helen Moore
Seconded by Cr Cath Tonks

That Committee resume in open session.

The open session resumed at 1.35pm and the following recommendations were made.

4 FINANCIAL REPORTING

ITEM 4.1 2019/20 FINANCIAL STATEMENTS AND SUSTAINABILITY STATEMENTS - REGIONAL

Meeting / Session: AUDIT
Reference: A20617093 : 28 September 2020 - **Refer Supporting Information A20624551**
Responsible Officer: DC, Accounting Services Manager (FCS Accounting Services)

Executive Summary

The purpose of this report is to present the proposed Financial Statements for 2019/20 and the accompanying sustainability statements prior to management certification and subsequent Auditor-General sign off.

RESOLUTION

Moved by Stephen Coates

Seconded by Helen Moore

1. That the proposed Financial Statements for 2019/20, Current Year Financial Sustainability Statement and Long-Term Sustainability Statement be received.
2. That the Financial Statements for 2019/20 and the Sustainability Statements as presented be certified by management and forwarded to Queensland Audit Office for signing by the Auditor-General.
3. That the Committee and Council acknowledges the cooperation and assistance of the Queensland Audit Office during the 2019/20 audit.
4. That the minor administrative changes submitted be noted and included.

5 EXTERNAL AUDITOR REPORT

ITEM 5.1 QUEENSLAND AUDIT OFFICE CLOSING REPORT

Meeting / Session: *AUDIT COMMITTEE*
Reference: *Refer **Confidential** Supporting Information A20640566*

The Queensland Audit Office will attend committee to consider its closing report for year ending 30 June 2020.

RESOLUTION

Moved by Cr Cath Tonks
Seconded by Helen Moore

That the Queensland Audit Office closing report for year ending 30 June 2020 be received and noted.

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7 GENERAL BUSINESS

Nil.

8 NEXT AUDIT COMMITTEE MEETING

Thursday 12 November 2020.

CLOSURE

There being no further business the Chairperson closed the meeting at 1.38pm.

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