



# 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 reasons associated with the public health emergency involving COVID-19

**Accordingly, this meeting was physically closed to the public.**

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

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**Membership = 13**  
Mayor and all Councillors

**Quorum = 7**

**ENDORSED GM20201028**

***Adoption Extract from General Meeting – 28 October 2020 (Page 20/1798)***

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

**RESOLUTION**

**Moved by Cr Karl Winchester**

**Seconded by Cr Tony Latter**

**CARRIED 11/0**

**That the minutes of the General Meeting held 7 October 2020, be confirmed.**

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## 1. ACKNOWLEDGEMENT OF COUNTRY

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Cr Mark Booth provided the Acknowledgement of Country.

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## 2. OPENING PRAYER / REFLECTION

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

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## 3. ATTENDANCE & APOLOGIES

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### 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

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## 4. MEMORIALS OR CONDOLENCES

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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.

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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.

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

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**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.

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**6. PRESENTATION OF PETITIONS**

*(Addressed to the Council and tabled by Councillors)*

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

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**7. CORRESPONDENCE**

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

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**8. DEPUTATIONS / COMMUNITY COMMENT**

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

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**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*

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

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**1 GOVERNANCE & ENGAGEMENT SESSION**

**(Cr P Flannery, Mayor)**

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**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)

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**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.

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**RESOLUTION**

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**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.

**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)

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**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.

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**RESOLUTION**

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**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.



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**2 INFRASTRUCTURE PLANNING SESSION**

**(Cr A Hain)**

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**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)

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**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".

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**RESOLUTION**

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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.

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**3 ENGINEERING, CONSTRUCTION & MAINTENANCE SESSION**

**(Cr B Savage)**

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**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)

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**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.

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**RESOLUTION**

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**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 14<sup>th</sup> 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.)

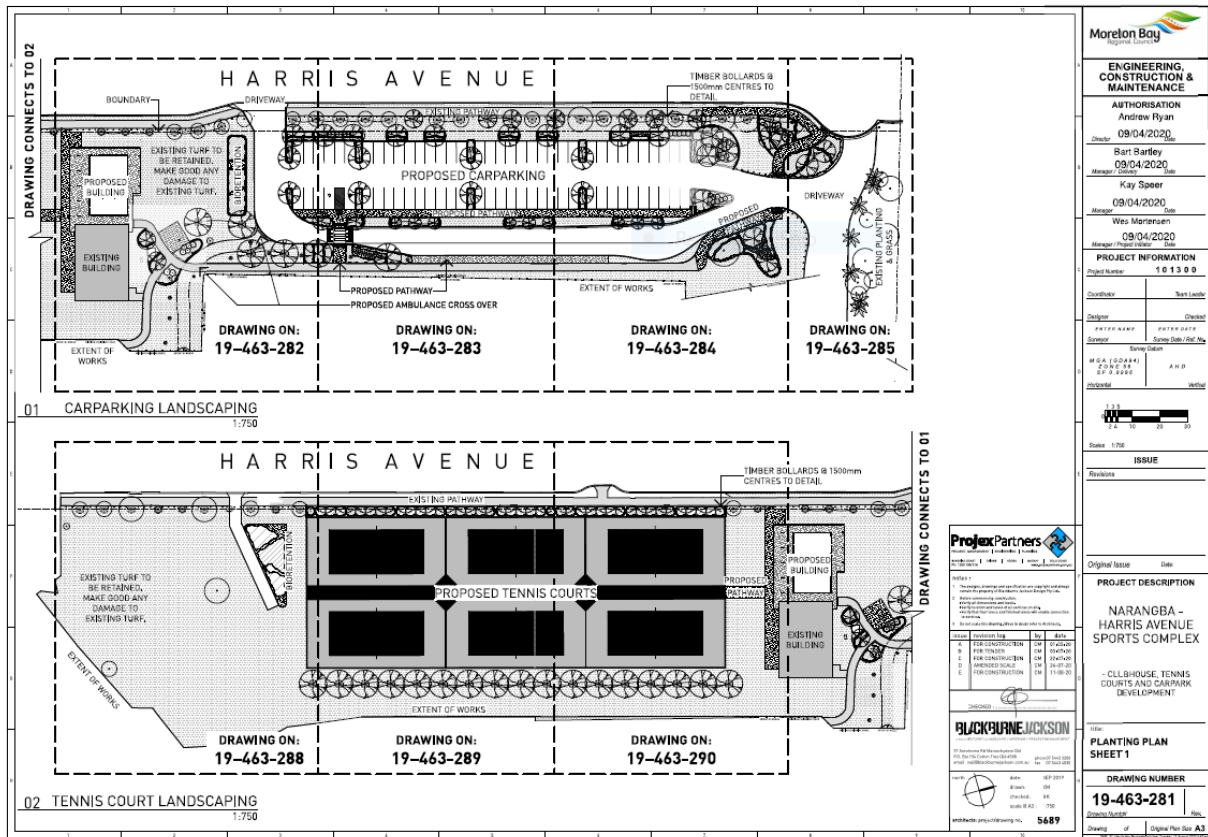


Figure 2 - Clubhouse, Tennis Courts and Carpark



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
<b>NBN Relocations (this contract)</b>	<b>\$ 378,374.58</b>
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.

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*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.

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**4 PLANNING SESSION**

**(Cr D Grimwade)**

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No items for consideration.

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**5 COMMUNITY & ENVIRONMENTAL SERVICES SESSION**

**(Cr M Gillam)**

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**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)

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**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.

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**RESOLUTION**

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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.**

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.



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**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)

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**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.

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**RESOLUTION**

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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

**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 250m<sup>2</sup>, 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 50m<sup>2</sup> 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 Savage - Division 1  
Relevant Council Departments  
The Lions Club of Bribie Island Inc.

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**6 FINANCE & CORPORATE SERVICES SESSION**

**(Cr M Constance)**

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**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)

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**Executive Summary**

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

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**RESOLUTION**

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**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.

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

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

**RESOLUTION**

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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.

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**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**

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**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**

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**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.

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**12a. CONFIDENTIAL OFFICERS' REPORTS TO COUNCIL**

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**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)

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**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.

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**RESOLUTION**

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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.

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**12b. CONFIDENTIAL GENERAL BUSINESS**

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No items for consideration.

**13. CLOSURE**

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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