



# MINUTES

## GENERAL MEETING

**Wednesday 23 June 2021**

commencing at 9.32am

Strathpine Chambers  
220 Gympie Road, Strathpine

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**ENDORSED GM20210721**

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**Membership = 13**  
Mayor and all Councillors

**Quorum = 7**

**General Meeting - 23 June 2021 (Pages 21/882 - 21/966)**

**RESOLUTION**

Moved by Cr Brooke Savige

Seconded by Cr Matt Constance

**CARRIED 12/0**

**That the minutes of the General Meeting held 23 June 2021, be confirmed.**

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## 1. ACKNOWLEDGEMENT OF COUNTRY

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Cr Brooke Savige provided the Acknowledgement of Country.

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## 2. OPENING PRAYER / REFLECTION

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Cr Brooke Savige 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 Matt Constance  
Cr Darren Grimwade

Chief Executive Officer	(Mr Greg Chemello)
Deputy 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)
Acting Manager Strategy & Engagement	(Mr Darren Dallinger)
Manager Community Services, Sport & Recreation	(Mr Mark McCormack)
Meeting Support	(Larissa Kerrisk)

### **Apologies:**

Crs Cath Tonks and Tony Latter were representing Council at the Australian Local Government Association - 27<sup>th</sup> National General Assembly held from 20-23 June 2021 in Canberra.

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## 4. MEMORIALS OR CONDOLENCES

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Cr Ruck made special mention of the late Mr **Geoffrey Redman** who recently passed away.

Cr Ruck said that Mr Redman was a legend of the Redcliffe and Deception Bay areas, who dedicated much of his life to caring for the environment and would be remembered as a true gentleman, champion and inspiration. He was involved in many environmental groups and in 2014, was named the Healthy Land and Water Volunteer of the Year.

Cr Ruck said that Redcliffe and surrounding suburbs would not be what it is today without the work and advocacy of Mr Redman.

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

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## 5. CONFIRMATION OF MINUTES FROM PREVIOUS GENERAL MEETING

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### General Meeting - 9 June 2021 (Pages 21/751 - 21/845)

#### RESOLUTION

Moved by Cr Jodie Shipway

Seconded by Cr Sandra Ruck

CARRIED 11/0

That the minutes of the General Meeting held 9 June 2021, be confirmed.

## STATEMENT - ATTENDEES AND LIVESTREAMING

The Mayor advised that the meeting will be live streamed and the video recording of the meeting will be available on the council's website.

Attendees must be aware that incidental capture of an image or sound of persons in the public gallery, may occur.

By remaining at the meeting attendees consent to being filmed and the possible use of their image and sound being published in the live streaming and recorded video of this meeting.

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## 6. PRESENTATION OF PETITIONS

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

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### 6.1. Petition: Ken McHugh - Alteration of unique features of Castle Hill Estate (62216160)

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Cr Sims tabled a petition containing 27 signatures with an additional supporting document containing one signatory, received from Ken McHugh reading as follows:

*"We, the undersigned residents of Moreton Bay Regional Council, request that Council:*

*Grievance:*

*Within Castle Hill Estate MBRC to:*

- 1) Cease removal of shingle street signs,*
- 2) Reinstate all shingle street signs removed,*
- 3) Consult with constituents before a decision is made to alter other unique features of Castle Hill estate such Entry Statements, cobble stone street pavements."*

**Council received the petition, referring it to the Director Engineering, Construction & Maintenance for investigation and report to Council, if required.**

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### 6.2. Petition: Danny and Rebecca Donges (62331570)

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Cr Hain tabled a petition containing 20 signatures, received from Danny and Rebecca Donges.

**Given the nature of the matter, the petition was referred to Director Community & Environmental Services to consider operationally.**



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**6.3. Petition: Keira Tunnah - Additional entry/exit point into the new Stodart development of Capestone (62333734)**

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Cr Shipway tabled a petition containing 67 signatures, received from Keira Tunnah reading as follows:

*"We, the undersigned residents of Moreton Bay Regional Council, request that Council:*

- Provide an additional entry/exit point into the new Stodart development of Capestone.*
- This entry/exit point should be located off Anzac Avenue*

*Rationale:*

- Currently only entry/exit is via the St Benedict's roundabout*
- This point suffers from extreme congestion particularly at school hours*
- An additional 126 households being added will further aggravate the issue*
- An additional entry point will reduce congestion on existing [sic] points*
- An additional entry point will also increase safety and useability for residents and services*
- This is imperative for the use of emergency services at peak times"*

**Council received the petition, referring it to the Director Infrastructure Planning for investigation and report to Council, if required.**

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**6.4. Petition: Jamie Preece - Cancel footpath construction in Cuthbert Street, Albany Creek (62333994)**

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Cr Mick Gillam, on behalf of Cr Cath Tonks who was an apology for the meeting, tabled a petition containing 15 signatures, received from Jamie Preece reading as follows:

*"Residents of Cuthbert Street Albany Creek are opposed to the proposed construction of pedestrian footpaths in our street. Some concerns for residents:*

- Increased risk of vehicle / pedestrian interaction when reversion [sic] out of driveways*
- Increased number of vehicles parked on street*
- Potential value reduction of property due to eye sore and nature strip destruction*
- Removal of trees / vegetation*
- Destruction of residents property / new driveways installed ect [sic]*
- Reduced land for families to play out the front of their homes*
- Increase in maintenance*
- Loss of accommodation to park on nature strip or across driveway*
- Increased traffic in our street posing reducing security and increased theft / damage*
- Increased littering*
- Increase in non-local traffic (quiet street will become thoroughfare)*
- No children in Cuthbert Street walk to school or go to All Saints*
- Road is wide enough to walk on shoulder safely"*

**Council received the petition, referring it to the Director Engineering, Construction & Maintenance for investigation and report to Council, if required.**

General Meeting - 9 June 2021 (Pages 21/751 - 21/845) STATEMENT - ATTENDEES AND LIVESTREAMING - 62227675 (Cont.)

## 7. CORRESPONDENCE

Council noted the following response to petition tabled:

### 7.1. Response to Petition: Cheryl Williams - Reduction of speed, noise abatement and painting of pedestrian crossing along Prince Edward Parade, Redcliffe (62117069)

At the General Meeting held 28 April 2021, Council received a petition from Cheryl Williams regarding the reduction of speed, noise abatement and painting of pedestrian crossing along Prince Edward Parade, Redcliffe.

A copy of Council's response to the Chief Petitioner was provided for Council's information.

## 8. NOTICES OF MOTION (Repeal or amendment of resolutions)

*(s262 of the Local Government Regulation 2012)*

There were no Notices of Motion.

## 9. CONFLICTS OF INTEREST NOTIFIED TO THE CEO

*Conflicts of interest notified to the CEO where not specifically related to an item on this agenda*

### 9.1. Declarable Conflict of Interest - Cr Matt Constance

At the General Meeting held 9 June 2021, Cr Matt Constance declared a conflict of interest in relation to Craig Shim of Alphacrane, a personal friend, who was recommended for appointment as an external member to the Regional Economic Development Strategy Taskforce and elected to not participate in decisions relating to the matter.

Subsequent to the appointment process now being finalised, Cr Constance has reconsidered his previously declared conflict and Pursuant to s150EQ of the Local Government Act 2009, Cr Constance informed the meeting of a declarable conflict of interest in potential future matters relating to the Regional Economic Development Strategy Taskforce.

Cr Constance is firmly of the opinion that he could participate in decisions relating to the Regional Economic Development Strategy Taskforce and seeks Council approval to participate in decisions including discussion, debate and voting.

### **Councillor seeking to participate in the decision - eligible Councillors must decide**

#### **RESOLUTION**

Moved by Cr Adam Hain

Seconded by Cr Karl Winchester

**CARRIED 10/0**

**That in accordance with s150ES of the *Local Government Act 2009*, and having considered the Councillor's conflict of interest as described, it is decided that Cr Matt Constance may participate in the decision including discussion, debate and voting on the matter as it is considered that this is in the public interest.**

<p><b>FOR:</b> 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 Darren Grimwade</p>	<p><b>AGAINST:</b> Nil</p>
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*Cr Matt Constance having declared a conflict of interest was not eligible to vote*

## 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  
REVIEW OF CORPORATE STRUCTURE**

*Meeting / Session:* 1 GOVERNANCE & ENGAGEMENT  
*Reference:* 62227675 : 14 June 2021 - **Refer Supporting Information 62227724, 62227788**  
*Responsible Officer:* GC, Chief Executive Officer (CEOs Office)

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**Executive Summary**

Pursuant to section 196 of the *Local Government Act 2009*, (Act), the Council must have an organisational structure that is appropriate to the performance of its responsibilities.

Council's corporate structure has been one of continuous progression to enable the ongoing delivery of services as efficiently and effectively as possible. This report provides recommendations for Council in relation to changes which will contribute to the Council's goals for effective and sustainable service delivery.

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**RESOLUTION**

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Moved by Cr Sandra Ruck

Seconded by Cr Jodie Shipway

**CARRIED 11/0**

1. That the corporate structure be approved as contained in supporting information #1, effective from 1 July 2021.
2. That Council reaffirms the role of Deputy Chief Executive Officer to continue to be undertaken by Anthony Martini (proposed renaming to Director Projects & Asset Services), and existing delegations relating to appointment of an acting CEO (when required), as detailed in the report.
3. That the Chief Executive Officer be authorised to do all things necessary to implement the new structure.

*ITEM 1.1 REVIEW OF CORPORATE STRUCTURE - 62227675 (Cont.)*

## OFFICER'S RECOMMENDATION

1. That the corporate structure be approved as contained in supporting information #1, effective from 1 July 2021.
2. That Council reaffirms the role of Deputy Chief Executive Officer to continue to be undertaken by Anthony Martini (proposed renaming to Director Projects & Asset Services), and existing delegations relating to appointment of an acting CEO (when required), as detailed in the report.
3. That the Chief Executive Officer be authorised to do all things necessary to implement the new structure.

## **REPORT DETAIL**

### **1. Background**

A review of the overall corporate structure has been undertaken, and is reported to the Council for adoption.

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

The corporate structure has been reviewed and revised to meet the ongoing needs of the service delivery requirements of the organisation.

Ideally, a local government's organisational structure should deliver both internal and external service functions. Council's corporate structure reflects those functions based on the progressively detailed framework outlined below:

- **Directorates** - being the 5 key operational areas of Council
- **Departments** - being the key operational areas within each Directorate, as well as direct reporting teams to the CEO (Strategy & Engagement, Economic Development, Legal Services and Internal Audit) also being defined as Departments
- **Branches**
- **Sections**
- **Units**

The Executive Leadership Team (ELT) comprises the CEO, the 5 Directors and the Manager Strategy & Advocacy (proposed title) and Chief Economic Development Officer.

The recent review has identified the following proposed changes to the Directorates established within the corporate structure:

#### 2.1 Directorate of Engineering, Construction and Maintenance (Projects & Asset Services)

It is proposed that the responsibilities of the Engineering, Construction & Maintenance (ECM) directorate be amended to include identified functions currently within the Infrastructure Planning directorate), and that the directorate be re-titled Projects & Asset Services (PAS).

The change is recommended because the ELT considers that the Asset Management, Capital Program Planning and Surveying & Cadastral Services functions are better aligned with the project-related functions of the current ECM directorate rather than the more strategic planning approach of the Infrastructure Planning directorate.

The proposed renaming of ECM to Projects & Asset Services represents a more contemporary and accurate name for this functional area that delivers council capital projects and undertakes maintenance of council's assets.

ITEM 1.1 REVIEW OF CORPORATE STRUCTURE - 62227675 (Cont.)

2.2 Directorate of Infrastructure Planning

This directorate currently reports direct to the Director Engineering, Construction and Maintenance.

This was established some years ago when Infrastructure Planning was first carved from the ECM directorate.

Given the passage of time, and evolution of the directorate's roles, including in relation to the Local Government Infrastructure Plan (LGIP), it is proposed that this directorate's current reporting line be amended to report direct to the CEO.

2.3 Strategy & Engagement Department (Strategy & Advocacy)

This department was also established some years ago when Council's engagement and advocacy function was in its infancy.

The proposed renaming of this department to "Strategy & Advocacy" more accurately reflects the role and is the key driver of the new Advocacy Plan.

The proposed corporate structure is provided in supporting information #1.

2.4 Deputy Chief Executive Officer / Acting Chief Executive Officer

It is proposed that Council reaffirms the role of Deputy Chief Executive Officer (DCEO) continue to be undertaken by Anthony Martini (proposed renaming to Director Projects & Asset Services).

Further, it is proposed that Council reaffirms:

- a) the previously delegated power to the CEO to appoint an acting CEO in circumstances where the CEO plans to be absent from duty and provided the CEO first consults the Mayor (Council Delegation No. 073 - refer supporting information #2), and
- b) the established default position (determined under delegation 18 March 2020) that where Council Delegation No. 073 does not apply or the Chief Executive Officer has not otherwise appointed a person to act in his role under that delegation, Council makes the following appointment to the position of acting Chief Executive Officer pursuant to section 195 *Local Government Act 2009*:
  - (i) during periods when the Chief Executive Officer is absent from duty or cannot, for any reason perform the role, the Deputy Chief Executive Officer;
  - (ii) during periods when both the Chief Executive Officer and the Deputy Chief Executive Officer are absent or when neither of them can for any reason perform the role of Chief Executive Officer, the longest serving available Council Director.

3. **Strategic Implications**

3.1 Legislative / Legal Implications

The Council must approve an appropriate organisational structure in order to comply with section 196 of the *Local Government Act 2009* (Act). Appointments to the organisational structure must be in accordance with the Act.

3.2 Corporate Plan / Operational Plan

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

3.3 Policy Implications

The structure has been developed in accordance with the provisions of the Act.

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ITEM 1.1 REVIEW OF CORPORATE STRUCTURE - 62227675 (Cont.)

3.4 Risk Management Implications

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

3.5 Delegated Authority Implications

The continual evolution of the organisational structure will allow for the proper consideration of appropriate delegations to ensure Council operates efficiently and effectively.

3.6 Financial Implications

The financial implications of the organisational structure are within the current budget.

3.7 Economic Benefit Implications

Nil identified

3.8 Environmental Implications

Nil identified

3.9 Social Implications

Nil identified

3.10 Human Rights Implications

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 right implications relevant to Council's decision in this matter.

3.11 Consultation / Communication

The proposed structure has been developed by the Chief Executive Officer in consultation with the Executive Leadership Team.

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**2 INFRASTRUCTURE PLANNING SESSION**

**(Cr A Hain)**

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No items for consideration.

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**3 ENGINEERING, CONSTRUCTION & MAINTENANCE SESSION**

**(Cr B Savige)**

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**ITEM 3.1**

**SOLE SUPPLIER - CONCEPT SAFETY SYSTEMS (TRADING AS LOCATRIX) -  
MAINTENANCE OF EMERGENCY RESPONSE AND INDUCTION SYSTEM  
'PLANSAFE'**

*Meeting / Session:* 3 ENGINEERING, CONSTRUCTION & MAINTENANCE  
*Reference:* 62220552 : 14 June 2021  
*Responsible Officer:* WB, Technical Officer (Buildings & Facilities) (ECM Asset Maintenance)

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**Executive Summary**

Maintenance of Council's Interactive Package for Emergency Response and Induction ('Plansafe') is undertaken through a maintenance agreement with Concept Safety Systems (trading as Locatrix) which is due to expire 30 June 2021.

'Plansafe' is an online system which was developed specifically for Council and installed in 2013; the system encompasses fire evacuation plans, diagrams and an online site induction program. In 2013 Council endorsed 'Concept Safety Systems' as a sole supplier to provide this service, however recently 'Concept Safety Systems' changed their trading name to 'Locatrix'. Locatrix has performed satisfactorily during this the current contract period.

Under section 235(a) of the Local Government Regulation 2012, Council may, by resolution, purchase goods and services from a single supplier without seeking competitive quotations. Such purchases may only be made where the local government is satisfied that there is only one supplier who is reasonably available.

This report seeks Council's approval that in accordance with section 235(a) of the Local Government Regulation 2012, Council is satisfied that Locatrix is the sole supplier available to provide maintenance and support to the 'Plansafe' interactive package for emergency response and induction system at Council buildings and facilities.

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**RESOLUTION**

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**Moved by Cr Matt Constance**

**Seconded by Cr Adam Hain**

**CARRIED 11/0**

- 1. That in accordance with section 235(a) of the Local Government Regulation 2012, Council is satisfied that Locatrix is the sole supplier that is reasonably available to undertake the ongoing maintenance of the 'Plansafe' interactive package for emergency response and induction system at Council buildings and facilities.**
- 2. That Council enters into an agreement with Locatrix to undertake the ongoing maintenance of the 'Plansafe' interactive package for emergency response and induction system at Council buildings and facilities.**
- 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 Locatrix to undertake the ongoing maintenance of the 'Plansafe' interactive package for emergency response and induction system at Council buildings and facilities and any required variations of the agreement on Council's behalf.**



*ITEM 3.1 SOLE SUPPLIER - CONCEPT SAFETY SYSTEMS (TRADING AS LOCATRIX) - MAINTENANCE OF EMERGENCY RESPONSE AND INDUCTION SYSTEM 'PLANSAFE' - 62220552 (Cont.)*

## OFFICER'S RECOMMENDATION

1. That in accordance with section 235(a) of the Local Government Regulation 2012, Council is satisfied that Locatrix is the sole supplier that is reasonably available to undertake the ongoing maintenance of the 'Plansafe' interactive package for emergency response and induction system at Council buildings and facilities.
2. That Council enters into an agreement with Locatrix to undertake the ongoing maintenance of the 'Plansafe' interactive package for emergency response and induction system at Council buildings and facilities.
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 Locatrix to undertake the ongoing maintenance of the 'Plansafe' interactive package for emergency response and induction system at Council buildings and facilities and any required variations of the agreement on Council's behalf.

## **REPORT DETAIL**

### **1. Background**

A review was conducted in 2012 of Council's Health, Safety and Environment (HSE) approach which identified serious issues around Council's fire safety and evacuation systems and processes and its contractor management and controls.

As a result of this review, considerable changes have occurred to the way HSE practices are now undertaken in Council. The *Building Fire Safety Regulation 2008 and Australian Standard 3745-2010 and Work Health & Safety Act 2011* are the relevant legislation that deals with fire safety and evacuation and contractor requirements.

The Emergency Planning Committee (EPC) determined to investigate all issues of non-compliance and report back. As a result of the investigation, the EPC was made aware of an organisation which commercialised the Fire Emergency Program developed by the Queensland Fire and Emergency Service (QFES) to provide an effective one stop shop provider for all the issues of non-compliance faced by Council.

In 2013 Council approval was given (Council Report ENDORSED GM20130129 dated 29 January 2013) to develop, implement and maintain an online Interactive Package for Emergency Response and Induction System.

Over the past seven years, Council has continued to maintain this system with the current maintenance arrangement due to expire 30 June 2021. Ongoing maintenance of the 'Plansafe' system is require, however, is deemed to still meet Council's needs and is not planned for replacement in the near future.

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

#### **Online Site Induction Program**

**General Evacuation Instruction** – Section 35 of the *Building Fire Safety Regulation 2008* - The following instructions are to be given as soon as practicable but no later than 2 days after the person starts work in the building. A worker includes any contractor, visitor, employee or volunteer:

- The location of fire safety reference points for the building
- The procedures for evacuating the building

ITEM 3.1 SOLE SUPPLIER - CONCEPT SAFETY SYSTEMS (TRADING AS LOCATRIX) - MAINTENANCE OF EMERGENCY RESPONSE AND INDUCTION SYSTEM 'PLANSAFE' - 62220552 (Cont.)

**First Response Evacuation Instruction** – Section 36 of the Building Fire Safety Regulation 2008 – The following instructions are to be given to each person working in the building as soon as practicable, but no later than 1 month after the person starts work in the building and at intervals of no more than 2 years:

- Instruction in the use of manually operated fire alarms in the building
- Instruction in the use of fire-fighting equipment in the building

**Evacuation Coordination Instructions** - Section 38 of the Building Fire Safety Regulation 2008 - requires Council to provide formal training to the nominated building evacuation team / chief and fire wardens. Training for all individuals must occur within 3 days of nomination and refresher training every 2 years.

As contractors are considered “workers” under Primary Duty of Care - Section 19 of the Work Health and Safety Act 2011 - Council is required to ensure they are appropriately inducted and aware of the work sites and their associated risks before commencing work.

Locatrix uses the specific floor plans developed in ‘Plansafe’ which includes site and floor interactive maps that allow the individual to complete the appropriate training for their specific work site/environment to the level required by legislation. ‘Plansafe’ ensures ongoing compliance with all relevant legislation and the program is updated by the provider to reflect these changes.

As ‘Plansafe’ is an online tool, it also enables contractors, volunteers, visitors and hirers to enrol and complete the required level of site induction and first response fire training before arriving on site with all records and competency scores being retained as required for easy reporting and analysis for employees, contractors, volunteers, visitors and hirers.

‘Plansafe’ records and keeps all training records in the appropriate format so that reports advising expiry dates and training competencies can be exported. The program also allows for all training records relevant to each individual building to be held against that building so when a QFES audit occurs, all information is retained in the same location electronically so it can be provided immediately to the external auditor in the format that they require.

‘Plansafe’ ensures all required emergency training is available, site specific, auditable and immediately available for QFES as required. ‘Plansafe’ also has a history feature that retains the details of all individuals in the positions for each site; including their training records, to show Council’s previous compliance, as well as enabling quick identification of trained individuals should their assistance be required.

‘Plansafe’ ensures compliance and allows for individuals to complete the training online and ensures all site-specific risks and “intricacies” are covered for each specific role at each specific site. The training is available immediately upon taking up the position and takes approx. 45 minutes.

‘Plansafe’ is used by all Council contractors, volunteers, visitors and hirers to complete site induction to ensure individuals are aware of Council’s expectations and the basic fire training and risks associated with the work environment *before* commencing any work for Council.

On completion of induction training a certificate of completion is issued to each individual with an expiry date. This information is accessible to Council to confirm those who have current certification.

‘Plansafe’ is Locatrix’s proprietary system for Site Induction and is particular to Locatrix as the developer of the System. Locatrix has been maintaining this system, as a sole supplier, since 2013.

*ITEM 3.1 SOLE SUPPLIER - CONCEPT SAFETY SYSTEMS (TRADING AS LOCATRIX) - MAINTENANCE OF EMERGENCY RESPONSE AND INDUCTION SYSTEM 'PLANSAFE' - 62220552 (Cont.)*

## **Fire Evacuation Plans and Diagrams**

Sections 18 and 21 of the Building Fire Safety Regulation 2008 detail the requirements of what is to be included in an evacuation diagram such as entries, exits, routes to the exit that corresponds with the location, fire equipment, alarms, assembly areas, intercommunication devices in common areas. These must be kept up to date and displayed in buildings. The building diagrams are also used by staff for emergency preparedness training referred to above.

The Building Fire Safety Regulation 2008 Act requires that all of the above information plus other information is to be collated together in a single report titled Fire Evacuation Plan (FEP).

The Evacuation Diagrams provided by Locatrix are duplicated in 'Plansafe' as interactive plans, that allow staff to check locations of fire equipment, exits and other fire related information and ensures familiarity with the layout and design for staff, contractors, volunteers and hirers.

A written FEP is required under the legislation for each building that Council occupies. 'Plansafe' contains a site specific FEP for each building and as part of maintenance reviews the FEP annually to ensure the ongoing compliance of these plans in relation to legislative requirements and building changes. The FEP is contained online within 'Plansafe'.

Maintenance includes annual building audit to ensure compliance with evacuation diagrams and FEP and updates/amendments as necessary.

'Plansafe' is Locatrix's proprietary system for Fire Evacuation Plans and Diagrams and is particular to Locatrix as developer of the System. Locatrix has been maintaining this system, as a sole supplier, since 2013.

## **3. Strategic Implications**

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

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

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

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

### **3.3 Policy Implications**

Compliance with Council's obligations and requirements for workplace health and safety for its employees and contractors with regards to fire safety, evacuation and (contractor) induction.

### **3.4 Risk Management Implications**

There is a significant risk of monetary fines and actions against Council for failing to maintain compliance with elements of the legislation as highlighted in this report.

If an emergency occurs and causes injury or worse to any occupier of Council's buildings and Council has not been maintaining obligations under the legislation, the consequences will be significant.

Continued maintenance will ensure Council meets the legislative requirements promoting a safe work environment for staff, contractors, volunteers, hirers and members of the public.

*ITEM 3.1 SOLE SUPPLIER - CONCEPT SAFETY SYSTEMS (TRADING AS LOCATRIX) - MAINTENANCE OF EMERGENCY RESPONSE AND INDUCTION SYSTEM 'PLANSAFE' - 62220552 (Cont.)*

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 \$3.2M, providing the expenditure has been provided for in Council's annual budget.

As this report is seeking appointment of a Sole Supplier arrangement it is therefore reported to Council for consideration.

3.6 Financial Implications

Council has an annual budget allocated of \$94,930.00 in the 21-22 Operational Budget for maintenance of 'Plansafe'; this budget allocation has been based from previous years expenditure plus increases and is deemed to be sufficient moving forward.

Once the Sole Supplier arrangement recommended in this report is adopted, a request for quotation will be sourced from Locatrix for a schedule of rates for the maintenance of 'Plansafe' with the current budget amount for 21/22 expected to be sufficient.

Maintenance will be debited to budget numbers 20692 and 20735.

3.7 Economic Benefit Implications

Continued maintenance of 'Plansafe' significantly mitigates the risk of monetary fines and or actions ensuring that Council's meets its legislative obligations.

3.8 Environmental Implications  Nil identified

3.9 Social Implications

Maintenance of 'Plansafe' ensures that legislative requirements and industry best practice are met and continues to demonstrate Council's commitment to its obligation as an actively responsible member of the local community.

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 and human rights relevant to its decision, Officers consider that there are no human right implications relevant to Council's decision in this matter.

3.11 Consultation / Communication

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

**ITEM 3.2  
TENDER - MOUNT GLORIOUS - CAMP CONSTABLE - FACILITY  
REDEVELOPMENT**

*Meeting / Session:* 3 ENGINEERING, CONSTRUCTION & MAINTENANCE  
*Reference:* 62218502 : 11 June 2021 - Refer **Confidential Supporting Information**  
**62210194**  
*Responsible Officer:* TT, Project Engineer (ECM Project Management)

**Executive Summary**

Tenders were invited for the 'Mount Glorious - Camp Constable - Facility Redevelopment (MBRC010797)' project. Tenders closed on the 3rd of June 2021, with a total of five tenders received, two of which were conforming.

It is recommended that the tender for the 'Mount Glorious - Camp Constable - Facility Redevelopment (MBRC010797)' project be awarded to J. Mac Constructions Pty Ltd for the sum of \$1,646,040 (excluding GST) as this tender was evaluated as representing the best overall value to Council.

The budget amount for this project is insufficient. To allow this project to proceed, this report is provided for Council consideration to commit an additional \$25,000 in the 21-22 FY quarter two financial review process.

**RESOLUTION**

Moved by Cr Darren Grimwade

Seconded by Cr Matt Constance

**CARRIED 11/0**

1. That the tender for the 'Mount Glorious - Camp Constable - Facility Redevelopment (MBRC010797)' project be awarded to J. Mac Constructions Pty Ltd for the sum of \$1,646,040 (excluding GST).
2. That the Council enters into an agreement with J. Mac Constructions 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 J. Mac Constructions Pty Ltd for the 'Mount Glorious - Camp Constable - Facility Redevelopment (MBRC010797)' project and any required variations of the agreement on Council's behalf.
4. That it be noted this project has been awarded in accordance with Council's Procurement Policy under the Competitive Local Business and Industry (local preference) initiative.
5. That to allow this project to continue, Council commits to the provision of an additional \$25,000 in the 21-22 FY quarter two financial review process towards the project.

*ITEM 3.2 TENDER - MOUNT GLORIOUS - CAMP CONSTABLE - FACILITY REDEVELOPMENT - 62218502 (Cont.)*

## OFFICER'S RECOMMENDATION

1. That the tender for the 'Mount Glorious - Camp Constable - Facility Redevelopment (MBRC010797)' project be awarded to J. Mac Constructions Pty Ltd for the sum of \$1,646,040 (excluding GST).
2. That the Council enters into an agreement with J. Mac Constructions 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 J. Mac Constructions Pty Ltd for the 'Mount Glorious - Camp Constable - Facility Redevelopment (MBRC010797)' project and any required variations of the agreement on Council's behalf.
4. That it be noted this project has been awarded in accordance with Council's Procurement Policy under the Competitive Local Business and Industry (local preference) initiative.
5. That to allow this project to continue, Council commits to the provision of an additional \$25,000 in the 21-22 FY quarter two financial review process towards the project.

## **REPORT DETAIL**

### **1. Background**

The project is located at Camp Constable, Mt Glorious Road, Mt Glorious. The project scope involves demolition of aged and non-compliant infrastructure, design, documentation and statutory approval of a new Community Hall including amenities and a new play facility and car parking.

The objective of the project is to replace existing aged and non-compliant infrastructure with purpose-built facilities that meet the needs of the local community. The local community is aware that the existing hall is being demolished and will not be available for the duration of the project. The new playground will address a current deficiency for play equipment in this community.

A separate specialist demolition contractor has been engaged by Moreton Bay Regional Council (MBRC) to undertake demolition works prior to building works commencing. These demolition works are scheduled to commence early July 2021 and be completed by late July 2021.

Construction works (community hall, carpark and playground) will commence late July 2021 and is estimated to take 26 weeks to complete, which includes an allowance of 5 weeks for wet weather.



**Figure 1. Location of Works**

ITEM 3.2 TENDER - MOUNT GLORIOUS - CAMP CONSTABLE - FACILITY REDEVELOPMENT - 62218502 (Cont.)

**2. Explanation of Item**

Tenders for the 'Mount Glorious - Camp Constable - Facility Redevelopment (MBRC010797)' project closed on the 3<sup>rd</sup> of June 2021, with a total of five tenders received, two of which were conforming. The tenders were assessed by the assessment panel in accordance with Council's Purchasing Policy and the selection criteria as set out in the tender documents.

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

RANK	TENDERER	EVALUATION SCORE (Pre Local Preference)	EVALUATION SCORE (Post Local Preference)
1	J. Mac Constructions Pty Ltd	100.00	107.50
2	Auzcon Pty Ltd	86.41	86.41*
3	Sina Construction	Non-Conforming	
4	Hanson Heidelberg Cement Group	Non-Conforming	
5	Holcim (Australia) Pty Ltd (trading as Humes)	Non-Conforming	

\*not within price threshold of the local preference policy

**J. Mac Constructions Pty Ltd ('JMAC')** - submitted a comprehensive tender that demonstrated their experience on projects of similar scale and complexity. A tender clarification meeting was held on 14 June 2021, at which JMAC demonstrated their experience, methodology, understanding of the project and capability in delivery of the works. JMAC provided examples of relevant project experience, including the Karawatha Forest Discovery Centre (valued at \$5.7M) for Brisbane City Council, the Yarrabilba Sports Complex (valued at \$1.3M) and Usher Park Rugby League Clubhouse (valued at \$1.2M) for Logan City Council and the Petrie Mill Oval (valued at \$8.9M) for Moreton Bay Regional Council.

The evaluation panel recommends that the tender from JMAC represents the best overall value for Council.

**Auzcon Pty Ltd ('Auzcon')** - submitted a comprehensive tender, detailing their construction methodology and demonstrating their experience on similar projects, however, no additional benefits were identified for the higher price.

**Non-Conforming Tenders** - The tenders from Sina Construction, Hanson Heidelberg Cement Group and Holcim (Australia) Pty Ltd (trading as Humes) did not provide mandatory tender documentation.

**3. Strategic Implications**

**3.1 Legislative / Legal Implications**

Due to the value of work being greater than \$200,000, Council called a public tender for the work through Council's eTendering Portal 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 - celebrating local arts, culture and 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.

ITEM 3.2 TENDER - MOUNT GLORIOUS - CAMP CONSTABLE - FACILITY REDEVELOPMENT - 62218502 (Cont.)

Tenders were tested against Council's Procurement Policy under the Competitive Local Business and Industry (local preference) initiative.

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.

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

*Construction Risks:*

- a. The recommended tenderer will provide a program of works, safety management plan, environmental management plan, and quality management documentation (or combined integrated management plans) as part of the contract to detail how they will plan, establish and manage project construction risks which will be reviewed and monitored by Project Management.
- b. The recommended tender has indicated that their project of works takes into consideration the provision of appropriate resources to be able to complete the project effectively.
- c. An allowance for wet weather (5 weeks) is included in the recommended tender's construction program.
- d. 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. At the tender clarification meeting, the recommended tenderer did not raise any foreseen COVID-19 related impacts which would affect material supply chains and overall delivery timeframes for the project works.
- e. Development Approval DA/39572/2019/V2L for 'Material Change of Use - Development Permit for Community Use' was received 01 October 2020 to facilitate project delivery.
- f. Dilapidation inspections will be conducted prior to works commencing on building and surrounding areas 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 \$3.2M, providing the expenditure has been provided for in Council's annual budget.

*The cost of this project requires an amendment to the budget allocation and is therefore reported to Council for consideration.*

3.6 Financial Implications

Council has allocated a total of \$2,073,866 for this project, consisting of \$70,000 in the 18-19 FY for planning, \$107,500 in the 19-20 FY for design and \$1,901,366 in the 20-21 FY for design and construction of this project.

All financial information below is excluding GST.

Planning (18-19 FY)	\$	14,919.00
Planning (19-20 FY)	\$	117,337.50
Design (20-21 FY)	\$	63,625.50
Demolition	\$	72,109.49
Tender Price (Construction)	\$	1,646,040.00
Contingency 10%	\$	164,604.00
Q-Leave (0.575%)	\$	9,867.18
Supervision/Admin Costs	\$	15,000.00
<b>Total Project Cost</b>	<b>\$</b>	<b>2,103,502.67</b>



*ITEM 3.2 TENDER - MOUNT GLORIOUS - CAMP CONSTABLE - FACILITY REDEVELOPMENT - 62218502 (Cont.)*

Estimated ongoing operational/maintenance costs                   \$           27,265 per F/Y.

The budget amount for this project is insufficient. To allow this project to proceed, Council commits to the provision of an additional \$25,000 in the 21-22 FY quarter two financial review process.

3.7 Economic Benefit Implications

The project will replace redundant infrastructure and enable better utilisation of the site, providing potential future revenue from community or group use/hire.

3.8 Environmental Implications

An Integrated Management Plan (including environmental management) will be provided to Council by the recommended tenderer detailing the management of environmental matters affecting the project during construction. The Integrated Management Plan will be monitored and audited by Project Management during the construction phase.

3.9 Social Implications

Delivery of the project will provide a new community facility to meet the ongoing needs for community meetings, events and to support disaster management activities. The new playground will also address a current deficiency in this community for play equipment.

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 right implications relevant to Council's decision in this matter.

3.11 Consultation / Communication

A detailed communication plan has been prepared for this project. Communication strategies include project notices issued four weeks prior to commencement of works and project signs displayed on site prior to construction. The stakeholders, including the Mount Glorious Community Hall Association has been consulted regarding the project. The detailed communication plan will include fortnightly email updates to the Divisional Councillor and fortnightly webpage updates. The Divisional Councillor has been consulted and is supportive of the project.

**ITEM 3.3**

**TENDER - LAWNTON - LAWNTON AQUATIC CENTRE - AMENITIES UPGRADE**

*Meeting / Session:* 3 ENGINEERING, CONSTRUCTION & MAINTENANCE  
*Reference:* 62128511 : 14 June 2021 - Refer **Confidential Supporting Information 62106863**  
*Responsible Officer:* GM, Project Manager (ECM Project Management)

**Executive Summary**

Tenders were invited for the 'Lawnton - Lawnton Aquatic Centre - Amenities Upgrade (MBRC010688)' project. The tender closed on 20 May 2021, with a total of two confirming tenders received.

It is recommended that the tender for the 'Lawnton - Lawnton Aquatic Centre - Amenities Upgrade (MBRC010688)' project be awarded to Intrec Management Qld for the sum of \$591,200 (excluding GST) as this tender was evaluated as representing the best overall value to Council.

**RESOLUTION**

Moved by Cr Mick Gillam

Seconded by Cr Sandra Ruck

**CARRIED 11/0**

1. That the tender for the 'Lawnton - Lawnton Aquatic Centre - Amenities Upgrade (MBRC010688)' be awarded to Intrec Management Qld for the sum of \$591,200 (excluding GST).
2. That the Council enters into an agreement with Intrec Management Qld 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 Intrec Management Qld for the 'Lawnton - Lawnton Aquatic Centre - Amenities Upgrade (MBRC010688)' project and any required variations of the agreement on Council's behalf.
4. That it be noted this project has been awarded in accordance with Council's Procurement Policy under the Competitive Local Business and Industry (local preference) initiative.
5. That to allow this project to continue, Council commits to the provision of an additional \$300,000 in the 21/22 FY quarter two financial review process.

ITEM 3.3 TENDER - LAWNTON - LAWNTON AQUATIC CENTRE - AMENITIES UPGRADE - 62218502 (Cont.)

**OFFICER'S RECOMMENDATION**

1. That the tender for the 'Lawnton - Lawnton Aquatic Centre - Amenities Upgrade (MBRC010688)' be awarded to Intrec Management Qld for the sum of \$591,200 (excluding GST).
2. That the Council enters into an agreement with Intrec Management Qld 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 Intrec Management Qld for the 'Lawnton - Lawnton Aquatic Centre - Amenities Upgrade (MBRC010688)' project and any required variations of the agreement on Council's behalf.
4. That it be noted this project has been awarded in accordance with Council's Procurement Policy under the Competitive Local Business and Industry (local preference) initiative.
5. That to allow this project to continue, Council commits to the provision of an additional \$300,000 in the 21/22 FY quarter two financial review process.

**REPORT DETAIL**

**1. Background**

The project is located the Lawnton Aquatic Centre, 1-25 Lawnton Pocket, Lawnton. The project scope includes the upgrade of the pool amenities to include a parent room which will include a shower and a toilet. Works will also include refurbishment of the current amenities. The objective of the project is to provide an amenity facility in an improved condition including compliance upgrade.

This project has originated as a result of inspections of multiple pool amenities across the MBRC. The existing deficiencies include amenities which lack a parent room, are aged and in need of refurbishment.

Construction is proposed to commence in July 2021 and take 10 weeks to complete. The works are not expected to be impacted by wet weather as the scope is contained within an existing building.



Figure 1 - Locality Plan

ITEM 3.3 TENDER - LAWNTON - LAWNTON AQUATIC CENTRE - AMENITIES UPGRADE - 62218502 (Cont.)

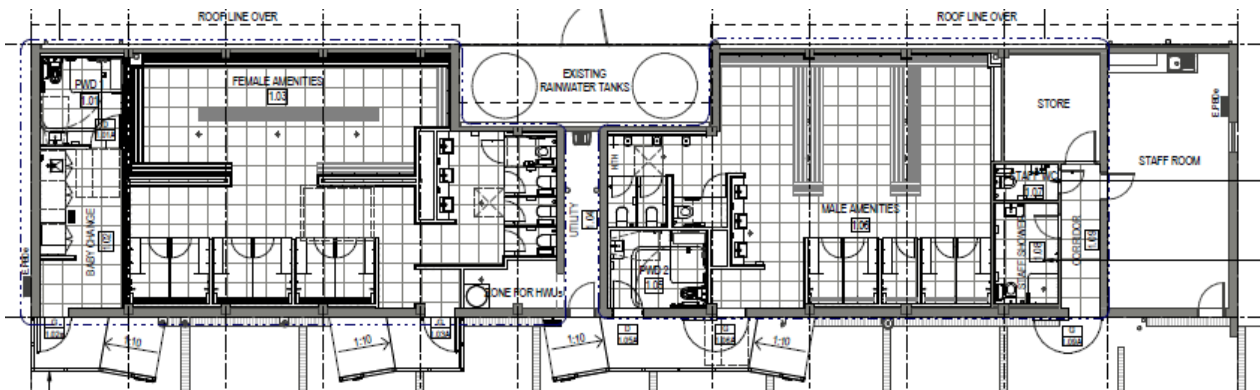


Figure 2 - Plan View

2. Explanation of Item

Tenders for the 'Lawnton - Lawnton Aquatic Centre - Amenities Upgrade (MBRC010688)' project closed 20 May 2021 with two conforming tenders received. 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 Local Preference)	EVALUATION SCORE (Post Local Preference)
1	Intrec Management Qld	100.00	107.50
2	Kimini Constructions Pty Ltd	93.13	93.13

**Intrec Management Qld ('IMQ')** - submitted a comprehensive tender that demonstrated their experience on projects of similar scale and complexity. A tender clarification meeting was held on 7 June 2021, at which IMQ demonstrated their relevant experience, methodology, understanding and capability in delivering the project. IMQ provided examples of similar projects including - North Lakes, The Corso, Tenancy Works (valued at \$164k) for Moreton Bay Regional Council and Dexus Property Group, Facility Upgrade (valued at \$1.7m) for Dexus Property Group, Sleeman Aquatic Centre - Amenities Upgrade (valued at \$565k) for BDT Architects and Stadiums Queensland.

The tender from IMQ was the lowest price offered and achieved the highest evaluation score. The evaluation panel recommends that the tender from Intrec Management Qld represents the best overall value to Council.

**Kimini Constructions Pty Ltd ('KC')** - submitted a comprehensive and well-presented tender, demonstrating their project experience: however, there were no additional benefits for the higher price.

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 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.

*ITEM 3.3 TENDER - LAWNTON - LAWNTON AQUATIC CENTRE - AMENITIES UPGRADE - 62218502 (Cont.)*

### 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.

Tenders were tested against Council's Procurement Policy under the Competitive Local Business and Industry (local preference) initiative.

### 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.

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

Construction Risks:

- a. The recommended tenderer will provide a program of works, staging plans, traffic management plans, safety management plan, environmental 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 natural environment and surrounding properties to ensure the safety and wellbeing 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 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. At the tender clarification meeting, the recommended tenderer did not raise any COVID-19 related impacts which would affect material supply chains and overall time delivery of the project works.
- e. The project has received Building and Plumbing Approvals.
- f. Dilapidation inspections will be conducted prior to works commencing on surrounding areas 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 \$3.2M, providing the expenditure has been provided for in Council's annual budget.

*The cost of this project requires an amendment to the budget allocation and is therefore reported to Council for consideration.*

### 3.6 Financial Implications

Council has allocated a total of \$405,000 for this project, consisting of \$50,000 in 20-21 FY Capital Projects Program for planning and design, with \$355,000 in the 21-22 FY Capital Projects Program for construction. All financial information provided is excluding GST.

*ITEM 3.3 TENDER - LAWNTON - LAWNTON AQUATIC CENTRE - AMENITIES UPGRADE - 62218502 (Cont.)*

Planning and Design (20-21 FY)	\$ 53,262.00
Tender Price (construction)	\$ 591,200.00
Contingency (10%)	\$ 59,120.00
<u>QLeave (0.575%)</u>	<u>\$ 2,317.00</u>
<b><u>Total Project Cost</u></b>	<b><u>\$ 705,899.00</u></b>

Estimated ongoing operational/maintenance costs \$ 3,547.20 per F/Y.

The budget amount for this Project is insufficient. To allow this project to continue, and for Council to enter into the agreement with Intrec Management Qld for the project, Council commits to the provision of an additional \$300,000 in the 21-22Y quarter two financial review process.

3.7 Economic Benefit Implications

The project will improve family and PWD facilities at this facility.

3.8 Environmental Implications

An Environmental Management Plan will be provided to Council by the recommended 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 upgrade of the amenities at Lawnton Aquatic Centre will provide equal opportunity and accessibility, for all community groups. The improved facility will foster greater community participation and wellbeing.

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 right implications relevant to Council's decision in this matter.

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. Weekly email updates will be provided for the Divisional Councillor. The Divisional Councillor has been consulted and is supportive of the projects.

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**4 PLANNING SESSION**

**(Cr D Grimwade)**

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**ITEM 4.1  
RESHAPING OUR REGION'S PLANNING**

*Meeting / Session:* 4 PLANNING  
*Reference:* 62028142 : 10 June 2021 - **Refer Supporting Information: 62062507, 62212917**  
*Responsible Officer:* DH, Manager Strategic Planning and Place Making (PL Strategic Planning & Place Making)

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**Executive Summary**

It's critical that Council maintains an updated planning scheme to respond to the region's changing needs and to efficiently and effectively respond to community and other operational/ implementation issues that arise in development assessment. On-going recruitment, actions and numerous planning investigations undertaken in the last 12 months have placed the new Council in a better position to respond to these matters.

This report outlines a proposed approach to address community concerns with regards to development occurring across the region, through either amendments to the existing MBRC Planning Scheme 2016 (current planning scheme), or a new planning scheme.

The proposed approach includes:

- *Short-term (0-2 years):* targeted and prioritised policy (and interim policy) amendments to the current planning scheme to address urgent and critical community concerns;
- *Medium-term (2+ years):* neighbourhood and growth areas planning to deliver more localised responses to growth and development issues in established and emerging (new) neighbourhoods, and
- *Longer-term (5+ years):* delivery of a new planning scheme.

In light of the numerous and complex matters identified over the last 12 months, a new challenge has emerged of how to best prioritise, group and manage the various planning scheme changes through the State's planning scheme amendment process, which can take between 18-24 months.

To inform these outcomes, the '*Reshaping our Region's Planning Work Portfolio*' has been developed. This is a large and ambitious work portfolio that requires close monitoring as new items and shifts in priorities can have direct influences on the timing and delivery of other projects.

It should be noted that the timeframes in the '*Reshaping our Region's Planning Work Portfolio*' are estimates based on current information and circumstances.

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**RESOLUTION**

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**Moved by Cr Mick Gillam**

**Seconded by Cr Jodie Shipway**

**CARRIED 11/0**

**That the '*Reshaping our Region's Planning Work Portfolio*' be approved as appearing in supporting information #1.**

*ITEM 4.1 RESHAPING OUR REGION'S PLANNING - 62028142 (Cont.)*

## OFFICER'S RECOMMENDATION

That the '*Reshaping our Region's Planning Work Portfolio*' be approved as appearing in supporting information #1.

## **REPORT DETAIL**

### **1. Background**

The following resolution appears on minute page 20/620 of the General Meeting of Council held 13 May 2020:

Ex General Meeting held 25 February 2020 (Page 20/584):

#### RESOLUTION

That the Chief Executive Officer be requested to bring forward a report to the new Council which outlines an approach to address community concerns with regards to development occurring across the region, including issues such as building heights, dwelling density and environmental protection, through either amendments to the existing Moreton Bay Regional Planning Scheme, or a new planning scheme, or both.

Over the last year, numerous Council briefings (twelve (12)) have been conducted for the purpose of sharing information and providing advice/ views to Council on the matter. In line with Council's decision-making framework, an extract from the outcomes of the briefings held to date is attached to this report.

During 2020, Council invested considerably in the funding and recruitment of new staff into the *Strategic Planning and Place Making Department*. This has resulted in a new team to help Council better understand and respond to the region's urban development and growth challenges.

Early 2021, Council also created the *Environment and Sustainability Policy and Planning Department*. This department is currently undertaking recruitment for new staff and is in the process of developing a work program to respond to the region's environment and sustainability challenges. This work program when completed will inform future amendments to the current planning scheme and a new planning scheme, integrating State policies, contemporary approaches and emerging science to Natural Hazards Planning, Sustainability and Biodiversity Protection.

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

#### Planning Schemes generally

Council has a statutory obligation to prepare and maintain a planning scheme, in consultation with the community and State Government. Most amendments to a planning scheme's policy content requires approval by the State's Planning Minister.

A planning scheme works with a local government's corporate plan, community plan, capital works program, economic development strategy and other strategies/programs in shaping strong and resilient communities, fostering and supporting economic activity and protecting important assets. Its role as the "rule book" in development assessment is especially important. It underpins transparent and accountable decision-making by Council to achieve outcomes that are in the public interest. It should also support efficient development processes to ensure regulation does not cause undue delays and expense.

While it is important to review and amend planning schemes, the ongoing program of amendments also needs to be carefully managed. The statutory amendment process (governed by the State Government's *Minister's Guidelines and Rules 2017* (MGR) and Part 3 of the *Planning Act 2016*) can be time and resource intensive. Contemporary planning schemes also involve greater requirements for general "maintenance" than was previously the case.



*ITEM 4.1 RESHAPING OUR REGION'S PLANNING - 62028142 (Cont.)*

While amendments may range in scope, policy changes typically involve new research and investigations, state agency engagement and review processes, community engagement and submission review (and response) before a final Ministerial review and sign-off process. A lack of community understanding or acceptance of the current performance-based planning framework and a high volume of submissions on any given topic can also be a significant challenge and take time to work through.

MBRC Planning Scheme 2016

The MBRC Planning Scheme (current planning scheme) commenced in February 2016. Since that time Council has:

- delivered 'Major Amendment No.1' for various policy matters. This commenced 29 January 2020;
- commenced 'Major Amendment No.2' for Neighbourhood Development Area (NDP) No.1 for Caboolture West. This amendment was recently publicly notified;
- commenced investigations and preparations for a planning scheme amendment to update the Local Government Infrastructure Plan (LGIP); and
- commenced investigations and preparations for a planning scheme amendment in response to the Ministers' Temporary Local Planning Instrument (TLPI) No.1 of 2020 - Narangba Innovation Precinct East.

In addition, Council has also delivered The Mill Priority Development Area (PDA) Development Scheme (2017) and commenced investigations and preparations for a North Harbour Marina and Canal Estate PDA Declaration.

Notwithstanding, changes in growth pressures, development trends and local economic, social and environmental conditions have generated the need for further review and refinement of the current planning scheme. Community sentiment on key development outcomes and policy settings (such as building height, loss of local character, new growth areas, small-lot and medium-density housing and car parking etc.) has also triggered a desire for review. Additionally, state and regional policy changes have prompted the need for amendments to respond appropriately.

It's critical that Council maintains an updated planning scheme to respond to the region's changing needs and to efficiently and effectively respond to community and other operational/ implementation issues that arise in development assessment. In light of the current situation, there is an urgent need for Council to advance targeted and prioritised policy work to inform additional amendments to the current planning scheme.

It is considered that this is a more appropriate response and expeditious pathway to address these issues, as opposed to incorporating them into the preparation and delivery of a new planning scheme - given the time it would take to undertake and complete this task.

New Planning Scheme considerations

It's recognised the current planning scheme is at its 'half-life' and background research and preparations should be advanced in parallel to amendments to the current planning scheme to inform a new planning scheme (review) project.

To prepare for a new planning scheme a Regional Activity Centres, Employment Lands and a Housing Needs Investigation is likely to be needed, in addition to a range of other background (technical) research to guide the region's land use, infrastructure, environment, heritage, employment, urban design and built form outcomes into the future. Council will need to have also completed the necessary natural hazards investigations to support the required review and be compliant with the State Planning Policy (SPP) and SEQ Regional Plan. Some of this work has already commenced, including a Regional Employment Lands and Housing Needs (Choice, Diversity and Affordable Living) investigation/s.

Officers also acknowledge the review and update of the Community Vision, Corporate Plan and Council Strategies (and delivery of critical supporting plans) is interrelated with the commencement and preparation of a new planning scheme - as these documents will deliver critical local policy foundations and directions reflecting community views and attitudes gathered through their preparation.

ITEM 4.1 RESHAPING OUR REGION'S PLANNING - 62028142 (Cont.)

It is estimated there is a minimum of 1.5-years of preparatory/ policy foundation development required, including corporate strategy reviews, community plan updates, other community engagement and targeted background/ technical research to prepare Council for both a new planning scheme and the next review of the SEQ Regional Plan, foreshadowed as early as late 2022. This is in addition to an estimated minimum 2-year document build plus a 1-1.5-year State interest, community engagement and Ministerial approval process - totalling an estimated 5 years of dedicated project commitment.

Proposed Way Forward

To inform these outcomes and provide a pathway to respond to these issues and concerns, the 'Reshaping our Region's Planning Work Portfolio' (see Attachment) has been developed. The Portfolio is comprised of six (6) separate and supporting work programs that have been developed to respond to the region's unique short, medium and long-term growth and development needs. These include:

- a) Planning Scheme 2016 Reset Program;
- b) Great Places (Urban Design and Place Making) Program;
- c) Neighbourhood Planning Program;
- d) Growth Areas Program;
- e) Regional Planning Program; and
- f) New Planning Scheme (Review) Program (yet to commence).

Each program will deliver work in parallel to the others to help reduce delivery timeframes where possible.

The following is noted regarding the portfolio and its supporting work programs:

- The establishment of a forward program of amendments to the current planning scheme in the short term to prioritise and reset key planning scheme policy settings, in response to current community and industry expectations. The below was informed following numerous briefings with Council.

*The reset program proposes the following amendments:*

*2021 -*

- *Major Amendment No. 2 - Caboolture West NDP No. 1 - current;*
- *Local Government Infrastructure Plan (LGIP) Interim Amendment No. 1 - Mid 2021;*
- *Minor & Administrative Amendment No. 2 - General items - 2021-2022;*
- *Major Amendment No. 3 - Content to include Secondary Dwellings, Off Street Parking Rates and Next Generation Neighbourhood Changes - End 2021/ Early 2022.*

*2022 -*

- *Major Amendment No. 4 - Narangba Innovation Precinct TLPI Response - Mid 2022;*
- *Minor & Administrative Amendment No. 3 - General items - 2022-2023;*
- *Major Amendment No. 5 - Content suggested to include Building Height Interim Policy Framework and Engineering Specifications Update and related items - Mid-Late 2022;*
- *Major Amendment No. 6 - Morayfield South Structure Plan, Kallangur-Dakabin Neighbourhood Plan - Early 2023.*

*Note: Dates = draft amendment content is ready for Council consideration and State interest reviews.*

*Note: Dates are subject to annual review.*

- The introduction of a Great Places (Urban Design and Place Making) work program to undertake a range of urban design investigations to guide the region's place-making, urban design and built form outcomes into the future.
- The return of neighbourhood and precinct planning to the region. This work program would be focused on identified existing urban neighbourhoods and include localised community engagement and the development of tailored responses to neighbourhood growth and development issues.
- The introduction of a Growth Areas work program to undertake and lead integrated land use and infrastructure planning for the region's new growth areas, including Caboolture West, Morayfield South and the North Harbour Priority Development Area Declaration proposal.
- The continuation of key priority projects such as the Regional Growth Management Strategy to better inform long-term regional growth directions and responses.

ITEM 4.1 RESHAPING OUR REGION'S PLANNING - 62028142 (Cont.)

- The development of a 'Planning Division' Communications and Engagement Strategy to inform and guide interactions with the community on strategic planning, place making and development assessment matters.
- Early preparations for a new planning scheme whereby key policy foundations (or regional growth directions/ outcomes) can be considered holistically and not individually as separate amendments. This will be supported by a program of regional planning and growth monitoring investigations (e.g. updated background (technical) research) that will inform the preparation of an updated draft Strategic Framework (the first key step to developing a new planning scheme) and also help prepare Council for the next review of the SEQ Regional Plan.

The portfolio and its supporting work programs will help ensure the region grows and develops in greater harmony with its history and retains and enhances its reputation as a region of great places with a unique sense of identity.

It is recognised that good strategic policy development takes time and is informed by evidenced-based investigations and can also include tailored and fit-for-purpose community engagement as part of this process.

The statutory plan making process (governed by the State government's Minister's Guidelines and Rules (MGR) 2017 and the Planning Act) is time and resource intensive. The State Government's ability to service and respond to proposed planning scheme amendments also requires on-going engagement.

Planning scheme amendment packages need to be carefully coordinated and regard given to their size, issues and complexity. Best practice approaches support smaller 'issues focused' packages. This enables more effective state agency and community engagement and efficient plan making process overall. Conversely, larger or more 'issues loaded' packages take longer to prepare, tend to progress slower through State review processes and are more vulnerable to delays caused by unforeseen community responses or State agency issues.

This is a complex and challenging program with significant internal and external interdependencies. As such, there are inherent risks to its delivery at a local and state government level. Given the lag time to investigate and prepare draft amendment content, matters outside of Council's influence or new items or changes in priorities are key risks to its successful delivery, noting some delays are inevitable due to its current volume/ commitments and varying levels of community interest.

Major Amendment #6 (early 2023) is currently proposed as the last programmed amendment to the current planning scheme to enable a resources shift to new planning scheme content development. Critical matters only should be considered after this point however, this matter will require close monitoring.

To further inform the proposed portfolio and respond to current community and industry concerns, the following short-term/ next 12 months responses are proposed.

- Tailored community consultation as part of the Regional Growth Management Strategy and a Regional Environment and Sustainability Strategy;
- Tailored community consultation as part of Council's response to the Ministerial TLPI for the Narangba Innovation Precinct;
- Statutory public notification of proposed Planning Scheme Major Amendment 3, including policy updates for Secondary Dwellings, the Next Generation Neighbourhood Precinct and Off-street Car Parking rates;
- Tailored community consultation as part of a *proposed* Building Height Review - Coastal Communities Character and Design Outcomes Project; and
- Initiate a Planning Scheme 2016 'Current State (S.W.O.T.) Analysis' and 'State Planning Policy (SPP) Readiness/ Gap Assessment' whereby State Government, development industry and internal stakeholder feedback could be collected on specific planning scheme policy content, operational and technical issues, informed by community feedback from the 'Moreton Says' survey and other sources.

ITEM 4.1 RESHAPING OUR REGION'S PLANNING - 62028142 (Cont.)

This work would inform the scoping for a new planning scheme and identify outstanding information and further technical investigations required to meet the current SPP and pass State interest checks.

### 3. Strategic Implications

#### 3.1 Legislative / Legal Implications

Council has a legislative obligation to manage development in the region in accordance with relevant Federal and State legislation and policy documents, including the *Planning Act 2016*, *ShapingSEQ* and the State Planning Policy.

#### 3.2 Corporate Plan / Operational Plan

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

#### 3.3 Policy Implications

Officers from the Planning Division will work closely with the relevant State Agencies and Council Departments during the delivery of the '*Reshaping our Region's Planning Work Portfolio*' to ensure all policy interests and implications are managed.

#### 3.4 Risk Management Implications

This is a complex and challenging program with significant internal and external interdependencies. As such, there are inherent risks to its delivery at a local and state government level. Matters outside of Council's influence, new items and shifts in priorities can have direct influences on the timing and delivery of other projects.

#### 3.5 Delegated Authority Implications Nil identified

#### 3.6 Financial Implications

A portfolio budget has been established for the 2021/22 Financial Year in the Strategic Planning and Place Making Department. The delivery of the portfolio will require on-going budget commitment across future financial years.

#### 3.7 Economic Benefit Implications

Ensuring relevant legislation and the MBRC Planning Scheme is implemented effectively and appropriately assists in attracting appropriate development into the Moreton Bay region and boosts economic activity.

#### 3.8 Environmental Implications

Appropriately located and well-designed growth and urban development assists in the implementation of environmental outcomes identified within Federal, State and local policy documents, including the MBRC Planning Scheme.

#### 3.9 Social Implications

Well planned growth and urban development supports positive social outcomes within the Moreton Bay Region.

#### 3.10 Human Rights Implications

There are no known human rights implications arising as a result of this report. Key stakeholder engagement will be undertaken at relevant stages in the preparation and delivery of identified projects.

#### 3.11 Consultation/ Communication

Public consultation will be undertaken at various stages in the preparation and delivery of identified projects and is required as part of any future amendments to the MBRC Planning Scheme.

**ITEM 4.2**  
**LAUNCH OF MBRC NEIGHBOURHOOD PLANNING PROGRAM**

*Meeting / Session:* 4 PLANNING  
*Reference:* 61552990 : 8 June 2021  
*Responsible Officer:* LF, Coordinator Neighbourhood & Precinct Planning (PL Strategic Planning & Place Making)

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**Executive Summary**

The MBRC Planning Scheme (planning scheme) is Council's primary document that identifies the planned future growth in the region. It is understood that in some established neighbourhoods, particular forms of new housing and development is causing tension within the local community. While it is understood that region wide projects are underway to review the Next generation neighbourhood precinct, car parking rates and building heights, there may be locally specific guidance required to address specific place features or dimensions that are not addressed in the region-wide zone precinct provisions.

Neighbourhood planning presents an excellent and exciting opportunity for Council, in consultation with the community, to examine and plan for smaller areas of the region that are experiencing growth and change, in order, for example, to accommodate anticipated growth, preserve and/or promote local character, and create better places at a local level.

In response, the Strategic Planning and Place Making (SPPM) Department has prepared a Neighbourhood Planning Program. It is recommended that Council endorse the establishment of the Neighbourhood Planning Program and the commencement of the first project, being the 'Kallangur-Dakabin Neighbourhood Plan'.

Neighbourhood planning is essentially a process through which a planning authority can examine and plan smaller areas of a region in consultation with the community. The preparation of a typical neighbourhood plan can take up to two years, during which three or four peak communication and engagement periods will occur depending on the model of communication and engagement selected to suit the project. In addition, to amend the planning scheme, the State Government process will need to be followed which can generally take an additional 12 months.

While many established/ existing (urban) neighbourhoods in the region would benefit from a neighbourhood planning process, it is important that the most appropriate and effective planning tool is used at the right time to address key planning issues being experienced in specific areas. Some matters require consistency or a regional approach, such as where taller buildings go, or how secondary dwellings can operate and look. These are best considered through targeted or topic specific planning scheme amendments. Neighbourhood plans will focus on locally specific matters.

The program and its future projects will be subject to an annual review, to confirm future priority areas and their sequence for neighbourhood planning.

ITEM 4.2 LAUNCH OF MBRC NEIGHBOURHOOD PLANNING PROGRAM - 61552990 (Cont.)

**RESOLUTION**

Moved by Cr Denise Sims (Deputy Mayor)

Seconded by Cr Adam Hain

CARRIED 11/0

1. That the establishment of the MBRC Neighbourhood Planning Program be approved with the following primary and secondary purposes:
  - a) Primary purpose
    - (i) Address localised planning matters that can be changed/ improved through regulating development (or a statutory change to the MBRC Planning Scheme), and
    - (ii) Manage development (growth and change) in a way that respects and builds on key elements of local character and identity.
  - b) Secondary purpose
    - (i) Build trust and understanding with the community in the planning process, and
    - (ii) Guide and support the localised delivery and direction for other MBRC programs, projects or works.
2. That the first neighbourhood planning project be the Kallangur-Dakabin Neighbourhood Plan, to be launched on 12 July 2021.
3. That in response to Council Resolution (Item 11.4) of 6 August 2019 which reads '*That the Manager Strategic Planning work with the necessary departments for an improvement Strategy for Kallangur Town Centre*', the centre be considered as part of the Kallangur-Dakabin Neighbourhood Plan project.

ITEM 4.2 LAUNCH OF MBRC NEIGHBOURHOOD PLANNING PROGRAM - 61552990 (Cont.)

**OFFICER'S RECOMMENDATION**

1. That the establishment of the MBRC Neighbourhood Planning Program be approved with the following primary and secondary purposes:
  - a) Primary purpose
    - (i) Address localised planning matters that can be changed/ improved through regulating development (or a statutory change to the MBRC Planning Scheme), and
    - (ii) Manage development (growth and change) in a way that respects and builds on key elements of local character and identity.
  - b) Secondary purpose
    - (i) Build trust and understanding with the community in the planning process, and
    - (ii) Guide and support the localised delivery and direction for other MBRC programs, projects or works.
2. That the first neighbourhood planning project be the Kallangur-Dakabin Neighbourhood Plan, to be launched on 12 July 2021.
3. That in response to Council Resolution (Item 11.4) of 6 August 2019 which reads '*That the Manager Strategic Planning work with the necessary departments for an improvement Strategy for Kallangur Town Centre*', the centre be considered as part of the Kallangur-Dakabin Neighbourhood Plan project.

**REPORT DETAIL**

**1. Background**

The following resolution appears on minute page 19/1682 of the General Meeting of Council held 13 August 2019:

Ex General Meeting held on 6 August 2019 (MP. 19/1657):

RESOLUTION

That the Manager Strategic Planning work with the necessary departments for an improvement strategy for Kallangur Town Centre.

The following resolution appears on minute page 20/620 of the General Meeting of Council held 13 May 2020:

Ex General Meeting held 25 February 2020 (MP. 20/584):

RESOLUTION

That the Chief Executive Officer be requested to bring forward a report to the new Council which outlines an approach to address community concerns with regards to development occurring across the region, including issues such as building heights, dwelling density and environmental protection, through either amendments to the existing Moreton Bay Regional Planning Scheme, or a new planning scheme, or both.

As part of Mayor Peter Flannery's ten-point action plan (April 2020), Council committed to:

*6. Rework our Planning Scheme to meet the expectations of locals, by implementing neighbourhood plans tailored to the unique qualities of our many distinct communities across Moreton Bay Region.*

*ITEM 4.2 LAUNCH OF MBRC NEIGHBOURHOOD PLANNING PROGRAM - 61552990 (Cont.)*

On 1 July 2020, Council were briefed on the SPPM Department's five-year work portfolio (2019/20 - 2023/24). In particular, the desire for planning to occur at a local level, in the form of neighbourhood planning. Council consideration of this portfolio is the subject of a separate agenda item of the Council meeting of 23 June 2021.

Following the establishment of a new Neighbourhood and Precinct Planning (NPP) team in July 2020, the team commenced a process to inform the directions and establishment of the program.

To date, four Council briefings have been conducted for the purpose of sharing information and providing advice and seeking feedback on the Neighbourhood Planning Program. In line with Council's decision-making framework, an extract from the minutes of the briefings are provided below:

*NEIGHBOURHOOD DEVELOPMENT PROGRAM (26 August 2020)*

*The CEO noted the way forward:*

- *A consultant team have been appointed to commence work on the Neighbourhood Development Program.*
- *Council Briefings will be held in October and November to provide updates to Council.*

*PLANNING FOR MY NEIGHBOURHOOD - NEIGHBOURHOOD PLANNING PROGRAM UPDATE NO.1 - DIRECTIONS AND ESTABLISHMENT (13 October 2020)*

*The CEO noted the way forward:*

- *This Council Briefing is the first of two briefings on the matter, with the second to occur prior to the end of the year.*
- *Council noted the neighbourhood planning program as presented and the implications that a neighbourhood plan is not always the best solution to address a planning issue.*
- *Further work will be undertaken by the consultant. Any feedback on the matter is to be provided to Lauren Fishburn and David Hood prior to the next Briefing.*

*PLANNING FOR MY NEIGHBOURHOOD - NEIGHBOURHOOD PLANNING PROGRAM UPDATE NO.2 - DIRECTIONS AND ESTABLISHMENT (1 December 2020)*

*The CEO noted the way forward:*

- *Council noted the officers assessment relating to the proposed 2-5 year work program.*
- *Council noted that an annual review of the program is proposed to ensure the program remains focused on the highest priority areas. Next review will be December 2021.*
- *Feedback was provided on the assessment and identification of priority areas for neighbourhood planning projects, including:*
  - *Caboolture / Morayfield Activity Centre to be changed to "high" priority; and*
  - *A character assessment be undertaken for all of the rural township areas across the region and this be factored into the next area evaluation.*
- *Council agreed in principle to the first two neighbourhood planning projects being:*
  - *Kallangur - Dakabin (commencing March 2021); and*
  - *Caboolture South - Morayfield (commencing June 2021).*
- *A report will be presented to Council in early 2021 seeking Council resolution of the proposed work program and first two neighbourhood planning projects.*
- *That a matrix be developed identifying current planning related issues/concerns and what projects are proposed or underway to further investigate these. This is to be presented to Council at a future briefing in early 2021.*



ITEM 4.2 LAUNCH OF MBRC NEIGHBOURHOOD PLANNING PROGRAM - 61552990 (Cont.)

*NEIGHBOURHOOD PLANNING PROGRAM UPDATE NO.3 - PLANNING FOR MY NEIGHBOURHOOD - LAUNCH AND COMMENCEMENT (23 March 2021)*

The CEO noted the way forward:

- Councillors to be distributed work completed last year including the project area boundaries.
- The Neighbourhood Planning Program to be mentioned during the Budget adoption meeting and announce the first project to be the Kallangur-Dakabin Neighbourhood Plan.
- A council report be submitted to the General Meeting at the first meeting following Budget adoption for consideration of the initial two year Neighbourhood Planning Program and the first two planning projects - Project 1 - Kallangur-Dakabin and Project 2 - Caboolture South - Morayfield.
- Project 1 launch date will be 12 July 2021.
- A future Council Briefing be held to discuss engagement activities and timeline for Project 2 and agree project launch date.

**2. Explanation of Item**

The concept of neighbourhood planning can mean a range of things to different people. Accordingly, in establishing this program it is critical to identify what it is and isn't - its adequacies and limitations and why neighbourhood plans are not always the best (i.e. most efficient and effective) solution to address all planning issues.

Neighbourhood planning is essentially a process through which a planning authority can examine and plan smaller areas of a region in consultation with the community. The process takes time and requires careful examination of community issues and feedback. Accordingly, neighbourhood planning is different to other types of planning responses with respect to:

1. the scale of the area being planned for;
2. the level and complexity of issues that can be reasonably addressed; and
3. the level of direction and detail that can be included in statutory planning instruments to provide clarity and support the streamlining of development that is consistent with locally specific visions and agreed directions.

It is important to recognise that some matters require consistency or a regional approach, such as where taller buildings go, or how secondary dwellings can operate and look. These are best considered through targeted or topic specific projects. Neighbourhood plans will focus on locally specific matters.

Program Purpose and Outputs

The proposed purpose of the Neighbourhood Planning Program is to:

Primary purpose

1. Address localised planning matters that can be changed/ improved through regulating new development (or a statutory change to the MBRC Planning Scheme), and
2. Manage new development (growth and change) in a way that respects and builds on key elements of local character and identity.

Secondary purpose

3. Build trust and understanding with the community in the planning process, and
4. Guide and support the localised delivery and direction for other MBRC programs, projects or works.

It is recommended that the MBRC approach to neighbourhood planning be focused on planning for *Established/ Existing (Urban) Neighbourhoods*, acknowledging the Regional Growth Management Strategy and Growth Areas work programs that have been established to manage and inform development in the region's various *Emerging/ New Neighbourhoods (Greenfield growth areas)*.

*ITEM 4.2 LAUNCH OF MBRC NEIGHBOURHOOD PLANNING PROGRAM - 61552990 (Cont.)*

The statutory output of neighbourhood planning will include changes to the planning scheme (e.g. a local plan, or other areas of the scheme to reflect local circumstance). In addition, the non-statutory outputs of neighbourhood planning are likely to include the development of a supplementary document that will guide and support other Council programs, projects or works in the local area.

While all neighbourhood plans will be different, the general process that will be followed for the preparation of a neighbourhood plan will include:

- Background research
- Community input to understand the key issues and opportunities in the area
- Drafting the neighbourhood plan
- Community feedback on the draft plan
- Council approval of the plan, and
- Changing the planning scheme.

The preparation of a typical neighbourhood plan can take up to two years, during which three or four peak communication and engagement periods will occur depending on the model of communication and engagement selected to suit the project. In addition, to amend the planning scheme, the State Government process will need to be followed which can generally take an additional 12 months.

#### Work Program

Over the next two years it is proposed that the NPP team will commence the first two neighbourhood planning projects. To determine the areas that will first undergo a neighbourhood planning process, Council carefully considered a number of matters, including but not limited to the following:

- Growth and Change - To understand the extent of growth /change planned for, compared to what currently exists today, and consider the level of development interest and activity.
- Potential and Opportunity - To consider how “ready” the area is for the planned growth/change.
- Community - To consider the types of localised, development related issues and feedback from the community.

The first project has been identified as:

#### *Project 1: Kallangur-Dakabin Neighbourhood Plan*

The Kallangur-Dakabin Neighbourhood Plan is the first proposed neighbourhood plan area. The project is proposed to be launched on 12 July 2021. The launch will initiate the first phase of community consultation on the project. It is estimated that the Neighbourhood Plan for this area will be completed by late-2022, followed by an amendment to the planning scheme.

Through the evaluation process Kallangur-Dakabin was selected to be the first neighbourhood plan area due to the high population growth expected between now and 2036. With this growth, the area is likely to change significantly and will look very different in the future. The Mill Precinct adjoins this area and also has the potential to have a catalytic effect on the areas growth potential in the future. Accordingly, it's advantageous to undertake neighbourhood planning at this time.

The program and its future projects will be subject to an annual review, to confirm future priority areas and their sequence for neighbourhood planning.

#### Application of Neighbourhood Planning

It is acknowledged that planning and development matters can be complicated and neighbourhood planning is a beneficial process to help improve community understanding and engagement in the planning process. For this and other reasons, there is a risk that neighbourhood planning can be seen as the preferred community solution to all planning matters and related issues. This is not correct and it's important to recognise the neighbourhood planning process as part of a broader suite of potential planning responses to community and development issues.

ITEM 4.2 LAUNCH OF MBRC NEIGHBOURHOOD PLANNING PROGRAM - 61552990 (Cont.)

While many established/ existing (urban) neighbourhoods in the region would benefit from a neighbourhood planning process, it is important that the most appropriate and effective planning tool is used at the right time to address key planning issues being experienced in specific areas. The SPPM portfolio of work, outlines the breadth of planning related projects/ responses being undertaken across the region to address a variety of planning related concerns and improvements. The most appropriate planning response will depend on the core issue/s and drivers for the local area.

In summary, neighbourhood plans are not always the most appropriate tool for all planning related issues as they:

- Can take up to two years to develop and then require another 1-year to amend the planning scheme. For some planning matters this is simply too long a process; and
- Focus on locally specific matters. They are not a suitable response to planning matters that are or will affect the whole, or large portions of the region, or require a consistent regional policy response.

Kallangur Town Centre Improvement Strategy

Consideration has been given to the most appropriate strategy and approach for a 'Kallangur Town Centre Improvement Strategy'. It is recommended that the centre be considered as part of the Kallangur - Dakabin Neighbourhood Plan project referred to above.

**3. Strategic Implications**

3.1 Legislative / Legal Implications

After the preparation of the Neighbourhood Plan, a statutory amendment to the planning scheme may be proposed. Any amendments to the planning scheme will follow the process under the Planning Act.

3.2 Corporate Plan / Operational Plan

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

3.3 Policy Implications

Through the preparation of the Neighbourhood Plan, Council will work closely with the relevant state agencies to ensure that state interests are appropriately considered.

3.4 Risk Management Implications

Management of expectations including prioritisation and what neighbourhood planning can and can't achieve will be important to the success of the program.

3.5 Delegated Authority Implications                     Nil identified

3.6 Financial Implications

A project budget has been established to support the Neighbourhood Planning Program.

3.7 Economic Benefit Implications

The Neighbourhood Planning Program seeks to create neighbourhoods that provide housing choice and have strong movement connections with other areas. It also has the potential to improve economic outcomes through stimulating planned growth and change.

3.8 Environmental Implications

The Neighbourhood Planning Program seeks to create neighbourhoods that establish and support a healthy and resilient natural environment.

3.9 Social Implications

The Neighbourhood Planning Program seeks to create neighbourhoods that contain essential services and facilities, are walkable and safe, support active and healthy lifestyles and value and celebrate local identity and character. Council will work closely with the community in preparation of neighbourhood plans.

*ITEM 4.2 LAUNCH OF MBRC NEIGHBOURHOOD PLANNING PROGRAM - 61552990 (Cont.)*

3.10 Human Rights Implications

There are no known human rights implications arising as a result of this report. Community consultation will be undertaken at various stages in the preparation of neighbourhood plans.

3.11 Consultation / Communication

Public consultation will be undertaken at various stages in the preparation of a neighbourhood plan, such as an early values survey and seeking comment on the draft neighbourhood plan. Public consultation is also required as part of any future amendments to the planning scheme.

**ITEM 4.3**  
**OBJECTIVE KEYSTONE SOLE SUPPLIER**

*Meeting / Session:* 4 PLANNING  
*Reference:* 62102406 : 25 May 2021 : Refer **Confidential Supporting Information 62243034**  
*Responsible Officer:* AJ, Coordinator Planning Scheme (PL Strategic Planning & Place Making)

**Executive Summary**

Council procured a subscription to Objective Keystone (a software program for document development and production) from the Objective Corporation Limited (AUS) in mid-2011 for the purpose of preparing and maintaining the Moreton Bay Planning Scheme 2016 (the planning scheme) electronically. Since its commencement in 2016, Objective Keystone has been the only software program that has held the contents of the planning scheme and has been used for making amendments and publishing updated versions of the planning scheme.

The use of Objective Keystone for this purpose cannot be easily or practically supported by other programs within the timeframe required to support ongoing amendment processes and document publication.

It is recommended that a further subscription to Objective Keystone be obtained from Objective Corporation Limited (AUS) for the ongoing management of the planning scheme over the next three (3) year period.

**RESOLUTION**

Moved by Cr Mark Booth

Seconded by Cr Karl Winchester

CARRIED 11/0

1. That, in accordance with section 235(b) of the *Local Government Regulation 2012*, because of the specialised nature of the services sought it would be impractical or disadvantageous for Council to invite quotes or tenders for the services.
2. That Council enters into an agreement with Objective Corporation Limited (AUS) 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 Objective Corporation Limited (AUS) for the work specified in this report and any required variations of the agreement on Council's behalf.

*ITEM 4.3 OBJECTIVE KEYSTONE SOLE SUPPLIER - 62102406 (Cont.)*

## OFFICER'S RECOMMENDATION

1. That, in accordance with section 235(b) of the *Local Government Regulation 2012*, because of the specialised nature of the services sought it would be impractical or disadvantageous for Council to invite quotes or tenders for the services.
2. That Council enters into an agreement with Objective Corporation Limited (AUS) 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 Objective Corporation Limited (AUS) for the work specified in this report and any required variations of the agreement on Council's behalf.

## **REPORT DETAIL**

### **1. Background**

The planning scheme is a statutory document that is regularly updated through statutory amendment processes. This requires a software program designed to manage the specific challenges and logistics associated with this.

There is a requirement under the *Planning Act 2016*, and *Planning Regulation 2017*, for Council to provide a copy of the planning scheme on Council's website. An eScheme platform, as opposed to traditional pdf based platforms, allows this to be easily uploaded and managed and for a user-friendly customer interface. The eScheme has been available on Council's website, supported by Objective Keystone, since the planning scheme's commencement in 2016. Without the support of this software, the eScheme would not be available.

Council initially engaged Objective Corporation Limited (AUS) under MBRC000006 to provide production software for the development and maintenance of the planning scheme document. A total of two (2) written quotes were obtained from two invited consultants and Objective Corporation Limited was the successful consultant.

In 2017 a further procurement process was undertaken through Vendor Panel, A total of two (2) written quotes were obtained from two invited consultants (Objective Corporation and TechnologyOne) and Objective Corporation Limited was successful and provision of the Objective Keystone software continued on a two (2) year subscription. In 2019, this was able to be extended until mid-2021.

Alongside this, MBRC invested in TechnologyOne software to provide an 'all systems' technology solution for Council which commenced formal roll-out in January 2021. Whilst Technology One has the capabilities to establish a software component, current estimates indicate this is likely to involve at least a two (2) year process to refine the existing available program into a suitable format. There is no simple way forward in TechnologyOne available now to support this.

The eScheme contains approximately 7,000 pages of content (if it were in a Microsoft Word format) and would take considerable work to re-build into another platform. There are no current features that support simple or automatic export/import of content. There are also considerable risks in transferring the contents of a statutory document.

A Briefing Note on the Councillor Portal was uploaded for the purpose of sharing information and providing advice/views to Council on the matter.

ITEM 4.3 OBJECTIVE KEYSTONE SOLE SUPPLIER - 62102406 (Cont.)

**2. Explanation of Item**

This report recommends Council enter into a contract with Objective Corporation Limited (AUS) to provide a subscription to the Objective Keystone program.

This is the most practical and efficient way to ensure that the planning scheme can be suitably maintained both online, and through future amendment processes. The Objective Keystone program has held the planning scheme for the past five (5) years and will be used to publish future amendments, including the current Caboolture West-NDP1 amendment that was recently on public notification.

The current subscription with Objective Keystone finishes on 30 June 2021. Introducing an alternative software program would increase Council's exposure to delays to programmed planning scheme amendments and risks to the integrity of the statutory document.

This also supports the principle of "value for money" for Council as it will provide a continuation of the current program for planning scheme amendments and planning scheme maintenance, whilst an alternative solution can be built in TechnologyOne (which Council has already separately procured).

At this point in time, it would not be possible for a software program other than Objective Keystone to be used for the planning scheme given that the eScheme would take considerable work to re-build into any other platform. It is not currently capable of export/import simply or automatically. In addition, a TechnologyOne solution requires considerable time to migrate the existing planning scheme into this product.

The project is significant to Council to ensure that future planning scheme amendments can occur without disruption. Accordingly, it is considered that it would be impractical or disadvantageous to seek quotes for an alternative subscription.

**3. Strategic Implications**

**3.1 Legislative / Legal Implications**

Under the *Local Government Regulation 2012*, the Procurement Policy 2150-006 notes that for all contracts exceeding \$200,000, it is necessary to conduct an open tender process, unless an exception is made in accordance with the *Local Government Regulation 2012*.

Section 235 of the *Local Government Regulation 2012* provides that Council can enter into a medium or large-sized contractual arrangement without first inviting written quotes or tenders if -

- (a) the local government resolves it is satisfied that there is only 1 supplier who is reasonably available; or
- (b) the local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders.

**3.2 Corporate Plan / Operational Plan**

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

**3.3 Policy Implications**

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

- Council's Procurement Policy 2150-006
- *Local Government Act 2009*
- *Local Government Regulation 2012*
- Local Preference Corporate Directive 2180-054

Procurement Policy 2150-006 notes that for all contracts exceeding \$200,000, it is necessary to conduct an open tender process, unless an exception is made in accordance with the *Local Government Regulation 2012*.

ITEM 4.3 OBJECTIVE KEYSTONE SOLE SUPPLIER - 62102406 (Cont.)

As stated above, under section 235(b) of the *Local Government Regulation 2012*, a local government may enter into a medium or large-sized contractual arrangement without first inviting written quotes or tenders if the local government resolves that, because of the specialised or confidential nature of the services sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders.

The objective of Local Preference Corporate Directive 2180-054 is to proactively support local business and industry to create jobs in the Moreton Bay region. A review of market providers in the region was unable to identify a local organisation that had the capability, experience and knowledge to provide this specialised software product.

3.4 Risk Management Implications

A transition arrangement of the planning scheme to an alternative software program would take considerable time and effort and present challenges with regard to the capacity and capability of the software to effectively manage the document and amendments. Introducing an alternative software program would increase Council's exposure to delays to programmed planning scheme amendments and risks to the integrity of a statutory document.

3.5 Delegated Authority Implications  Nil identified

3.6 Financial Implications

The original contract for Objective Keystone provided by Objective Corporation Limited (AUS) was entered in on 1 July 2011 and has been extended approximately every two (2) years. The current contract expires on 30 June 2021.

The value of the extension of the contract is included in the Confidential Supporting Information#1 due to Commercial in Confidence considerations.

This total budget will be split across the current and new financial years and will be offset (where possible) by uncommitted funds.

3.7 Economic Benefit Implications  Nil identified

3.8 Environmental Implications  Nil identified

3.9 Social Implications  Nil identified

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 right implications relevant to Council's decision in this matter.

3.11 Consultation / Communication

Council has previously been consulted on the preparation of this report. The Corporate Procurement, Customer Systems and Information & Communication Technology teams were also consulted in preparation of this report.



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**5 COMMUNITY & ENVIRONMENTAL SERVICES SESSION**

**(Cr M Gillam)**

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**ITEM 5.1**

**PROPERTY DISPOSAL - 46 SMITHS ROAD, CABOOLTURE**

*Meeting / Session:* 5 COMMUNITY & ENVIRONMENTAL SERVICES  
*Reference:* 62095236 : 3 June 2021 - Refer Supporting Information 62169774 and  
**Confidential Supporting Information 61849858**  
*Responsible Officer:* AS, Manager Property Services (CES Property & Commercial Services)

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**Executive Summary**

The purpose of this report is to seek Council's approval to dispose of a property located at 46 Smiths Road, Caboolture (Division 3).

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**RESOLUTION**

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Moved by Cr Adam Hain

Seconded by Cr Matt Constance

**CARRIED 11/0**

1. That Council resolves to dispose of the property as described in this report in accordance with section 227 of the *Local Government Regulation 2012* at a value equal to or greater than a valuation obtained for the purpose.
2. That Council authorises the Chief Executive Officer to do all things reasonable and necessary to give effect to Recommendation 1.

ITEM 5.1 PROPERTY DISPOSAL - 46 SMITHS ROAD, CABOOLTURE - 62095236 (Cont.)

**OFFICER'S RECOMMENDATION**

1. That Council resolves to dispose of the property as described in this report in accordance with section 227 of the *Local Government Regulation 2012* at a value equal to or greater than a valuation obtained for the purpose.
2. That Council authorises the Chief Executive Officer to do all things reasonable and necessary to give effect to Recommendation 1.

**REPORT DETAIL**

**1. Background**

Council is the registered owner of a residential property located at 46 Smiths Road, Caboolture, Lot 66 on RP139648. An aerial map showing the location of the property is provided at *Supporting Information #1*.

At the General Meeting of Council held 27 February 2018, Council resolved to acquire the property, having identified that the property was required to facilitate an upgrade of the intersection of Smiths Road and Honeysuckle Street, Caboolture.

The following resolution appears on Minute Page 18/323 of the General Meeting of Council held 27 February 2018.

Ex Coordination Committee Meeting held 27 February 2018 (MP 18/430):

COMMITTEE RECOMMENDATION:

1. That the land described in this confidential report be acquired in accordance with Policy No. 12-2150-057 Resumption and Acquisition of Land.
2. That the Chief Executive Officer is authorised to do all things necessary to give effect to Recommendation 1.

The property was subsequently acquired whilst on-market.

**2. Explanation of Item**

Council acquired the property to facilitate an upgrade of the intersection of Smiths Road and Honeysuckle Street, Caboolture.

The intersection works have been completed, there are no further plans to upgrade the intersection and the property has now been confirmed as being surplus to Council's requirements.

Council has obtained an independent valuation for the property. A copy of the valuation dated 22 February 2021 is attached as *Confidential Supporting Information #1*.

**3. Strategic Implications**

**3.1 Legislative / Legal Implications**

Council must comply with requirements of the *Local Government Act 2009* and section 227 of the *Local Government Regulation 2012* when it disposes of valuable non-current assets, including land.

**3.2 Corporate Plan / Operational Plan**

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

*ITEM 5.1 PROPERTY DISPOSAL - 46 SMITHS ROAD, CABOOLTURE - 62095236 (Cont.)*

3.3 Policy Implications

There is no Council Policy which specifically deals with the disposal of land however, the provisions of the *Local Government Regulation 2012* apply.

3.4 Risk Management Implications

The primary risk is probity. The Council's Manager Property Services will oversee the sale process which will be conducted in accordance with the relevant legislation.

3.5 Delegated Authority Implications

As per Recommendation 2 of this report, it is proposed that the Chief Executive Officer be authorised to do all things reasonable and necessary to dispose of the property.

3.6 Financial Implications

Council will receive the full proceeds of the sale less any commission.

3.7 Economic Benefit Implications

Nil identified

3.8 Environmental Implications

Nil identified

3.9 Social Implications

Nil identified

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

Integrated Transport Planning Department  
Cr Adam Hain (Division 3)

**ITEM 5.2  
COMMUNITY LEASE RENEWALS - JANUARY TO MAY 2021**

*Meeting / Session:* 5 COMMUNITY & ENVIRONMENTAL SERVICES  
*Reference:* 62058733 : 1 June 2021  
*Responsible Officer:* CM, Supervisor Community Leasing (CES Community Services, Sport & Recreation)

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**Executive Summary**

This report provides Council with information regarding the community leases which have been approved for renewal under delegated authority to the Chief Executive Officer between 1 January and 31 May 2021.

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**RESOLUTION**

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**Moved by Cr Denise Sims (Deputy Mayor)**

**Seconded by Cr Mark Booth**

**CARRIED 11/0**

**That Council note the community lease renewals, as detailed in this report, which have been approved under delegated authority to the Chief Executive Officer (CEO-110) between 1 January 2021 to 31 May 2021.**

*ITEM 5.2 COMMUNITY LEASE RENEWALS - JANUARY TO MAY 2021 - 62058733 (Cont.)*

**OFFICER'S RECOMMENDATION**

That Council note the community lease renewals, as detailed in this report, which have been approved under delegated authority to the Chief Executive Officer (CEO-110) between 1 January 2021 to 31 May 2021.

**REPORT DETAIL**

**1. Background**

On 17 September 2019 at its General Meeting, Council adopted the Community Lease Renewals Policy Directive (No. 2160-024) under Council's Community Leasing Policy (No. 2150-079). Council further resolved to delegate its power to the Chief Executive Officer to:

- Approve the renewal of community leases under the terms and conditions of Council's Community Leasing Policy, when the renewal has been considered through the process detailed in Council's Community Lease Renewals Policy Directive, as amended from time to time; and
- Take all action necessary including but not limited to, negotiating, making, amending, signing and discharging renewed leases and any required variations of the leases on the Council's behalf.

This Community Lease Renewals Policy Directive sets out a six (6) stage process through which applications for lease renewals under Council's Community Leasing Policy are considered. Table 1 below provides an overview of these stages.

Table 1. Community lease renewal stages

No.	Stage	Detail
1.	Application for Renewal	Lessees seeking to have their tenure renewed with Council are required to submit a Lease Renewal Application Form.
2.	Officer Consultation	Upon receipt of the completed Lease Renewal Application Form, consultation with relevant internal stakeholders is undertaken to identify any relevant information that should be considered in the assessment and determination of the application.
3.	Assessment	Following the Officer Consultation stage, a qualitative assessment of the Lease Renewal Application is undertaken with consideration to various assessment criteria, and a recommendation formulated.
4.	Divisional Councillor Consultation	Following the formulation of a lease renewal recommendation, consultation is undertaken with the relevant Divisional Councillor(s) to seek feedback on the recommendation.
5.	Renewal Determination	Where both the officer's recommendation and the Divisional Councillor(s) support the Lease Renewal Application, the renewal is generally approved and issued under delegated authority to the Chief Executive Officer. However, where a major lease area amendment is proposed as part of the lease renewal, the matter is referred to a Council General Meeting for consideration and determination. Where either the Officer's recommendation or the Divisional Councillor(s) does not support the renewal of the subject lease, the matter is brought to a Council Briefing for discussion with Council. Any subsequent decision regarding the renewal is subject to a Council resolution at a General Meeting.
6.	Lessee Advice	Following the Renewal Determination stage, the lessee is informed regarding the outcome of their application by way of formal written correspondence.

*ITEM 5.2 COMMUNITY LEASE RENEWALS - JANUARY TO MAY 2021 - 62058733 (Cont.)*

**2. Explanation of Item**

In accordance with Council's Community Lease Renewals Policy Directive and the associated delegated authority to the Chief Executive Officer (CEO-110) the following community leases have been approved for renewal between 1 January and 31 May 2021. This report is provided to Council for noting purposes only.

Table 2. Community lease renewals approved during January - May 2021

<b>Reference</b>	<b>Organisation</b>	<b>Location</b>	<b>Lease Renewal Term</b>
TL1369	Bribie Island Netball Club Inc.	Bribie Island Sport Complex - 156 First Avenue, Bongaree (Division 1)	5 years
TL1598	Vietnam Veterans Association of Australia, Bribie Island and Districts Sub-Branch Inc.	Bribie Island Sport Complex - 156 First Avenue, Bongaree (Division 1)	5 years
TL0912	Burpengary Junior Rugby League Football Club Inc.	Burpengary Sports Complex - 101 Station Road, Burpengary (Division 2)	5 years
TL1365	Queensland Racing Pigeon Federation Incorporated (North Coast Pigeon Club)	Zammit Street Sportsgrounds - 55 Zammit Street, Deception Bay (Division 2)	5 years
TL1864	North Road Combine Inc.	Zammit Street Sportsground - 55 Zammit Street, Deception Bay (Division 2)	5 years
TL1366	Deception Bay Amateur Athletics Club Inc.	Zammit Street Sportsground - 55 Zammit Street, Deception Bay (Division 2)	5 years
TL1517	Caboolture Sports Club Limited	Devine Court Sportsgrounds - 36 Devine Court, Morayfield (Division 3)	5 years
TL1590	Caboolture Netball Association Inc	Caboolture Sports Complex - 15 Riverview Street, Caboolture (Division 3)	5 years
TL1358	Redcliffe Tigers AFC Inc.	Rothwell Park - 25A McGahey Street, Rothwell (Division 5)	3 years
TL1607	Queensland Racing Pigeon Federation Incorporated (Murrumba Invitational Racing Pigeon Club)	The Bay Youth and Sports Centre - 100 Maine Terrace, Deception Bay (Division 5)	5 years
TL1608	Historical Motorcycle Club of Queensland Incorporated	Lang Park - 24A Stanley Street, Strathpine (Division 8)	5 years
TL1459	Pine Hills Football Club Inc.	James Drysdale Reserve - 2 Pine Hills Drive, Bunya (Division 10)	5 years
TL1527	Playgroup Queensland Ltd	Camden Park - 2 Mitchell Street, Arana Hills (Division 10)	5 years
TL0236	Burpengary Equestrian Centre Inc.	Burpengary Equestrian Centre - 350A Rowley Road, Burpengary (Division 12)	5 years
TL1542	Morayfield Community Crafts Association Inc.	Morayfield Community Complex - 298 Morayfield Road, Morayfield (Division 12)	5 years
TL2593	Zonta Club of Caboolture Inc.	Morayfield Community Complex - 298 Morayfield Road, Morayfield (Division 12)	1 year

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ITEM 5.2 COMMUNITY LEASE RENEWALS - JANUARY TO MAY 2021 - 62058733 (Cont.)

### 3. Strategic Implications

3.1 Legislative / Legal Implications  Nil identified

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 all renewed 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  
The renewal of community leases referred to in this report have been considered in accordance with Council's Community Lease Renewals Policy Directive (No. 2160-024) and approved under delegated authority to the Chief Executive Officer (No. CEO-110)

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 the lease renewals detailed in this report will provide each organisation with facilities to support their continued 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  
Relevant Divisional Councillors;  
Relevant Council departments; and  
Community organisations as detailed in this report.

**ITEM 5.3  
SINGLE SUPPLIER CONTRACT BRIBIE ISLAND MEMORIAL GARDENS - ASHES  
PLACEMENT AND MAINTENANCE**

*Meeting / Session:* 5 COMMUNITY & ENVIRONMENTAL SERVICES  
*Reference:* 62130046 : 18 May 2021  
*Responsible Officer:* TD, PUBLIC HEALTH AND PERMITS MANAGER (CES Customer Response Services)

**Executive Summary**

Under section 235(b) of the *Local Government Regulation 2012* (the 'LGR'), Council may enter into a medium-sized contractual arrangement without first inviting written quotes where Council resolves that, because of the specialised or confidential nature of the services being sought, it would be impractical or disadvantageous for Council to invite quotations.

This report seeks a resolution by Council that, due to the specialised nature of the ashes placement and maintenance services sought for the Bribie Island Memorial Gardens, it would be impractical and disadvantageous for Council to invite quotations for those services and that instead the Chief Executive Officer be authorised to, on behalf of Council, negotiate terms and extend the existing agreement between Council and The Lions Club of Bribie Island Inc. (the 'Lions Club') to provide those services for a further term of five years commencing on 1 July 2021.

**RESOLUTION**

Moved by Cr Brooke Savige

Seconded by Cr Jodie Shipway

CARRIED 11/0

1. That due to the specialised nature of the ashes placement and maintenance services sought for the Bribie Island Memorial Gardens, it would be impractical and disadvantageous for Council to invite quotes for those services.
2. That the Chief Executive Officer be authorised to, on behalf of Council, negotiate terms and extend the existing agreement between Council and the Lions Club, for the Lions Club to deliver ashes placement and grounds maintenance services for a further term of five years commencing on 1 July 2021.



*ITEM 5.3 SINGLE SUPPLIER CONTRACT BRIBIE ISLAND MEMORIAL GARDENS - ASHES PLACEMENT AND MAINTENANCE - 62130046 (Cont.)*

## OFFICER'S RECOMMENDATION

1. That due to the specialised nature of the ashes placement and maintenance services sought for the Bribie Island Memorial Gardens, it would be impractical and disadvantageous for Council to invite quotes for those services.
2. That the Chief Executive Officer be authorised to, on behalf of Council, negotiate terms and extend the existing agreement between Council and the Lions Club, for the Lions Club to deliver ashes placement and grounds maintenance services for a further term of five years commencing on 1 July 2021.

## **REPORT DETAIL**

### **1. Background**

The Bribie Island Memorial Gardens are located at 100 First Avenue, Woorim. The site, which is designated as a Reserve for Cemetery, is owned by the Crown and held in trust by Council.

The Bribie Island Memorial Gardens opened in November 1990, construction of the Memorial Gardens was carried out by the Lions Club, while Council constructed the entrance road and carpark.

The Lions Club has since 1990, subsequently provided Council with services at the Bribie Island Memorial Garden including:

- placement of ashes in columbarium walls
- installation of plaques on columbarium walls and
- grounds maintenance.

Placement of ashes and installation of plaques are both specialist services which are not provided by other entities within the region other than Council.

The current agreement between Council and the Lions Club for these services will expire on 30 June 2021.

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

Extending the current agreement between Council and the Lions Club would be a medium-sized contractual arrangement as that term is defined under section 224(2) of the LGR.

Council cannot enter into a medium-sized contractual arrangement unless Council first invites written quotes for the contract.

An exception is that, under section 235(b) of the LGR, Council may enter into a medium-sized contractual arrangement without first inviting written quotes where Council resolves that, because of the specialised nature of the services that are sought, it would be impractical or disadvantageous for Council to invite quotes.

The Lions Club, since the opening of the Bribie Island Memorial Gardens in 1990, have developed a specialist knowledge of the ongoing maintenance and internment service requirements associated with the gardens.

Accordingly, it is officers opinion that it would be impractical and disadvantageous for Council to invite quotations for those specialist services and that Council should make use of the exception under section 235(b) of the LGR and authorise the Chief Executive Officer to negotiate terms and extend the existing agreement between Council and the Lions Club.

*ITEM 5.3 SINGLE SUPPLIER CONTRACT BRIBIE ISLAND MEMORIAL GARDENS - ASHES PLACEMENT AND MAINTENANCE - 62130046 (Cont.)*

The Lions Club, as a 'not for profit' community-based organisation, reinvest any payments received for the services into local community-based projects.

### **3. Strategic Implications**

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

Section 235(b) of the LGR states that a local government may enter into a contractual arrangement without first inviting written quotes or tenders if the local government is satisfied that because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders.

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

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

#### **3.3 Policy Implications**

The endorsement of the contract is in accordance with Council's Procurement Policy 2150-006.

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

The ongoing engagement with the Lions Club will enable the ongoing delivery of interment services at Brbie Island Memorial Gardens.

#### **3.5 Delegated Authority Implications                    Nil identified**

#### **3.6 Financial Implications**

The service will be undertaken utilising operational funds from within the Customer Response budget.

#### **3.7 Economic Benefit Implications                    Nil identified**

#### **3.8 Environmental Implications                    Nil identified**

#### **3.9 Social Implications**

Provides support for local communities and residents.

#### **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 decision.

#### **3.11 Consultation / Communication**

Legal Services provided input to this report.

**ITEM 5.4  
REGIONAL COMMUNITY PROJECT GRANT - SOUTH PINE SPORTS ASSOCIATION  
INC INDOOR CENTRE FIT-OUT**

*Meeting / Session:* 5 COMMUNITY & ENVIRONMENTAL SERVICES  
*Reference:* 62045920 : 11 June 2021  
*Responsible Officer:* BA, Sport & Recreation Development Officer (CES Community Services, Sport & Recreation)

**Executive Summary**

The South Pine Sports Association Inc (SPSA) holds tenure over the South Pine Sports Complex located on South Pine Road, Brendale (Division 9). Included in the complex is the newly extended indoor centre which SPSA is responsible for managing.

SPSA has committed \$234,158 towards fixed assets and equipment (fit-out) integral to the successful activation of the centre by member clubs, State and National sporting bodies, the wider community (including local schools), and commercial entities. Considering SPSA's financial outlay for the centre fit-out, as well as its ongoing management responsibilities, it is recommended that Council makes a financial contribution in the amount of \$185,604 as a Regional Community Project Grant. The grant will support SPSA in the sustainable management and maintenance of the newly extended centre.

**RESOLUTION**

**Moved by Cr Matt Constance**

**Seconded by Cr Sandra Ruck**

**CARRIED 11/0**

- 1. That having taken into account the matters for consideration under Council's Community Grants Policy, Council considers that the SPSA contribution towards the fit-out costs associated with Council's extended South Pine Sports Complex Indoor Centre will deliver significant regional public benefits.**
- 2. That subject to recommendation 3, Council provides a \$185,604 grant to South Pine Sports Association Inc. towards costs associated with the fit-out of Council's expanded South Pine Sport Complex Indoor Centre, as detailed in this report.**
- 3. That the grant (referred to in recommendation 2) be provided under Council's Community Grants Policy as a Regional Community Project Grant.**
- 4. That provision be made in Council's 2021/22 operational budget for the grant referred to in recommendation 2.**
- 5. That Council enters into a funding agreement with South Pine Sports Association Inc. for costs associated with the fit-out of the Indoor Centre expansion.**
- 6. That the Chief Executive Officer be authorised to take all action necessary including, but not limited to, negotiating, making, amending, signing and discharging the funding agreement on Council's behalf, as described in this report.**

*ITEM 5.4 REGIONAL COMMUNITY PROJECT GRANT - SOUTH PINE SPORTS ASSOCIATION INC INDOOR CENTRE FIT-OUT - 62045920 (Cont.)*

## OFFICER'S RECOMMENDATION

1. That having taken into account the matters for consideration under Council's Community Grants Policy, Council considers that the SPSA contribution towards the fit-out costs associated with Council's extended South Pine Sports Complex Indoor Centre will deliver significant regional public benefits.
2. That subject to recommendation 3, Council provides a \$185,604 grant to South Pine Sports Association Inc. towards costs associated with the fit-out of Council's expanded South Pine Sport Complex Indoor Centre, as detailed in this report.
3. That the grant (referred to in recommendation 2) be provided under Council's Community Grants Policy as a Regional Community Project Grant.
4. That provision be made in Council's 2021/22 operational budget for the grant referred to in recommendation 2.
5. That Council enters into a funding agreement with South Pine Sports Association Inc. for costs associated with the fit-out of the Indoor Centre expansion.
6. That the Chief Executive Officer be authorised to take all action necessary including, but not limited to, negotiating, making, amending, signing and discharging the funding agreement on Council's behalf, as described in this report.

## **REPORT DETAIL**

### **1. Background**

The South Pine Sports Association Inc (SPSA) is a not-for-profit organisation managed by a voluntary Board of Management. SPSA has been the head lessee of the South Pine Sports Complex (SPSC) since 1996 and oversees the management of the complex, including its activation by SPSA, resident sporting clubs and other organisations.

Local government owned indoor centres are generally managed directly by Council employees or by an external party under a contract management arrangement. Considering the significant size of the multisport complex and recent embellishments to the SPSC Indoor Centre, the SPSA management model is considered to be relatively unique.

In recognition of the costs associated with managing a large complex, and the efficiencies gained by Council in SPSA's management of the 17 user groups, Council provides an annual contribution of \$40,000 to SPSA towards operational costs, maintenance and facility upgrades.

The Indoor Centre has recently undergone a \$16.5 million extension. The Council-funded project was completed in April 2021 and includes an additional three state of the art multipurpose courts (now five in total), accessible changerooms and amenities, club offices, kitchen/café facilities, five conference rooms and four multipurpose suites.

To support SPSA in the successful management of the extended centre, in 2020 Council and SPSA partnered to develop a business and marketing plan. The plan identified opportunities for a site manager to generate revenue through the community activation of conference rooms, court hire, events spaces, café and suites.

ITEM 5.4 REGIONAL COMMUNITY PROJECT GRANT - SOUTH PINE SPORTS ASSOCIATION INC INDOOR CENTRE FIT-OUT - 62045920 (Cont.)

**2. Explanation of Item**

As a result of strong fiscal management in recent years, the SPSA board has positioned the association to meet the fit-out costs of the Indoor Centre expansion, committing \$234,158 to fixed assets and equipment. However, to ensure SPSA remains in a strong financial position, is able to manage and maintain the facility, and can achieve strong growth in facility utilisation, a one-off financial contribution to SPSA of \$185,604 towards the fit-out costs may be considered by Council.

At the 29 April 2021 Council Briefing Session, Council officers discussed a proposal to provide a grant to SPSA in the amount of \$185,604 towards costs associated with the fit-out of the Indoor Centre. As an outcome of this briefing, the Chief Executive Officer noted that the matter would be brought to a future General Meeting for consideration by Council.

The below table identifies the fit-out costs associated with the Indoor Centre expansion, along with the recommended items which would be the subject of Council's contribution to SPSA. These items are all considered necessary to attract hirers to the venue and facilitate sport, event and conference activities.

Table 2.1 Fit-out costs and proposed SPSA reimbursement

Fit out item	Cost (Inc GST)	Council contribution to SPSA
Appliances for commercial kitchen	\$98,959	✓
Court scoreboard - additional side panels	\$9,667	✓
AV equipment for conference rooms	\$31,973	✓
Block out screens for conference rooms	\$11,299	✓
Sports Equipment - futsal goals & tie downs	\$19,223	✓
Parents, refs & compliance rooms – fridges & microwave	\$2,813	✓
Additional data rack space for equipment on old courts	\$6,381	✓
Wireless access point device - installation & protection	\$3,073	✓
Boardroom - additional electrical fit out & data points	\$2,216	✓
Hand dryers in public toilets	\$6,509	x
Court cleaning equipment - ride on machine	\$19,045	x
Kitchen fit out - crockery, cutlery, utensils	\$3,000	x
Meeting room furniture - 60 chairs & 13 tables	\$20,000	x
<b>Total</b>	<b>\$234,158</b>	<b>\$185,604</b>

Professional management of a large multi-sport complex with a five-court indoor centre requires the presence of paid staff to deliver the day-to-day operations of the facility and generate business through further activation. The contribution towards fit-out costs would support the SPSA voluntary Board of Management in resourcing a part-time site manager.

Under the provisions of the Community Grants Policy (No. 2150-030), Council may provide a Regional Community Project Grant to a community organisation where it determines there is significant regional public benefit in doing so. In determining if there is significant regional public benefit, Council is required to give consideration to the following:

- relevance of the proposed project to Council's vision for the Moreton Bay Region;
- alignment of the proposed project to the role and functions of Council including demonstrated economic, community, cultural, sporting or environmental benefits to the Moreton Bay Region;
- capacity of the community organisation to successfully deliver the proposed project;
- the community organisation's financial contribution to the project;
- availability of funds and value for money; and
- the specific circumstances associated with the need for Council support.

ITEM 5.4 REGIONAL COMMUNITY PROJECT GRANT - SOUTH PINE SPORTS ASSOCIATION INC INDOOR CENTRE FIT-OUT - 62045920 (Cont.)

Council officers have considered the appropriateness of providing a Regional Community Project Grant to SPSA towards the Indoor Centre fit-out costs as detailed in Table 2.1 above. This consideration included an assessment of the regional public benefits expected from the Indoor Centre fit-out and the eligibility of the proposal under Council's Community Grants Policy. Table 2.2 below provides an overview of the assessment findings.

Table 2.2 - Officer's Assessment

<p><b>Organisational eligibility</b></p>	<p>The SPSA is an eligible not for profit community organisation based within the Moreton Bay region and provides significant services/activities that benefit residents of the region. These community / public benefits are facilitated through the management of the Indoor Centre on behalf of Council and provision of facilities and conference rooms that support local sport and recreation activities, events and conferences.</p>
<p><b>Relevance of the project to Council's vision for the region</b></p>	<p>The project aligns with Council's vision for 'A thriving region of opportunity where our communities enjoy a vibrant lifestyle'.</p> <p>Specifically, the project responds to the 'Strengthening Communities' and 'Valuing Lifestyle' pillars through the provision of a regional standard sport and recreation facility that creates opportunities for residents and visitors to live a healthy and active lifestyle.</p>
<p><b>Alignment of the project to the role and functions of Council including demonstrated economic, community, cultural, sporting or environmental benefits to the Moreton Bay Region</b></p>	<p>The project strongly aligns with the role and function of Council in providing quality sport and recreation facilities and supporting community organisations in their delivery of services to the community.</p> <p>The fit-out of the indoor centre provides essential items to operate the centre to a high standard and service community stakeholders. The provision of a professional and well serviced centre will ensure facilities are suitable for use and generate revenue for reinvestment in the facility.</p> <p>Further, the fit-out of the Indoor Centre provides suitable spaces for local, state and national sport and recreation events/fixtures and conferences.</p>
<p><b>Capacity of the organisation to deliver the project</b></p>	<p>SPSA has demonstrated their capacity to deliver the project and manage the expanded Indoor Centre for the benefit of the community and Council.</p>
<p><b>The community organisation's financial contribution to the project</b></p>	<p>In addition to their ongoing investment in the management and activations of the Indoor Centre, SPSA will also make a direct financial contribution of \$48,554 towards the fit-out costs.</p>
<p><b>Availability of funds and value for money</b></p>	<p>Sufficient funds are currently available within Council's 2020/21 operational budget for the proposed grant. However, with consideration to the timing of this report, these funds will be unable to be utilised to fund the grant prior to the end of the financial year, and accordingly will be returned to Council as unspent.</p> <p>Should Council support the recommendations of this report, funds in the amount of \$185,604 will need to be provided in</p>

ITEM 5.4 REGIONAL COMMUNITY PROJECT GRANT - SOUTH PINE SPORTS ASSOCIATION INC INDOOR CENTRE FIT-OUT - 62045920 (Cont.)

	the 2021/22 operational budget through Council's Quarter 1 Budget Review process.
<b>The specific circumstances associated with the need for Council support</b>	The provision of the proposed Regional Community Project Grant will further support SPSA to remain financially sustainable and suitably positioned to manage and activate the centre on Council's behalf.

With consideration to the significant regional public benefits associated with the fit-out of the Indoor Centre and SPSA's ongoing management of the facility, it is considered appropriate that Council provide a Regional Community Project Grant SPSA in the amount of \$185,604.

**3. Strategic Implications**

3.1 Legislative / Legal Implications

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

3.2 Corporate Plan / Operational Plan

Strengthening Communities: Healthy and Supportive Communities - a healthy and inclusive community.

3.3 Policy Implications

The Regional Community Project Grant proposed by this report will be provided in accordance with Council's Community Grants Policy (No.2150-030).

3.4 Risk Management Implications  Nil identified

3.5 Delegated Authority Implications

As per Officer's Recommendation 6 of this report, it is proposed that the Chief Executive Officer be authorised to take all action necessary to execute the funding agreement between Council and the South Pine Sports Association.

3.6 Financial Implications

Sufficient funds (\$185,604) for the proposed Regional Community Project Grant are available within Council's existing 2020/21 Community Services, Sport and Recreation operational budget (20355.002.22041). However, due to the timing of this report, the proposed grant funds will be unable to be expended prior to the end of the 2020/21 financial year and will be returned to Council as unspent.

Accordingly, Council will be required to make provision for the \$185,604 Regional Community Project Grant in its 2021/22 operational budget through the Quarter 1 Budget Review process.

3.7 Economic Benefit Implications

Once operating at optimal levels, the Indoor Centre will drive significant economic benefits for the region through State and National sporting events, conferences and trade events.

3.8 Environmental Implications  Nil identified

*ITEM 5.4 REGIONAL COMMUNITY PROJECT GRANT - SOUTH PINE SPORTS ASSOCIATION INC INDOOR CENTRE FIT-OUT - 62045920 (Cont.)*

3.9 Social Implications

As detailed in Table 2.2 of this report, the provision and activation of a suitable and well-equipped indoor centre at SPSC will result in significant regional community / public benefits.

3.10 Human Rights Implications

Under the *Human Rights Act 2019 (Qld)*, Council must not make a decision which is incompatible with a person's 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

- All Councillors - Council Briefing, 29 April 2021
- Relevant Council departments
- South Pine Sports Association Inc



**ITEM 5.5**  
**NEW LEASE - BEACHMERE COMMUNITY GARDEN INC.**

*Meeting / Session:* 5 COMMUNITY & ENVIRONMENTAL SERVICES  
*Reference:* 62176826 : 18 May 2021 - **Refer Supporting Information 62176824**  
*Responsible Officer:* CM, Supervisor Community Leasing (CES Community Services, Sport & Recreation)

**Executive Summary**

This report seeks Council's approval for the provision of a lease to Beachmere Community Garden Inc. at Clayton Park, 10 Biggs Avenue, Beachmere (Division 2), (refer Supporting Information #1) for the establishment of a community garden.

**RESOLUTION**

Moved by Cr Mark Booth

Seconded by Cr Darren Grimwade

CARRIED 11/0

1. That the exception contained in section 236(1)(b)(ii) of the Local Government Regulation 2012 applies to the Council regarding the disposal of the land referred to in this report.
2. That, subject to recommendation 3, Beachmere Community Garden Inc. be granted a lease over an area at 10 Biggs Avenue, Beachmere (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 5.5 NEW LEASE - BEACHMERE COMMUNITY GARDEN INC. - 62176826 (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, Beachmere Community Garden Inc. be granted a lease over an area at 10 Biggs Avenue, Beachmere (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**

Beachmere Community Garden Inc. (the Organisation) became incorporated in late 2020, with the objective of creating an accessible community garden where residents can grow plants and produce and partake in various community education initiatives. As a newly established organisation, Beachmere Community Garden Inc. currently has a small membership base, however given the emergent popularity of community gardening and food security initiatives, membership is projected to increase following the establishment of a garden space.

The Organisation has lodged a tenure application to seek Council approval to construct a community garden adjacent to the Beachmere Community Hub building (refer Supporting Information #1), at Clayton Park Beachmere. The proposed community garden would include plants for both food production as well as use for sensory and educational purposes.

Over the past months, Council officers from Parks and Recreation Planning department and Community Services, Sport and Recreation department have worked with the Organisation on the development of their community garden and related tenure proposals. This has included undertaking consultation with various internal stakeholders and the community organisations located directly adjacent to the proposed community garden site.

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

Council's Parks and Recreation Planning and Community Services, Sport and Recreation departments have finalised their assessment of the Organisation's tenure application for a community garden adjacent to the Beachmere Community Hub building (Refer Supporting Information #1) at Clayton Park Beachmere. The assessment has determined that the proposal:

- is considered an appropriate community and recreational use for the park;
- would not compromise community access to the park; and
- would not constrain Council's future embellishment of park and/or community facilities in the area.

Subject to Council's approval of the recommendations in this report, the proposed establishment of a community garden by the Organisation in this location, is supported. Accordingly, this report recommends that Council grant a lease to Beachmere Community Garden Inc., under the terms and conditions of Council's Community Leasing Policy, over the area identified in Supporting Information #1, for a period of five years.

ITEM 5.5 NEW LEASE - BEACHMERE COMMUNITY GARDEN INC. - 62176826 (Cont.)

### 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. The organisation identified in this report is a community organisation 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 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 Beachmere Community Garden Inc. will provide the organisation with access to land for the establishment of a community garden.

#### 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 Mark Booth (Division 2);  
Relevant Council Departments;  
Beachmere Community Garden Inc.;  
Beachmere Area Network Group Inc.; and  
Beachmere Community Lawn Bowls Club Inc.

**ITEM 5.6  
PROPOSED LEASE - TENANCY G, 199 GYMPIE ROAD, STRATHPINE**

*Meeting / Session:* 5 COMMUNITY & ENVIRONMENTAL SERVICES  
*Reference:* 62056162 : 11 June 2021 - Refer Supporting Information 62056165 and  
**Confidential Supporting Information 62056182**  
*Responsible Officer:* AS, Manager Property Services (CES Property & Commercial Services)

**Executive Summary**

This report seeks Council's approval to grant a lease, on the terms outlined in this report, for Tenancy G, Ground Level, 199 Gympie Road, Strathpine (Division 8) to Sarina Russo Job Access (Australia) Pty Limited ACN 090 052 350.

**RESOLUTION**

Moved by Cr Denise Sims (Deputy Mayor)

Seconded by Cr Jodie Shipway

**CARRIED 11/0**

1. That the grant of a lease for Tenancy G, Ground Level, 199 Gympie Road, Strathpine be approved on the terms outlined in this report.
2. That the exception contained in the Local Government Regulation 2012, s236(1)(c)(iii) apply to the Council on the disposal of the property referred to in Recommendation 1.
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 lease and any required variations of the lease on the Council's behalf, as described in this report.

ITEM 5.6 PROPOSED LEASE - TENANCY G, 199 GYMPIE ROAD, STRATHPINE - 62056162 (Cont.)

## OFFICER'S RECOMMENDATION

1. That the grant of a lease for Tenancy G, Ground Level, 199 Gympie Road, Strathpine be approved on the terms outlined in this report.
2. That the exception contained in the Local Government Regulation 2012, s236(1)(c)(iii) apply to the Council on the disposal of the property referred to in Recommendation 1.
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 lease and any required variations of the lease on the Council's behalf, as described in this report.

## **REPORT DETAIL**

### **1. Background**

Sarina Russo Job Access (Australia) Pty Limited ACN 090 052 350 (*Sarina Russo*) is an existing tenant of the premises and has occupied the space since 2009.

Sarina Russo has submitted an offer to enter into a new lease for Tenancy G, Ground Level, 199 Gympie Road, Strathpine. An indicative plan of the Tenancy G lease area is attached (*refer Supporting Information #1 and #2*). The core terms of the new lease are attached (*refer Confidential Supporting Information #1*).

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

Sarina Russo has submitted an offer to enter into a new lease for Tenancy G, Ground Level, 199 Gympie Road, Strathpine, in which she is the existing tenant.

Council must comply with the Local Government Act 2009 ("the Act") and the Local Government Regulation 2012 ("the Regulation") when it disposes of valuable non-current assets, including leases of land.

Section s236(1)(c)(iii) of the Regulation allows Council to dispose of a valuable non-current asset other than by tender or auction if the disposal is for the purpose of renewing the lease of land to the existing tenant of the land. Council may only dispose of a valuable non-current asset in this way if the consideration for the disposal would be equal to or more than the market value of the land or the interest in land and, before the disposal, Council resolves that the exception in section 236(1)(c)(iii) of the Regulation applies.

Council's Registered Valuer and commercial agents have been consulted regarding Sarina Russo's offer of rent for Tenancy G, Ground Level, prior to Council agreeing to terms for a new lease. Council's contractors confirmed the rental rate represented fair market value for Tenancy G, Ground Level.

### **3. Strategic Implications**

#### 3.1 Legislative / Legal Implications

Council may dispose of a valuable non-current asset, other than by tender or auction if it is able to rely on an exception contained in section 236 of the Regulation. In the present case, officers recommend that Council relies on the exception contained in section s236(1)(c)(iii) of the Regulation to grant the lease outlined in this report.

#### 3.2 Corporate Plan / Operational Plan

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

#### 3.3 Policy Implications

Nil identified

#### 3.4 Risk Management Implications

Nil identified

*ITEM 5.6 PROPOSED LEASE - TENANCY G, 199 GYMPIE ROAD, STRATHPINE - 62056162 (Cont.)*

3.5 Delegated Authority Implications

As per Recommendation 3 of this report, it is proposed 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.

3.6 Financial Implications

The term of the lease and the associated rental details are as per *Confidential Supporting Information #1*.

3.7 Economic Benefit Implications

Nil identified

3.8 Environmental Implications

Nil identified

3.9 Social Implications

Nil identified

3.10 Human Rights Implications

Under the *Human Rights Act 2019* (Qld), Council must not make a decision which is incompatible with a person's human rights. Council must also give proper consideration to any human rights relevant to its decision. Officers consider that Council's decision in this circumstance (if it reflects the officer's recommendation) is compatible with (and does not limit) a person's human rights.

3.11 Consultation / Communication

Legal Services

## **ATTENDANCE**

Mr Mark McCormack attended the meeting at 10.35am for discussion on Item 5.7.

**ITEM 5.7  
REDCLIFFE SHOWGROUNDS CARPARK**

*Meeting / Session:* 5 COMMUNITY & ENVIRONMENTAL SERVICES  
*Reference:* 62315553 : 18 June 2021 - Refer Supporting Information 62315618 Refer **Confidential Supporting Information 62315661, 62315686, 62315704, 62315727, 62315742, 62315786**  
*Responsible Officer:* MM, Manager - Community services, Sport and Recreation (CES Community Services, Sport & Recreation)

**Executive Summary**

In the 2018/19 financial year, the Queensland Government Department of Health (Queensland Health) constructed a bitumen carpark at the Redcliffe Showgrounds (*refer Supporting Information #1*) for temporary use by Redcliffe Hospital staff during the construction of the new Redcliffe Hospital multistorey carpark. The costs associated with the construction were approximately \$400,000 and were funded by the Queensland Government.

Following the opening of the Redcliffe Hospital multistorey carpark in September of 2020, the approved use of the carpark for Redcliffe Hospital staff parking ceased in accordance with the sub-lease agreement between Queensland Health and the Redcliffe Agricultural and Horticultural Society (lessee of the Redcliffe Showgrounds).

Since October 2020, Council, as the lawful owner of the asset, has been in discussions with the Redcliffe Agricultural and Horticultural Society (Show Society), Queensland Health and other community and site stakeholders regarding the future of the bitumen carpark. In addition to these discussions, Council has received representations from several stakeholders, some strongly advocating for the retainment of the carpark, and others for the removal of the carpark.

Under the sub-lease agreement between Queensland Health and the Show Society (*refer Confidential Supporting Information #2*) which governed the initial construction of the carpark, there is provision for Queensland Health to undertake the removal of the bitumen surface and return the area to grassed open space. It is estimated that the cost of these works would be approximately \$100,000 and would be the responsibility of Queensland Health to fund.

Queensland Health has recently advised Council that a decision regarding whether the carpark is to be retained or removed, is required by 30 June 2021. Accordingly, this report details the core considerations and impacts associated with this decision, the various options for Council's consideration and the recommendations of Council officers.

**RESOLUTION**

**Moved by Cr Karl Winchester**

**Seconded by Cr Adam Hain**

**CARRIED 10/1**

*Cr Mark Booth voted against the motion*

1. That Council adopts Option 3 as detailed in Table 2.1 of this report, being partial retainment of not less than 50% of the car parking spaces.
2. That pursuant to section 257 of the Local Government Act 2009, Council delegates to the Chief Executive Officer the authority to take all action necessary including, but not limited to, determining the design and portion of the carpark area to be retained, on the basis that the retained area yields not less than 50% of the car parking spaces currently provided.
3. That Queensland Health and the Redcliffe Show Society be advised of Council's decision prior to 30 June 2021.

ITEM 5.7 REDCLIFFE SHOWGROUNDS CARPARK - 62315553 (Cont.)

## OFFICER'S RECOMMENDATION

1. That Council retains the carpark constructed by Queensland Health at the Redcliffe Showgrounds, either in part or in full.
2. That Council adopts its preferred retainment option as detailed in Table 2.1 of this report, either:
  - a) Option 1 - Full retainment; or
  - b) Option 2 - Partial retainment of approximately 33% of the car parking spaces; or
  - c) Option 3 - Partial retainment of not less than 50% of the car parking spaces.
3. Should Council resolve to adopt Option 2 or 3, that pursuant to section 257 of the Local Government Act 2009, Council delegates to the Chief Executive Officer the authority to take all action necessary including, but not limited to, determining the design and portion of the carpark area to be retained.

## **REPORT DETAIL**

### **1. Background**

The Redcliffe Showgrounds is 14.6 ha and located at 1 Lamington Drive, Redcliffe (*refer Supporting Information #1*). The land is owned by the Queensland Government and provided to Council in trust, with a reserve purpose of 'Showgrounds Reserve'. The site has long been managed and activated by the Redcliffe Show Society under a trustee lease (lease) agreement with Council.

The Redcliffe Showgrounds is located in close proximity to the Redcliffe Activity Centre and performs a key role as a community and events precinct for the Redcliffe Peninsula, and broader Moreton Bay region. The site is also home to various community groups and events / activities, including but not limited to the Show Society and the annual Redcliffe Show.

In mid-2018, Queensland Health approached Council seeking its support to utilise the Redcliffe Showgrounds for the construction of a bitumen carpark for temporary use by Redcliffe Hospital staff during the construction of the new multistorey carpark at the Redcliffe Hospital.

Following approval from the Queensland Government Department of Resources, Council and the Show Society, Queensland Health entered into a sub-lease (Agreement) with the Show Society (as the head-lessee for the site) in September 2018 for the construction of a 264 space bitumen carpark in the North-West corner of the Showgrounds reserve (*refer Supporting Information #1*). The carpark was subsequently constructed by Queensland Health at a cost of approximately \$400,000 to the Queensland Government.

In addition to providing Queensland Health with use of the carpark throughout the term of the Agreement, the Agreement (*refer Confidential Supporting Information #2*) also made provision for Queensland Health to remove the carpark and return the site to grassed open space once the use had ceased. The estimated costs associated with Queensland Health removing the carpark and remediating the site is approximately \$100,000.

Following the conclusion of Queensland Health's use of the carpark in September 2018, the Show Society called a Special General Meeting on 8 September 2020 to consider whether the carpark should be removed, and the site returned to grassed open space, or whether it should be retained for ongoing use associated with the Showgrounds operations. At this meeting, it was resolved by the Show Society that the carpark should be removed by Queensland Health.

Under the lease agreement between Council and the Show Society, all fixed improvements on the site are considered Council assets and can only be removed with Council's express consent to do so. This position has been confirmed by Council's Legal Services department and acknowledged by Queensland Health (*refer Confidential Supporting Information #3*).



ITEM 5.7 REDCLIFFE SHOWGROUNDS CARPARK - 62315553 (Cont.)

From 10 September 2020, Council commenced receiving representations from various site stakeholders seeking for the carpark to be retained for: ongoing use as a hardstand events area; carparking for events and activities occurring on the Showgrounds; and overflow car parking for major events occurring on the Redcliffe Peninsula.

At its 7 October 2020 General Meeting, Council passed a resolution requesting that Council officers work with the Show Society to retain the carpark for the benefit of the Showgrounds and the broader community, and for the outcome to be reported back to Council. The following resolution appears on minute page 20/1788 of Council's 7 October 2020 General Meeting.

RESOLUTION

1. That Council recognise the Redcliffe Showgrounds as an important community and events precinct for the region.
2. That Council officers work with the Redcliffe Agricultural 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.

Since this resolution of Council, officers have extensively liaised and corresponded with the Redcliffe Show Society regarding its concerns associated with the proposed retainment of the carpark, however agreement is yet to be reached between the two parties. Key communications dated 28 January 2021, 5 February 2021, and 12 May 2021 between Council and the Redcliffe Show Society are provided in *Confidential Supporting Information #4, #5 and #6*. This series of communications encapsulates the key points of consideration expressed by the Redcliffe Show Society regarding the retainment, or otherwise, of the carpark. Further, the correspondence advises Council that the Redcliffe Show Society were unaware that Council would ultimately be responsible for determining whether the carpark was to be retained or removed, and that if they were, its Committee would likely have never agreed to the carpark being installed by Queensland Health.

In addition to communications between Council, Redcliffe Show Society and other stakeholders, on 9 and 10 March 2021, Moreton Daily and the Redcliffe and Bayside Herald undertook online polls to canvas community views on whether the carpark should be removed or retained. The results from these polls can be viewed on the Facebook social media sites of Moreton Daily and the Redcliffe and Bayside Herald.

On 24 March and 16 June 2021, Council Briefings were undertaken for the purposes of providing updates to Council on communications between the relevant parties, and to seek Council's views on the various options available. In accordance with Council's decision-making framework, extracts from the minutes of each briefing are provided below.

24 MARCH 2021 COUNCIL BRIEFING NO. 8 - SHOW SOCIETY

The CEO noted the way forward:

- Support for carpark located on site at Redcliffe Showgrounds to be retained;
- Council officers to make contact with the Redcliffe Show Society to provide them with an update of discussions from today's Council Briefing Session;
- Council to outline to Show Society the intended use/s for the said car park moving forward;
- A report to come to a future Council Meeting for consideration to adopt retaining the carpark at the Redcliffe Showgrounds site.

ITEM 5.7 REDCLIFFE SHOWGROUNDS CARPARK - 62315553 (Cont.)

16 JUNE 2021 COUNCIL BRIEFING NO. 8 - REDCLIFFE SHOWGROUNDS CARPARK

The CEO noted the way forward:

- A detailed report to be brought to the 23 June 2021 Council Meeting to determine whether the Redcliffe Showgrounds carpark should be retained.

In early June 2021, Queensland Health advised Council that, as the asset owner and decision making authority, Council must determine by 30 June 2021 whether the carpark is to be retained or removed. Should such advice not be provided to Queensland Health by this date, Queensland Health have advised that a budgetary allocation for the carpark removal works and site remediation may no longer be available. Accordingly, this report details a series of options related to the future of the carpark and seeks Council's direction prior to this deadline.

**2. Explanation of Item**

Since September 2020, Council officers have liaised, corresponded and worked with the Redcliffe Show Society, Queensland Health and various other site stakeholders to gain a comprehensive understanding of the various views associated with the proposed retainment of the Redcliffe Showgrounds carpark. However, to-date, agreement as to whether the carpark should remain, or be removed has not been achieved.

Emerging from the various stakeholder communications and officer investigations are four predominant options for the Redcliffe Showgrounds carpark. These options are detailed in Table 2.1 below, along with an assessment of the various stakeholder impacts and considerations for Council.

Table 2.1 Options, impacts and considerations

No.	Option	Impacts and consideration
1.	Full retainment of the carpark	<p>As a key events precinct for the Redcliffe Peninsula, the Redcliffe Showgrounds plays host to many significant community events and activities each year, including, but not limited to the annual Redcliffe Show.</p> <p>In addition to hosting events, the Redcliffe Showgrounds also performs a key function as an overflow car parking area for other major events occurring across the Redcliffe Peninsula (eg. Redcliffe Kite Fest).</p> <p>If the carpark was to be retained in full, the continued availability of a 264 space carpark is considered to be of significant value as:</p> <ul style="list-style-type: none"> <li>• All-weather car parking for major events occurring across the Redcliffe Peninsula;</li> <li>• An all-weather hardstand area for events and activities occurring at the Redcliffe Showgrounds; and</li> <li>• An all-weather carparking area for events and activities occurring at the Redcliffe Showgrounds.</li> </ul> <p>As detailed in the correspondence provided in <i>Confidential Supporting Information #5 and 6</i>, the Show Society does not support this option and has cited various concerns associated with ongoing use of the carpark and impacts for the annual Redcliffe Show. However, representations received from other site stakeholders and viewpoints expressed through the recent community polls undertaken by Moreton Daily and Redcliffe and Bayside Herald suggest a level of community support for full retainment of the carpark.</p> <p>Should Council choose to support this option, it is acknowledged that the Redcliffe Show Society may be required to make a number of modifications to the configuration of its annual Redcliffe Show. These are likely to be similar to the modifications made for the 2021 Redcliffe Show, which will be conducted with the 264 space car park in situ.</p>

ITEM 5.7 REDCLIFFE SHOWGROUNDS CARPARK - 62315553 (Cont.)

No.	Option	Impacts and consideration
		<p>In addition, given the size and cost of the carpark asset, it is not considered reasonable for the Redcliffe Show Society to be required to undertake routine maintenance and/or future renewal of the asset. Accordingly, Council has agreed to assume all maintenance and renewal costs associated with the carpark, should it be retained.</p>
2.	<p>Retainment of approximately 33% of the carparking spaces</p>	<p>In correspondence from the Redcliffe Show Society dated 12 May 2021 (<i>refer Confidential Supporting Information #6</i>), an option to retain approximately one third (approx. 90 spaces) of the carpark and return the balance to grassed open space was proposed to Council. The plans detailing this proposal, as submitted by the Show Society, are provided as attachments to the above mentioned correspondence.</p> <p>Officers have considered this proposal and are of the view that whilst retainment of 90 sealed parking spaces would still add value to the operations of the Redcliffe Showgrounds precinct and support overflow parking for major events, a greater yield of at least 50% of the sealed parking spaces would be preferable. Further, the configuration of the retained car parks, as detailed in the plans, is considered sub-optimal from a carpark design perspective.</p>
3.	<p>Retainment of at least 50% of the carparking spaces</p>	<p>Should Council be supportive of a partial retainment of the carpark, an alternative option, developed in consultation with Council's Integrated Transport Planning and Design department, is provided in <i>Confidential Supporting Information #7</i>. This option is considered to:</p> <ul style="list-style-type: none"> <li>• maximise the retained yield of the carpark, with approximately 144 spaces retained;</li> <li>• better support traffic flows within the remaining carpark space; and</li> <li>• reduce the bitumen removal and site remediation costs for Queensland Health.</li> </ul> <p>Retainment of at least 50% of the carpark is considered by officers to be the preferred partial retainment option, as it will provide a larger quantum of all-weather sealed parking spaces, as well as a larger hardstand area for event activations.</p> <p>It should be noted that this partial retainment option has not yet been canvassed with the Redcliffe Show Society. It is envisaged however that, if supported, the Show Society may still be required to make modifications to the configuration to its annual Redcliffe Show.</p>
4.	<p>Full removal of the carpark</p>	<p>As originally resolved by the Redcliffe Show Society, Council may choose to direct Queensland Health to remove the entire carpark and return the area to grassed open space.</p> <p>As detailed above and in <i>Confidential Supporting Information # 5 and 6</i> of this report, a decision to remove the carpark in its entirety would be consistent with the 8 September 2020 Special General Meeting resolution of the Redcliffe Show Society, and would:</p> <ul style="list-style-type: none"> <li>• enable the Show Society to return the configuration of the annual Redcliffe Show to that which was in-place prior to the construction of the carpark; and</li> <li>• provide grassed open space within the Showgrounds for community and event uses which are unable to be undertaken on a sealed surface.</li> </ul>

ITEM 5.7 REDCLIFFE SHOWGROUNDS CARPARK - 62315553 (Cont.)

No.	Option	Impacts and consideration
		However, it should also be noted that, in the opinion of Council officers, the full removal of the carpark would reduce the area's suitability for event related car parking, particularly when the area is impacted by wet weather.

With consideration to the important role of the Redcliffe Showgrounds as an events precinct within the region, and the value of the carpark asset constructed by Queensland Health, it is recommended that Council resolve to retain the carpark, either partially, or in full (Options 1, 2 or 3).

Should Council choose to support Option 2 (Partial retainment of approximately 33% of the carparking spaces) or Option 3 (Partial retainment of not less than 50% of the carparking spaces), it would be recommended that Council further resolve to delegate authority to the Chief Executive Officer to determine the design and portion of the carpark to be retained. This delegation would be on the basis that the remaining yield be approximately 33% of the car parking spaces currently provided in respect of Option 2, and not less than 50% of the car parking spaces currently provided in respect of Option 3.

**3. Strategic Implications**

3.1 Legislative / Legal Implications  Nil identified

3.2 Corporate Plan / Operational Plan  
Valuing Lifestyle: Diverse transport options - an integrated regional transport network.

3.3 Policy Implications  
Under the provisions of Council's Community Leasing Policy (2150-079), lessees are required to seek the consent of Council (as lessor) prior to undertaking any works on Council land (inclusive of land for which Council is trustee). Accordingly, Council is required to determine whether the removal of the Redcliffe Showgrounds carpark, whether in part or in full, as proposed by the Redcliffe Show Society, is supported.

3.4 Risk Management Implications  
In correspondence received by Council from the Show Society (*refer Confidential Supporting Information #5 and 6*), a number of concerns associated with the operation of show rides and other uses of the bitumen surface have been raised.

Council officers have investigated the issues raised, and whilst it is acknowledged that modifications may be required to the configuration of the annual Redcliffe Show and some other operations, these issues are not considered insurmountable for the Show Society to overcome.

3.5 Delegated Authority Implications  
Should Option 2 or 3, as detailed in Table 2.1, be supported by Council, it is recommended that pursuant to section 257 of the Local Government Act 2009, Council delegates to the Chief Executive Officer the authority to take all action necessary including, but not limited to, determining the design and portion of the carpark area to be retained, on the basis that the retained area yields:

- a) Approximately 33% of the car parks currently provided in respect of Option 2; and
- b) Not less than 50% of the car parks currently provided in respect of Option 3.

3.6 Financial Implications  
Should Council support Option 4 as detailed in Table 2.1 of this report, Queensland Health will be required to remove the carpark in full and return the area to grassed open space. The cost of these works have been estimated by Queensland Health to be approximately \$100,000.

Should Council support Options 1, 2 or 3 as detailed in Table 2.1 of this report, the following financial implications are anticipated:

- Cost savings for Queensland Health would be achieved up to a maximum of \$100,000;

ITEM 5.7 REDCLIFFE SHOWGROUNDS CARPARK - 62315553 (Cont.)

- Council would be required to undertake annual maintenance on the retained carpark asset. The cost of this maintenance has been estimated by Council's Operations department to be approximately \$1,000 per annum; and
- Council would be required to undertake resealing of the carpark in approximately 10 years. The cost of this resealing has been estimated by Council's Operations Department to be approximately \$40,000.

3.7 Economic Benefit Implications

As a key events precinct within the region, the Redcliffe Showgrounds attracts various events and activities each year that generate economic activity and benefits.

The retainment of the carpark, whether in part or in full, will provide a hardstand event space offering that would otherwise be unavailable in the Showgrounds precinct. Whilst not market tested, it is anticipated that such an offering would likely be of interest to event organisers and may stimulate further event bookings at the Showgrounds.

3.8 Environmental Implications  Nil identified

3.9 Social Implications

Retainment of the Redcliffe Showgrounds carpark, whether in part or in full, will diversify the Redcliffe Showgrounds infrastructure offerings for existing and future user groups.

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 right implications relevant to Council's decision in this matter.

3.11 Consultation / Communication

External

- Queensland Government Department of Health (Queensland Health)
- Queensland Government Department of Resources
- Redcliffe Show Society
- Various Redcliffe Showgrounds site stakeholders

Internal

- Council Briefings - 24 March 2021 and 16 June 2021
- Legal Services department
- Operations department
- Community Services, Sport and Recreation department
- Integrated Transport Planning and Design department
- Strategy and Engagement department

## ATTENDANCE

Mr Mark McCormack left the meeting at 11.08am following consideration on Item 5.7.

## ADJOURNMENT

The meeting adjourned at 11.08am for morning tea.

The meeting resumed at 11.28am.

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**6 FINANCE & CORPORATE SERVICES SESSION**

**(Cr M Constance)**

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**ITEM 6.1  
CHAPLAINCY PROGRAM**

*Meeting / Session:* 6 FINANCE & CORPORATE SERVICES  
*Reference:* 62180667 : 6 May 2021  
*Responsible Officer:* DG, Director Finance and Corporate Services (FCS Directorate)

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**Executive Summary**

With almost half of all Australian adults likely to face mental ill-health in their life-time, it is important that Council seeks to normalise asking for help at all levels. As such the implementation of initiatives to complement Council's existing Employee Assistance Program is considered necessary to provide meaningful support. The establishment of a Chaplaincy Program for a 12 month trial period is recommended.

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**RESOLUTION**

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Moved by Cr Adam Hain

Seconded by Cr Jodie Shipway

**CARRIED 11/0**

1. That a Chaplaincy Program to support council staff be implemented as a trial for 12 months, with a decision regarding any extension, to be made as part of the 2022/23 Budget Process.
2. That Council commits to the provision of an additional \$45,000 in the 21-22 FY quarter one financial review process.
3. That the Chief Executive Officer be authorised to take all action necessary, including but not limited to, negotiating, making, amending, signing and discharging an agreement to procure Chaplaincy services and any required variations of the agreement on Council's behalf.

ITEM 6.1 CHAPLAINCY PROGRAM - 62180667 (Cont.)

**OFFICER'S RECOMMENDATION**

1. That a Chaplaincy Program to support council staff be implemented as a trial for 12 months, with a decision regarding any extension, to be made as part of the 2022/23 Budget Process.
2. That Council commits to the provision of an additional \$45,000 in the 21-22 FY quarter one financial review process.
3. That the Chief Executive Officer be authorised to take all action necessary, including but not limited to, negotiating, making, amending, signing and discharging an agreement to procure Chaplaincy services and any required variations of the agreement on Council's behalf.

**REPORT DETAIL**

**1. Background**

At the Housekeeping session held on 3 March 2021 the suggestion of establishing a Chaplaincy Program within Council was raised. It was acknowledged that Council already had an existing Employee Assistance Program in place, however it was considered that an alternate option might be valued by staff.

In line with Council's decision-making framework, an extract from the minutes is provided below:  
*Investigate a chaplaincy service that will be at no cost to Council and that appropriate links are made between the chaplain and the Employee Assistance Program (EAP).*

**2. Explanation of Item**

The provision of Employee Assistance Programs is common to all peer Councils across SEQ and considered contemporary practice for businesses more generally, however from enquiries the provision of a Chaplaincy Program is not commonly offered in Local Government. That said Tweed Shire Council has recently implemented a trial program. While the program has only been in place for a couple of months, the feedback from Tweed is that it is having a positive impact, particularly with early interventions around mental health. The program works in conjunction with their EAP.

With the size and diversity of Council's workforce, managing and supporting mental wellbeing means that consideration needs to be given to implementing a number of initiatives in order to be effective and provide meaningful support. In addition to the EAP, Council has implemented "Mates in Construction" and is currently rolling out "First Aid for the Mind" training for leaders and staff.

To complement these initiatives, we recommend the implementation of a Chaplaincy Program on a trial basis for 12 months.

Pastoral care is a profession that requires a considerable foundation of education and training, and given the time commitment and travel necessary to be effective, it may not be an appropriate service type for Council to procure on a volunteer basis. As such it is recommended that Council seek to procure the services of a Chaplain on a paid basis.

**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  
Procurement will need to be undertaken in accordance with Council's procurement policy.

*ITEM 6.1 CHAPLAINCY PROGRAM - 62180667 (Cont.)*

3.4 Risk Management Implications

There is a risk that the program will not deliver the expected benefits and therefore will not be value for money. This will be mitigated by a significant amount of upfront work and communication to ensure that the program is set up for success. In addition the program will be trialled for 12 months and its effectiveness measured.

3.5 Delegated Authority Implications                       Nil identified

3.6 Financial Implications

It is expected that a program consisting of 2 days per week would cost in the order of \$40-45K per annum. This has not been included in 2021/22 budget. Should the program be endorsed by Council an appropriate adjustment would need to be made in the Q1 budget review.

3.7 Economic Benefit Implications                       Nil identified

3.8 Environmental Implications                       Nil identified

3.9 Social Implications

Many of Council's workforce are local residents and ratepayers of the region. By actively supporting Council's workforce there is very likely to be a positive impact to the community.

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 right implications relevant to Council's decision in this matter.

3.11 Consultation / Communication

Manager People Culture and Safety  
Manager Community Services, Sport and Recreation  
Chief Executive Officer



**ITEM 6.2**  
**SOLE SUPPLIER STATUS - LINKEDIN CORPORATION**

*Meeting / Session:* 6 FINANCE & CORPORATE SERVICES  
*Reference:* 62188816 : 2 June 2021  
*Responsible Officer:* CC, People Experience Manager (FCS People, Culture & Safety)

**Executive Summary**

Under section 235(a) of the Local Government Regulation 2012, Council may, by resolution, purchase goods and services from a single supplier without seeking competitive quotations. Such purchases may only be made where the local government is satisfied that there is only one supplier who is reasonably available.

At its General Meeting on 22 July 2020, Council resolved to enter into a 12 month contract with LinkedIn Corporation to broaden its capability to include executive search and improve people attraction strategies via social media; whilst promoting Moreton Bay Regional Council as an employer of choice.

LinkedIn Corporation is the only provider that offers the “LinkedIn Talent Solutions”, which are software products that will allow the People, Culture and Safety Department to provide search capabilities via the LinkedIn platform to the same level as recruitment agencies.

This report seeks Council’s approval to enter into a 3 year agreement with LinkedIn Corporation as described in this report as, in accordance with section 235(a) of the Local Government Regulation 2012, Council is satisfied that LinkedIn Corporation is the sole supplier who is reasonably available to provide the LinkedIn Talent Solutions.

**RESOLUTION**

Moved by Cr Jodie Shipway

Seconded by Cr Adam Hain

**CARRIED 11/0**

1. That in accordance with section 235(a) of the Local Government Regulation 2012, Council is satisfied that LinkedIn Corporation is the only supplier that is reasonably available to supply the LinkedIn Talent Solutions described in this report.
2. That the Council enters into an agreement with LinkedIn Corporation 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 LinkedIn Corporation for \$29,302 per annum (for a 3 year term) and an additional \$17,100 per annum from July 2022 (for a 2 year term) and any required variations of the agreement on Council's behalf.

*ITEM 6.2 SOLE SUPPLIER STATUS - LINKEDIN CORPORATION - 62188816 (Cont.)*

**OFFICER'S RECOMMENDATION**

1. That in accordance with section 235(a) of the Local Government Regulation 2012, Council is satisfied that LinkedIn Corporation is the only supplier that is reasonably available to supply the LinkedIn Talent Solutions described in this report.
2. That the Council enters into an agreement with LinkedIn Corporation 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 LinkedIn Corporation for \$29,302 per annum (for a 3 year term) and an additional \$17,100 per annum from July 2022 (for a 2 year term) and any required variations of the agreement on Council's behalf.

**REPORT DETAIL**

**1. Background**

In July 2020, Council resolved to enter into a 12 month contract with LinkedIn Corporation to broaden its recruitment advertising and attraction strategies.

The following resolution appears on minute page 20/1442 of the General Meeting held on 5 August 2020.

Ex General Meeting held on 22 July 2020 (Page 20/1432)

1. That in accordance with section 235(a) of the Local Government Regulation 2012, Council is satisfied that LinkedIn Corporation is the only supplier that is reasonably available to supply the LinkedIn Talent Solutions described in this report.
2. That the Council enters into an agreement with LinkedIn Corporation 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 LinkedIn Corporation for \$29,302.00 per annum (for a 12-month term) and any required variations of the agreement on Council's behalf.

Since its implementation, Council has seen a 74% increase in company page followers and our job advertisements have reached more than 900,000 people on social media.

**2. Explanation of Item**

The LinkedIn Talent Solutions comprise a suite of software products, made available by LinkedIn, which can be used to engage in recruitment activities via the LinkedIn.com website.

For example, "LinkedIn Recruiter" is a LinkedIn Talent Solution. This software product is a platform for finding, connecting with, and managing potential candidates via the LinkedIn website. It identifies quality candidates and member signals, so that Council, as a recruiter, can prioritise candidates most open to hearing from Council.

"LinkedIn Jobs" is another LinkedIn Talent Solution. This product allows Council to automate Council's vacancies to the LinkedIn website and directly matches Council's vacancies to talented candidates with the skills that Council needs.

Together, the LinkedIn Talent Solutions will allow Council to attract passive candidates through LinkedIn's artificial intelligence mapping and job postings.

ITEM 6.2 SOLE SUPPLIER STATUS - LINKEDIN CORPORATION - 62188816 (Cont.)

Whilst Council would continue to rely on its traditional recruitment channels such as Seek.com, LinkedIn is the only supplier that enables searching and passive reach through job postings and artificial intelligence for recruitment via the LinkedIn website by using the LinkedIn Talent Solutions.

In addition, it is also proposed to expand the current agreement and develop a dedicated Moreton Bay Regional Council career page on LinkedIn from July 2022 to continue to enhance and communicate our Employer Value Proposition and career opportunities at Moreton Bay Regional Council.

Accordingly, it is recommended that LinkedIn be endorsed as a sole supplier of the LinkedIn Talent Solutions.

### 3. Strategic Implications

#### 3.1 Legislative / Legal Implications

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

#### 3.2 Corporate Plan / Operational Plan

Creating Opportunities: Local jobs for residents - an innovative and thriving economy.

#### 3.3 Policy Implications

The proposed arrangement is in accordance with Council's Procurement Policy 2150-006.

#### 3.4 Risk Management Implications Nil identified

#### 3.5 Delegated Authority Implications Nil identified

#### 3.6 Financial Implications

Costs associated with the procurement are budgeted within the People, Culture and Safety Department's operational budget and the value of the contract is within the financial delegation of the Director Finance and Corporate Services.

Officers currently plan to procure the "LinkedIn Recruiter" and "LinkedIn Jobs" talent solutions at a cost of approximately \$29,302.00 per annum (for a 3 year term) and an additional \$17,100 per annum from July 2022 (for a 2 year term to expand the current agreement and develop a dedicated Moreton Bay Regional Council career page on LinkedIn) which would render the relevant contract with LinkedIn a "medium-sized contractual arrangement" under the Local Government Regulation 2012.

#### 3.7 Economic Benefit Implications

Officers consider that the procurement of the LinkedIn Talent Solutions will reduce reliance on external recruitment agencies, resulting in cost-savings for the organisation.

#### 3.8 Environmental Implications Nil identified

#### 3.9 Social Implications Nil identified

#### 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 human rights relevant to its decision. Officers consider that there are no human right implications relevant to Council's decision.

#### 3.11 Consultation / Communication

Legal Services

**ITEM 6.3**  
**MONTHLY FINANCIAL REPORTING PACKAGE - 31 MAY 2021**

*Meeting / Session:* 6 FINANCE & CORPORATE SERVICES  
*Reference:* 62216492 : 15 June 2021 - **Refer Supporting Information 62216423**  
*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 May 2021.

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**RESOLUTION**

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**Moved by Cr Mick Gillam**

**Seconded by Cr Sandra Ruck**

**CARRIED 11/0**

**That the Financial Reporting Package for the year to date period ending 31 May 2021 be received.**

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ITEM 6.3 MONTHLY FINANCIAL REPORTING PACKAGE - 31 MAY 2021 - 62216492 (Cont.)

## OFFICER'S RECOMMENDATION

That the Financial Reporting Package for the year to date period ending 31 May 2021 be received.

## **REPORT DETAIL**

### **1. Background**

The Financial Reporting Package for the month ending 31 May 2021 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 year to date Financial report as at the end of May is complete and the performance and position of Council is outlined below in the context of the attached report.

During the year Council has amended its budget and this is shown alongside the original adopted budget in the report where applicable.

#### Operating Result (page 1)

As at 31 May 2021 operating revenue was \$508.7 million compared to operating expenses of \$421.7 million with the operating surplus being in the amount of \$87 million.

#### Operating Revenues (page 1)

The fourth quarter rates and utility charges were levied in late April. Rates and utility charges represent the bulk of the revenue recognised, equating to \$331 million. Revenue has slightly exceeded the budget by just under \$1.5 million.

Fees and Charges revenue was budgeted on the conservative side at the start of the year but was amended upwards during the year to reflect the strong demand in Council services particularly with regard to building, plumbing, development and waste fees generating more revenue than expected. With one month to go the revenue target has been exceeded by 2.35% to date.

Interest revenue is tracking as expected.

Operational grants and subsidies are tracking below budget, entirely due to the timing of when grants are received. The Financial Assistance Grant represents 75% of all the operational grants Council receives and is paid quarterly. In the recent May Federal Government budget, it has been confirmed that half of the 2021/22 Financial Assistance Grant will be paid to Council in the remaining weeks of 2020/21.

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

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

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*ITEM 6.3 MONTHLY FINANCIAL REPORTING PACKAGE - 31 MAY 2021 - 62216492 (Cont.)*

Operational Expenses (page 1)

Employee benefits are tracking slightly over budget and this trend will continue until the end of the financial year.

Material and Services are trending below budget however June is historically a month where large volumes of expenditure occur so it is expected the budget will be close to fully utilised by the end of the financial year.

Depreciation expenses and finance costs are tracking to budget.

Capital Revenue (page 1)

Infrastructure cash contributions from developers has trended above expectations and as a result the budget was increased to \$45 million as part of the quarter 2 quarterly review. In total \$44.2 million has been received to date, representing 98.1% of the total budgeted amount.

All contributed infrastructure assets from developers received to date have been recognised.

The capital grants and subsidies revenue budget is tracking at just under 75%. Whilst more revenue is expected over June some revenue will not be received until 2021/22 which is when a number of current year capital works projects reach completion.

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 an end. This is reflected in the movement of the orange revenue line from July to May as it moves closer to the linear trend. The quarter 4 rate levy was delayed 3 weeks until late April, so the usual increase in revenue for March has occurred in April.

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

Capital Expenditure (page 3, 4 and 5)

Capital expenditure is \$163.5 million with one month remaining for 2020/21. The total spend represents 65.3% of the total capital program. The *total capital expenditure progress* graph summarises the percentage of all capital expenditure completed to date compared to a linear budget spend.

The *capital expenditure by portfolio program* table breaks down the capital spend into program categories. In addition to the actual spend to date of \$163.5 million, there are committed costs (orders placed for works) in the amount of \$95.6 million. As there will be a large amount of incomplete work come the end of June this work will "carry over" into 2021/22.

The associated *capital expenditure progress % to date by portfolio program* graph tracks the percentage spend by portfolio program compared to the budget to date. The orange line represents the year to date budget at 92% highlighting the linear budget spend to May 2021. Variations across the programs are normal as capital project delivery is not linear in nature so timing differences are expected.

Balance Sheet and Cash Flow (page 6)

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

The Cash flow statement indicates a closing cash balance in the amount of \$345.7 million for May. The original forecast for the end of June 2021 is currently \$273 million. Given Council's expenditure patterns have been below expectations it is expected Council's end of year cash position will be higher than originally anticipated come the end of June.

ITEM 6.3 MONTHLY FINANCIAL REPORTING PACKAGE - 31 MAY 2021 - 62216492 (Cont.)

Treasury Report (page 7 and 8)

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

Interest earned on investments was approximately \$2.6 million. Interest rates on offer are quite low in the current market with deposit terms of less than 3 years offering interest rates of less than 1% per annum. The weighted average return on all investments for Council is now sitting at 0.73%.

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 \$316 million of cash at call with the remaining \$30 million maturing over next 3 to 12 months.

The QIC Growth Fund is currently valued at \$119 million as at the end of May. Council originally invested \$100 million in this fund in June 2018.

Council's total debt position has decreased (\$370m to \$342m) as repayments were made in September, December and March. One further repayment will occur in June. In total Council will repay debt in the amount of \$37 million for 20/21. Council was originally budgeted to borrow \$40 million in 2020/21 however given the lower than expected spend on capital works this amount has been reduced to \$20 million which will be drawn down in the final weeks of June.

**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 COVID-19 pandemic was expected to present financial challenges during 2020/21 however the opposite occurred whereby revenue streams exceeded original forecasts as the demand for Council services increased.

3.5 Delegated Authority Implications  Nil identified

3.6 Financial Implications

As at the end of May 2021, Council's operating surplus is \$87 million while capital expenditure amounted to \$163.5 million.

3.7 Economic Benefit Implications  Nil identified

*ITEM 6.3 MONTHLY FINANCIAL REPORTING PACKAGE - 31 MAY 2021 - 62216492 (Cont.)*

3.8 Environmental Implications  Nil identified

3.9 Social Implications  Nil identified

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 right implications relevant to Council's decision in this matter.

3.11 Consultation / Communication

Director Finance and Corporate Services



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

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**ITEM 11.1  
REGIONAL AWARDS AND EVENTS**

**Cr Adam Hain** advised that Council recently received the **Minister's Award for Urban Design 2021 - Commendation - Built Award** from the Hon. Mick de Brenni MP, Minister for Energy, Renewables and Hydrogen and Minister for Public Works and Procurement for the Caboolture to Wamuran Rail Trail. Cr Hain congratulated staff involved in the project.

**Cr Denise Sims** made mention of the **Business Conference Series featuring the Hon. Julie Bishop** held Friday 18 June 2021 at the Eatons Hill Hotel. The event included a meet and greet and was supported by Moreton Bay Regional Council. Cr Sims thanked staff involved in the event.

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**12. CLOSED SESSION**

*(s254J of the Local Government Regulation 2012)*

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

**CLOSED SESSION**

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**RESOLUTION**

Moved by **Cr Matt Constance**

Seconded by **Cr Jodie Shipway**

**CARRIED 11/0**

**That Council move into closed session pursuant to the provisions of s254J of the Local Government Regulation 2012 to discuss Items C.1.**

Members of the press and public gallery left the Chambers.  
The closed session commenced at 11.45am (livestreaming paused).

**OPEN SESSION**

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**RESOLUTION**

Moved by **Cr Denise Sims (Deputy Mayor)**

Seconded by **Cr Sandra Ruck**

**CARRIED 11/0**

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

The open session (livestreaming) resumed at 11.48am.

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

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**ITEM C.1 – CONFIDENTIAL**

**LAND BUYBACK FOR ENVIRONMENTAL PURPOSES PROGRAM - LAND ACQUISITION - CABOOLTURE**

**Meeting / Session:** 4 PLANNING

**Reference:** 62196086 : 4 June 2021

**Responsible Officer:** HL, Manager ESPP (PL Environment and Sustainability Policy and Planning)

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**Basis of Confidentiality**

Pursuant to s254J(3) of the Local Government Regulation 2012, clause (g), as the matter involves negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

**Executive Summary**

Council has become aware of a property located in Caboolture that is currently on the market, suitable for acquisition under the Land Buyback Program for Environmental Purposes (Policy No: 2150-118).

A detailed field and desktop assessment was undertaken on the nominated property, based on the criteria contained within Council Policy 2150-118 including ecological values and integrity, aesthetics and accessibility, planning constraints and opportunities, threats, and commercial valuations.

The property was deemed to have significant value with regard to the criteria outlined in Council Policy 2150-118.

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**RESOLUTION**

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Moved by Cr Adam Hain

Seconded by Cr Mark Booth

**CARRIED 11/0**

1. That Council delegates to the Chief Executive Officer the power to negotiate and finalise the purchase of the property described in this report under the Land Buyback Program for Environmental Purposes (2150-118) Policy.
2. That Council authorises the Chief Executive Officer to do all other things that are necessary to give effect to recommendation 1.

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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 11.50am.

CHIEF EXECUTIVE OFFICER'S CERTIFICATE

I certify that minute pages numbered 21/882 to 21/966 constitute the minutes of the General Meeting of the Moreton Bay Regional Council held Wednesday 23 June 2021.

\_\_\_\_\_  
Greg Chemello  
Chief Executive Officer

CONFIRMATION CERTIFICATE

The foregoing minutes were confirmed by resolution of Council at its meeting held Wednesday 21 July 2021.

\_\_\_\_\_  
Greg Chemello  
Chief Executive Officer

\_\_\_\_\_  
Councillor Peter Flannery  
Mayor