

**Mayor:** Cr K Milne

**Councillors:** P Allsop  
R Byrnes  
C Cherry (Deputy Mayor)  
R Cooper  
J Owen  
W Polglase

# Agenda

## **Ordinary Council Meeting Thursday 7 March 2019**

held at

**Council Chambers, Murwillumbah Civic & Cultural Centre,  
Tumbulgum Road, Murwillumbah**

commencing at the conclusion of the Planning Committee meeting  
which commences at 5.30pm.

# Principles for Local Government

The object of the principles for Tweed Shire Council, as set out in Section 8 of the Local Government Amendment (Governance and Planning) Bill 2016, is to provide guidance to enable council to carry out its functions in a way that facilitates a local community that is strong, healthy and prosperous.

## Guiding Principles for Tweed Shire Council

### (1) Exercise of functions generally

The following general principles apply to the exercise of functions by Tweed Shire Council:

- (a) Provide strong and effective representation, leadership, planning and decision-making.
- (b) Carry out functions in a way that provides the best possible value for residents and ratepayers.
- (c) Plan strategically, using the integrated planning and reporting framework, for the provision of effective and efficient services and regulation to meet the diverse needs of the local community.
- (d) Apply the integrated planning and reporting framework in carrying out their functions so as to achieve desired outcomes and continuous improvements.
- (e) Work co-operatively with other councils and the State government to achieve desired outcomes for the local community.
- (f) Manage lands and other assets so that current and future local community needs can be met in an affordable way.
- (g) Work with others to secure appropriate services for local community needs.
- (h) Act fairly, ethically and without bias in the interests of the local community.
- (i) Be responsible employers and provide a consultative and supportive working environment for staff.

### (2) Decision-making

The following principles apply to decision-making by Tweed Shire Council (subject to any other applicable law):

- (a) Recognise diverse local community needs and interests.
- (b) Consider social justice principles.
- (c) Consider the long term and cumulative effects of actions on future generations.
- (d) Consider the principles of ecologically sustainable development.
- (e) Decision-making should be transparent and decision-makers are to be accountable for decisions and omissions.

### (3) Community participation

Council should actively engage with the local community, through the use of the integrated planning and reporting framework and other measures.

## Items for Consideration of Council:

ITEM	PRECIS	PAGE
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1	<b>[CONMIN-CM] Adoption of the Recommendations of the Planning Committee Meeting held Thursday 7 March 2019</b>	<b>5</b>
	<b>RECEIPT OF PETITIONS</b>	<b>7</b>
2	<b>[ROP-CM] Receipt of Petitions at 7 March 2019</b>	<b>7</b>
	<b>REPORTS THROUGH THE GENERAL MANAGER</b>	<b>9</b>
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3	<b>[E-CM] RFO2018086 Expression of Interest (EOI) Design, Construction of the Tweed Valley Rail Trail</b>	<b>9</b>
4	<b>[E-CM] Water Strategies Review Methodology</b>	<b>16</b>

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## CONFIRMATION OF PLANNING COMMITTEE MINUTES

### 1 [CONMIN-CM] Adoption of the Recommendations of the Planning Committee Meeting held Thursday 7 March 2019

**SUBMITTED BY:** Corporate Governance

mhm

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Making decisions with you  
*We're in this together*

#### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 2 Making decisions with you
- 2.2 Engagement
- 2.2.4 Councillor and Civic Business - To provide assistance to Councillors and support for Council to operate within its legal framework.

**ROLE:** **Leader**

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#### SUMMARY OF REPORT:

The recommendations of the Ordinary Planning Committee Meeting held Thursday 7 March 2019 require their adoption by Council for the resolutions to be acted upon.

#### RECOMMENDATION:

**That the recommendations of the Ordinary Planning Committee Meeting held Thursday 7 March 2019 be adopted.**

**REPORT:**

As per Summary.

**COUNCIL IMPLICATIONS:**

**a. Policy:**

Code of Meeting Practice.

**b. Budget/Long Term Financial Plan:**

Not applicable.

**c. Legal:**

Not Applicable.

**d. Communication/Engagement:**

**Inform** - We will keep you informed.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

*To view any "**non confidential**" attachments listed below, access the meetings link on Council's website [www.tweed.nsw.gov.au](http://www.tweed.nsw.gov.au) or visit Council's offices at Tweed Heads or Murwillumbah (from Friday the week before the meeting) or Council's libraries (from Monday the week of the meeting).*

Nil.

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## RECEIPT OF PETITIONS

### 2 [ROP-CM] Receipt of Petitions at 7 March 2019

SUBMITTED BY: Corporate Governance

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Making decisions with you  
*We're in this together*

#### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

2	Making decisions with you
2.2	Engagement
2.2.4	Councillors and Civic Business - To make informed decisions in the best interest of the community.

ROLE: **Collaborator**

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#### SUMMARY OF REPORT:

Under Section 1.5.4 Receipt of Petitions in the Code of Meeting Practice:

*Petitions received by Councillors or forwarded to the (Acting) General Manager will be tabled as per the Order of Business, Item 11, Receipt of Petitions.*

*Unless Council determines to consider it in conjunction with a report already listed on the agenda, no motion (other than a motion to receive the same) may be made on any petition until the next Ordinary Meeting after that at which it has been presented.*

#### RECOMMENDATION:

That the following tabled Petition(s) be received and noted:

- **Petition received on 21 February 2019 containing 208 signatures advising as follows:**

***"We, the undersigned, are opposed to the construction of the Proposed Telecommunications Facility as outlined in DA18/1052 at 47 Terranora Road, Banora Point. We ask Tweed Shire Council to decline this application and search for an alternative site."***

**REPORT:**

As per Summary

**OPTIONS:**

That in accordance with Section 1.5.4 of the Code of Meeting Practice:

1. The tabled Petition(s) be considered in conjunction with an Item on the Agenda.
2. The tabled Petition(s) be received and noted.

**CONCLUSION:**

Any Petition tabled should be considered under Section 1.5.4 of the Code of Meeting Practice.

**COUNCIL IMPLICATIONS:**

**a. Policy:**

Code of Meeting Practice.

**b. Budget/Long Term Financial Plan:**

Not Applicable.

**c. Legal:**

Not Applicable.

**d. Communication/Engagement:**

**Consult-**We will listen to you, consider your ideas and concerns and keep you informed.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

Nil.

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## REPORTS THROUGH THE GENERAL MANAGER

### REPORTS FROM THE DIRECTOR ENGINEERING

#### 3 [E-CM] RFO2018086 Expression of Interest (EOI) Design, Construction of the Tweed Valley Rail Trail

**SUBMITTED BY:** Engineering Design

Valid

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Leaving a Legacy  
*Looking out for future generations*

#### LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:

- 1 Leaving a Legacy
- 1.1 Natural Resource Management
- 1.1.4 Environmental Sustainability - To support Council, businesses and the community to achieve the best possible combination of environmental, social and economic outcomes.

**ROLE:** **Provider**

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#### SUMMARY OF REPORT:

The Request for Expression of Interest (EOI) RFO2018086 Design and Construction of the Tweed Valley Rail Trail, has been called to select a list of suitably qualified and experienced companies to be short-listed to progress to the next round of the offer process.

At the time of closing 12 Offers were received.

The evaluation of the offers against the Selection Criteria is contained in the Offer Evaluation Report included in **CONFIDENTIAL ATTACHMENTS 1 and 2**. The recommendations are based on the evaluation.

An earlier resolution of the Council sought to ensure the design and construct Tender would allow for the tendering of alternative (off-formation) designs in addition to the Council's (on-formation) specification. This report clarifies that is not part of this EOI process and will follow with the subsequent Tender procurement with the shortlisted companies.

#### RECOMMENDATION:

**That in respect to Contract RFO2018086 Expression of Interest (EOI) for Design and Construction of the Tweed Valley Rail Trail:**

1. Council approves the following four companies to undertake an Early Tenderer Involvement (ETI) process to bid for the Tweed Valley Rail Trail Project works. At the conclusion of this ETI process, detailed Offers will be invited, including a price submission. At the conclusion of the next phase of the Offer process, a report to Council will be provided including prices of each submission. The four recommended companies are:

<b>Bidder</b>	<b>ABN</b>
SEE Civil Pty Ltd	88 115 963 427
BMD Urban Pty Ltd	65 158 035 539
Abergeldie Contractors Pty Ltd	47 004 533 519
Hazell Bros (QLD) Pty Ltd	46 145 228 986

2. Council invites the following alternative Companies (in order of preference) should any of the preferred Companies not be able or willing to enter into the Offer process for the Tweed Valley Rail Trail Project works

<b>Bidder</b>	<b>ABN</b>
Fulton Hogan Industries Pty Ltd	54 000 538 689
Bellwether Contractors Pty Ltd	57 151 250 047

3. ATTACHMENTS 1 and 2 are CONFIDENTIAL in accordance with Section 10A(2) of the Local Government Act 1993, because it contains:-  
(c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.

## REPORT:

### Offer Background

Request for Offer RFO2018086 Expressions of Interest (EOI) for Design and Construction Contractors for the Tweed Valley Rail Trail was called to select suitably qualified and experienced organisations who wish to pre-qualify and undertake an Early Tenderer Involvement (ETI) process to bid for the Tweed Valley Rail Trail Project works which includes:

- Detailed design of the 24km long rail trail from Murwillumbah Railway Station to Crabbes Creek;
- Associated Construction of the rail trail, including the rail trail surface, the crossings of floodways, and the connecting pathways to the Murwillumbah Regional Gallery and the Crabbes Creek village; and
- 12 month post completion period where any defects identified will be addressed by the Contactor.

From the Applicants expressing an interest in bidding, a short-list of four suitably qualified organisations were selected for the Bidder panel with an additional two Applicants selected as reserves.

### Request for Offer Advertising

Offers were officially invited in accordance with the provisions of the Local Government Act 1993 and the NSW Local Government (General) Regulation 2005. The Request for Offers was advertised from 26 October 2018 in Brisbane Courier Mail. The Request for Offers was also advertised in Sydney Morning Herald, Gold Coast Bulletin, and Tweed Link and on Council's website.

Offer submissions closed at 4.00pm (local time) on Wednesday 12 December 2018, with EOI submissions to be uploaded to the Tender page of Council's website.

### Offer Addendums

There were three (Notice to Bidders) issued before close of Offer, as described below:

- Addendum No. 01 was issued to advise Bidders that, in addition to the information provided in the RFO2018086, the following resolution from the Council meeting of 15th February 2018 should be noted, in particular Item 5:
  - Item 5, while noting *“this project the specification is for an on-formation construction”* also highlights that the *“Council will allow for alternatives to be submitted based on the trail being constructed primarily in the off-the-track formation and to retain the tracks in-situ”*;
- Addendum No. 02 was issued to advise Bidders of a venue change for the non-mandatory meeting associated with the Expression of Interest process, from the Council Chambers to the Murwillumbah Civic Centre Auditorium. In addition, the planned site visit was replaced with a video of the railway alignment (drone footage) which was presented during the non-mandatory meeting; and

- Addendum No. 03 was issued to provide Bidders a copy of the minutes from the non-mandatory meeting associated with the Expression of Interest process, and to provide answers from recent general questions submitted by Bidders.

### Offer Submissions

At the closing time for Offer submissions, the Tender Box was opened and 12 Offers were recorded as below:

<b>Bidder</b>	<b>ABN</b>
Abergeldie Contractors Pty Ltd	47 004 533 519
Bellwether Contractors Pty Ltd	57 151 250 047
BMD Urban Pty Ltd	65 158 035 539
CR Rail (trading name for ZERO 05 Pty Ltd)	84 115 332 397
Fulton Hogan Industries Pty Ltd	54 000 538 689
Hazell Bros (QLD) Pty Ltd	46 145 228 986
Moec Pty Ltd	33 611 610 658
Mr William Goode	N/A
Sean McKendry	N/A
SEE Civil Pty Ltd	88 115 963 427
St Hilliers Property Pty Ltd	66 082 729 039
Timber Restoration Systems Pty Ltd	45 145 174 269

### Offer Evaluation

An Offer Evaluation Plan was developed based on the premise that competitive Offers were to be received and scored against specific evaluation criteria in order to select the best value Offer.

Council's Offer Evaluation Panel was made up as follows:

<b>Position</b>
Manager - Design
Coordinator – Strategic Planning and Urban Design (Project Director for the Tweed Valley Rail Trail)
Project Manager – Public Works Advisory (Project Manager for the Tweed Valley Rail Trail)

The details of the non-price evaluation are shown on the Offer Evaluation Report and Offer Evaluation Scoring Sheet. Price is not considered in an EOI. A copy of the Offer Evaluation Report and Offer Evaluation Scoring Sheet are included as ATTACHMENTS 1 and 2 which are CONFIDENTIAL in accordance with Section 10A(2):

- (c) *information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business.*

The information identifies the Bidder in relation to the Offer price and the evaluation of the products offered by the Bidder. If disclosed, the information would be likely to prejudice the commercial position of the Bidder in terms of market competitiveness by giving their competitors an advantage. Accordingly, disclosure of the information is not in the public interest. Recommendations appear below for the Offer.

**OPTIONS:**

That Council:

1. Council approves the following four companies to undertake an Early Tenderer Involvement (ETI) process to bid for the Tweed Valley Rail Trail Project works. At the conclusion of this ETI process, detailed Offers will be invited, including a price submission. At the conclusion of the next phase of the Offer process, a report to Council will be provided including prices of each submission. The four recommended companies are:

<b>Bidder</b>	<b>ABN</b>
SEE Civil Pty Ltd	88 115 963 427
BMD Urban Pty Ltd	65 158 035 539
Abergeldie Contractors Pty Ltd	47 004 533 519
Hazell Bros (QLD) Pty Ltd	46 145 228 986

Council invites the following alternative Organisations (in order of preference) should any of the preferred Companies not be able or willing to enter into the Offer process for the Tweed Valley Rail Trail Project works:

<b>Bidder</b>	<b>ABN</b>
Fulton Hogan Industries Pty Ltd	54 000 538 689
Bellwether Contractors Pty Ltd	57 151 250 047

2. Declines to accept any of the Offers, including reasons for this course of action in accordance with Regulation 178 of the Local government (General) Regulation 2005).

**TENDERING FOR OFF-FORMATION DESIGN:**

Council resolved, among other things, while resolving to accept the Federal Government’s Regional Jobs and Investment Packages – North Coast grant funding in the amount of \$6.518 million, at its Meeting of 15 February 2018, to:

5. *In the tender process for this project the specification is for an on-formation construction and that Council will allow for alternatives to be submitted based on the trail being constructed primarily in the off-the-track formation and to retain the tracks in-situ.*

This report addresses the first phase of the procurement process, which is to identify those companies with the skill, expertise and resources to deliver the project on time and within budget and with the view to selecting a manageable number to take through to the second phase of tendering. It is during this second phase that the short-listed companies will examine the project in finer detail and evaluate the different options for delivering the project in a cost effective way that still meets the overarching needs of the project.

Unlike other procurement processes that might only Tender a project specification and allow for tenders to be evaluated independent of any actual consultation, this procurement approach for the rail trail will enable the Project Team to workshop the project with the shortlisted companies, identify opportunities and critical risks and allow additional information to be provided, ahead of the Tender being let to those companies. This will provide a high level of information to those companies on which they will individually design their trail and prepare their costing and delivery methodology for tender.

**CONCLUSION:**

Following this successful RFO Expression of Interest Process, it is considered that Council approves the following four companies to progress to the next round of the Offer process:

<b>Bidder</b>	<b>ABN</b>
SEE Civil Pty Ltd	88 115 963 427
BMD Urban Pty Ltd	65 158 035 539
Abergeldie Contractors Pty Ltd	47 004 533 519
Hazell Bros (QLD) Pty Ltd	46 145 228 986

Council invites the following alternative Organisations (in order of preference) should any of the preferred Companies not be able or willing to enter into the Offer process for the Tweed Valley Rail Trail Project works:

<b>Bidder</b>	<b>ABN</b>
Fulton Hogan Industries Pty Ltd	54 000 538 689
Bellwether Contractors Pty Ltd	57 151 250 047

**COUNCIL IMPLICATIONS:**

**a. Policy:**

Procurement Policy v1.8.

In accordance with Local Government (General) Regulations 2005.

**b. Budget/Long Term Financial Plan:**

Provision for the Design and Construction of the Tweed Valley Rail Trail will be funded by Federal and State Government Grant funding arrangements. Whilst the Federal grant has been accepted the State Government Grant is yet to be finalised.

**c. Legal:**

Not Applicable.

**d. Communication/Engagement:**

**Inform** - We will keep you informed.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

*(Confidential)* Attachment 1. RFO2018086 Tweed Valley Rail Trail Offer Evaluation Report (ECM 5773641)

*(Confidential)* Attachment 2. RFO2018086 Tweed Valley Rail Trail Offer Evaluation Scoring Sheet (ECM 5773745)

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## 4 [E-CM] Water Strategies Review Methodology

**SUBMITTED BY:** Water and Wastewater

mhm



**Leaving a Legacy**  
*Looking out for future generations*

### **LINKAGE TO INTEGRATED PLANNING AND REPORTING FRAMEWORK:**

1	Leaving a Legacy
1.3	Utility Services
1.3.4	Water Supply -- To provide secure, high quality and reliable drinking water which meets health and environmental requirements.

**ROLE:** Collaborator

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### **SUMMARY OF REPORT:**

The project to carry out the comprehensive review of the Tweed District Water Supply, Demand Management and Drought Management has now commenced. For simplification, the project is being referred to as the **Water Strategies Review** Project.

Peter Mathews and Paul Guyatt of Workplace Edge have been engaged to facilitate meetings of the Water Strategies Review Project Reference Group (PRG). The Terms of Reference for the PRG have been drafted and reviewed by the facilitators. Members of the Community Working Group that was previously established to consider the water augmentation options in 2009 have been invited to join the new PRG.

Council's endorsement of the draft Terms of Reference for the PRG (attached) is sought. Endorsement of the membership of the PRG is also sought. Two Councillor nominations to the PRG are also requested.

A Background Summary and Methodology for the Water Strategies Review has been prepared and is attached for Council's information.

### **RECOMMENDATION:**

**That Council:**

- 1. Endorses the proposed methodology for the Water Strategies Review Project outlined in the Background Summary and Methodology provided.**
- 2. Endorses the draft Terms of Reference for the Water Strategies Review Project Reference Group.**



3. **Endorses the membership of the Water Strategies Review Project Reference Group as being:**

**Ms Rachel Eberhard**

**Mr Rob Learmonth**

**Mr Tony Thompson**

**Mr Samuel Dawson**

**Mr Richard Murray**

**Mr Don Beck**

**Ms Robyn Lemair**

**Ms Joanna Gardner**

4. **Nominates two Councillors as members of the Water Strategies Review Project Reference Group.**

## REPORT:

### Background

On 16 March 2017 Council resolved that:

1. *A comprehensive independent review of Council's Tweed District Water Supply, Demand Management and Drought Management reports be undertaken, as a matter of priority, to determine if those recommendations are still relevant, if new technological advances are available or now affordable, and to give further peer reviewed consideration for the most ecologically sustainable, climate change resilient, cost effective and socially acceptable long term water management and augmentation options available.*
  - a) *Such a review should include, but not be limited to, consideration of the full range of demand management, drought security, and supply options available.*
  - b) *This review to be undertaken concurrently with the progression of the current planning processes and land acquisitions for the raising of the Clarrie Hall Dam wall.*
2. *The community working group that was previously established to consider the water augmentation options be reconvened (with the exception for new Councillor representatives, and any vacancies to be advertised), to recommend the terms of reference for the review, recommend the selection criteria and weightings for selecting a preferred consultant for the review, and as a project reference group for the review.*

Further, on 7 December 2017 Council resolved that:

1. *Prioritises the completion of work required by the resolution of Council from its meeting held 5 October 2017 relating to the Bray Park Weir Tidal Protection Project.*
2. *Endorsement of the process and budget required as outlined within this report, to be in accordance with its resolution of 16 March 2017 to undertake a Comprehensive Review of Tweed District Water Supply, Demand Management and Drought Management and on completion of that review to recommence the Review of Council's Demand Management and Water Efficiency Strategies and that this work be undertaken sequentially following completion of Item 1.*
3. *In regards to the Comprehensive Review of Tweed District Water Supply, Demand Management and Drought Management, the Terms of Reference and selection criteria for the Project Reference Group to be approved by Council.*

*Consideration of the project reference Group by Council or Southern Cross University as per the process for the former Community Working Group for approval by Council and a further report be brought back to Council.*

*Costs to be curtailed by giving consideration to the Project Manager and Facilitator being locally based so as not to incur exorbitant travel costs.*

*The Project Reference Group to be provided progress reports and meet regularly during the review to ensure the Terms of Reference of the review are being met.*

- 4. This review (Comprehensive Review of Tweed District Water Supply, Demand Management and Drought Management) should be completed 7 months prior to the end of the current Council (February 2020).*

The project to carry out the *comprehensive review of the Tweed District Water Supply, Demand Management and Drought Management* has now commenced. For simplification, the project is being referred to as the **Water Strategies Review** Project.

A suitable consultant has been engaged to facilitate meetings of the Water Strategies Review Project Reference Group (PRG). The Terms of Reference for the PRG have been drafted and reviewed by the facilitator. Members of the previous Community Working Group have been invited to join the new PRG.

This report seeks endorsement of the membership of the PRG, discusses the engagement of the facilitator and seeks Council's endorsement of the draft Terms of Reference for the PRG. Two Councillor nominations to the PRG are also requested.

## **Methodology**

A Background Summary and Methodology for the Water Strategies Review has been prepared and is attached for Council's information.

## **Role of Project Reference Group (PRG)**

Consistent with the resolutions of Council the role of the PRG is to:

1. Review the existing information which has led to the adoption of each of the three strategies, the strategies and the status of implementation of the strategies.
2. For each of the strategies, form an opinion as to whether there are any gaps in the information used to develop the strategy and whether the strategy is still current.
3. If considered necessary, for each of the strategies, determine a Terms of Reference for their review.

An independent consultant or consultants will be engaged to undertake the reviews as determined by the PRG. This process will be managed by Council. It is envisaged that the engagement of the consultant or consultants and their work will take approximately four months.

The consultant/s will present their work to the PRG for its consideration.

## **PRG Membership**

In accordance with Council's resolution, members of the Community Working Group that was previously established to consider the water augmentation options in 2009 were individually invited to join the new Water Strategies Review PRG. The list below shows which members agreed to join the new group.

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Name	Representative of	Agree to join new PRG	Comments
Rachel Eberhard	Community – Tweed	YES	
Rob Learmonth	Community – Tweed Coast	YES	
Tony Thompson	Community – Murwillumbah	YES	
Samuel Dawson	Environment – Numinbah	YES	
Richard Murray	Environment	YES	
Don Beck	Business/Commercial	YES	
Pryce Allsop	Business/Commercial	N/A	now Councillor
Robyn Lemair	Water User	YES	
Colleen Edwards	Landowner Clarrie Hall Dam Area	NO	
Joanna Gardner	Landowner Byrrell Creek Area	YES	
Jackie McDonald	Aboriginal Advisory Board	N/A	Provisional member of CWG only
Kyle Slabb	Aboriginal Advisory Board	N/A	Provisional member of CWG only
Phil Youngblutt	Councillor	N/A	Was member of CWG as Councillor
Dot Holdom	Councillor	N/A	Was member of CWG as Councillor

Eight members of the previous Community Working Group have agreed to join the new PRG. Council's endorsement of this membership is being sought:

Ms Rachel Eberhard  
Mr Rob Learmonth  
Mr Tony Thompson  
Mr Samuel Dawson  
Mr Richard Murray  
Mr Don Beck  
Ms Robyn Lemair  
Ms Joanna Gardner

Pending Council's endorsement, it is envisaged that the first meeting of the PRG would be held in March 2019.

Ms Gardner has suggested that the PRG should also include representatives of the Aboriginal community and youth (20-30 years old). However, this is not in keeping with Council's resolution and would delay the first meeting of the PRG by up to five weeks. Given the February 2020 deadline for this project, advertising for these vacancies is not recommended at this stage.

### Facilitator Engagement

A Facilitator has been engaged to facilitate meetings of the Water Strategies Review Project Reference Group (PRG). The Facilitator will take the PRG through the definition of the project and the review of the Water Strategies. Scopes of work for independent consultant/s will then be prepared for the review of items identified by the PRG as requiring review. After the independent consultant or consultants complete their work, the Facilitator will take the PRG

through the consultants' recommendations and findings in a series of facilitated meetings/workshops. The product of these meetings/workshops will be advice to Council of the Group's informed position before Council makes a decision on a preferred way forward for each Water Strategy. This process with the PRG will take approximately eight months.

Offers for the facilitation of the Water Strategies Review Project Reference Group were sought by three invited quotes from:

- Deb Camden, PRISM Communication Architects, Brisbane
- Peter Mathews, Workplace Edge Pty Ltd, Clayfield
- Greg Bourke, The Comms Team, Brisbane

The three bidders were all provided with the Background Summary and Methodology (copy attached).

After close of Offers, they were reviewed and evaluated by a panel consisting of:

- Coordinator – Strategy and Business Management
- Engineer – Water Efficiency and Connections
- Communication and Engagement Specialist

The Offer submitted by Peter Mathews for \$32,603 exclusive GST was considered far superior to the others. His "approach to this project" showed the best understanding of the tasks required and the role of the Facilitator. His previous experience showed high level facilitation and organisational roles. His offer included a second consultant, Paul Guyatt, at no additional cost and travel costs were waived.

The panel recommended that Peter Mathews of Workplace Edge be engaged as the Facilitator for the Water Strategies Review PRG. The engagement was approved by the Manager, Water and Wastewater.

A start-up meeting with the facilitator was held on 30 January 2019. A preliminary review of the PRG Terms of Reference was undertaken and agreement was reached about the project methodology, including how members of the PRG would be sought.

### **Terms of Reference**

A Terms of Reference for the Water Strategies Review PRG has been drafted and reviewed by the facilitator, Mr Peter Mathews. A copy is attached to this report for Council's endorsement.

It is envisaged that members of the PRG will review and agree on the Terms of Reference at the PRG's first meeting in March 2019.

### **Councillor Representatives**

Two Councillor nominations are sought for membership of the Water Strategies Review PRG.

### **OPTIONS:**

Council is being requested to endorse the methodology for the Water Strategies Review as outlined in the Background Summary and Methodology (attached).

Council is also requested to endorse the proposed membership of the Water Strategies Review PRG and the draft Terms of Reference.

Council has the option of suggesting an alternative methodology.

**CONCLUSION:**

It is proposed to proceed with the Water Strategies Review Project and hold the first meeting of the PRG in March 2019. The PRG membership would be the eight previous members of the Community Working Group who agreed to join the new PRG and two Councillor representatives.

Meetings of the PRG will be facilitated by Peter Mathews and Paul Guyatt of Workplace Edge.

The project is required to be completed by February 2020.

**COUNCIL IMPLICATIONS:**

**a. Policy:**

Corporate Policy Not Applicable.

**b. Budget/Long Term Financial Plan:**

The Water Strategies Review Project is being funded from the Water Fund. A total budget of \$280,000 has been allocated over the next two financial years. This includes approximately \$40,000 for the engagement of the facilitator, venue hire, refreshments etc. and estimated consultant/s fees of \$240,000.

**c. Legal:**

Not Applicable.

**d. Communication/Engagement:**

**Consult-**We will listen to you, consider your ideas and concerns and keep you informed.

A Water Strategies Review Project Reference Group is being formed to undertake this project. Members of the PRG were personally invited to participate, all being past members of the Community Working Group that was previously established to consider the water augmentation options in 2009.

**UNDER SEPARATE COVER/FURTHER INFORMATION:**

Attachment 1. Draft Terms of Reference, Water Strategies Review Project Reference Group (ECM 5775251).

Attachment 2. Background Summary and Methodology, Water Strategies Review (ECM 5775303).

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