



Redland
CITY COUNCIL

MINUTES

GENERAL MEETING

Wednesday, 25 May 2016

The Council Chambers
35 Bloomfield Street
CLEVELAND QLD

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1 DECLARATION OF OPENING

The Mayor declared the meeting open at 9.33am and acknowledged the Quandamooka people, who are the traditional custodians of the land on which Council meets.

The Mayor also paid Council's respect to their elders, past and present, and extended that respect to other indigenous Australians who are present.

2 RECORD OF ATTENDANCE AND LEAVE OF ABSENCE

MEMBERS PRESENT:

Cr K Williams	Mayor
Cr W Boglary	Councillor Division 1
Cr P Mitchell	Councillor Division 2
Cr P Gollè	Councillor Division 3
Cr L Hewlett	Councillor Division 4
Cr M Edwards	Councillor Division 5
Cr J Talty	Councillor Division 6
Cr M Elliott	Councillor Division 7 – entered at 9.39am
Cr T Huges	Councillor Division 8
Cr P Gleeson	Councillor Division 9
Cr P Bishop	Councillor Division 10

EXECUTIVE LEADERSHIP TEAM:

Mr B Lyon	Chief Executive Officer
Mr N Clarke	General Manager Organisational Services
Mrs L Rusan	General Manager Community & Customer
Mr G Soutar	Services General Manager Infrastructure &
Ms A Daly	Operations Head of Human Resources
Mrs D Corbett-Hall	Acting Chief Financial Officer

MINUTES

Mrs E Striplin	Corporate Meetings & Registers
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3 DEVOTIONAL SEGMENT

Pastor Neale Collier, Mt Cotton Community Church and a Member of the Ministers' Fellowship led Council in a brief devotional segment.

4 RECOGNITION OF ACHIEVEMENT

Nil.

5 RECEIPT AND CONFIRMATION OF MINUTES**5.1 GENERAL MEETING MINUTES 11 MAY 2016****COUNCIL RESOLUTION**

Moved by: Cr P Gleeson
Seconded by: Cr J Talty

That the minutes of the General Meeting of Council held 11 May 2016 be confirmed.

CARRIED 11/0

Crs Boglary, Mitchell, Gollè, Hewlett, Edwards, Talty, Elliott, Huges, Gleeson, Bishop and Williams voted FOR the motion.

6 MATTERS OUTSTANDING FROM PREVIOUS COUNCIL MEETING MINUTES**6.1 REQUEST FOR REPORT – PETITION REQUESTING PENSIONERS' COUNCIL RATES SUBSIDY BE GRANTED TO RESIDENTS OF LEASEHOLD RETIREMENT VILLAGES**

At the General Meeting of 11 May 2016 (Item 8.1.1 refers) Council resolved as follows:

That the petition be received and referred to a committee or the Chief Executive Officer for consideration and a report to the local government.

Chief Executive Officer advised that a report will be presented to a future General Meeting for consideration.

7 PUBLIC PARTICIPATION**MOTION TO ADJOURN MEETING AT 9.40AM**

Moved by: Cr P Gollè
Seconded by: Cr W Boglary

That Council adjourn the meeting for a 15 minute public participation segment.

CARRIED 11/0

Crs Boglary, Mitchell, Gollè, Hewlett, Edwards, Talty, Elliott, Huges, Gleeson, Bishop and Williams voted FOR the motion.

1. Ms Z Johnston, resident of Cleveland and representing Raby Bay Ratepayers Association Incorporated addressed Council regarding 2016/2017 Budget Submission to Council from Raby Bay Ratepayers Association.
2. Mr C Reeves, resident of Cleveland and representing Raby Bay Ratepayers Association Incorporated addressed Council regarding 2016/2017 Budget Submission to Council from Raby Bay Ratepayers Association.

MOTION TO EXTEND PUBLIC PARTICIPATION FOR A FURTHER 10 MINUTES AT 9.52AM

Moved by: Cr P Bishop
Seconded by: Cr W Boglary

That Council extend the public participation segment by a further 10 minutes.

CARRIED 11/0

Crs Boglary, Mitchell, Gollè, Hewlett, Edwards, Talty, Elliott, Huges, Gleeson, Bishop and Williams voted FOR the motion.

3. Mr I Sajko, resident of Mt Cotton addressed Council regarding the Home Assist Service in the Redlands.
4. Mr G Wood, resident of Thornlands, addressed Council regarding a home based business.

MOTION TO RESUME MEETING AT 10.02AM

Moved by: Cr M Elliott
Seconded by: Cr P Gleeson

That the meeting proceedings resume.

CARRIED 11/0

Crs Boglary, Mitchell, Gollè, Hewlett, Edwards, Talty, Elliott, Huges, Gleeson, Bishop and Williams voted FOR the motion.

8 PETITIONS AND PRESENTATIONS

Nil.

9 MOTION TO ALTER THE ORDER OF BUSINESS**9.1 MOTION TO ACCEPT A LATE ITEM****COUNCIL RESOLUTION**

Moved by: Cr P Bishop
Seconded by: Cr M Edwards

That a Late Item – *POL-3076 Expenses Reimbursement and Provision of Facilities for Councillors Policy*, be received and discussed as Item 11.2.3.

CARRIED 11/0

Crs Boglary, Mitchell, Gollè, Hewlett, Edwards, Talty, Elliott, Huges, Gleeson, Bishop and Williams voted FOR the motion.

10 DECLARATION OF MATERIAL PERSONAL INTEREST OR CONFLICT OF INTEREST ON ANY ITEMS OF BUSINESS

Cr Gleeson declared a perceived conflict of interest in Item 11.3.3 *ROL005982 Standard Format: Degen Road Park, 1-21 Degen Road, Capalaba* (see Item for details)

11 REPORTS TO COUNCIL

11.1 OFFICE OF CEO

11.1.1 MONTHLY FINANCIAL REPORT - APRIL 2016

Objective Reference: A1767897
Reports and Attachments (Archives)

Attachment: [April 2016 Monthly Financial Report](#)

Authorising Officer: 
Deborah Corbett-Hall
Acting Chief Financial Officer

Responsible Officer: Carolyn Jackson
Acting Finance Manager Corporate Finance

Report Author: Leandri Brown
Corporate Financial Reporting Manager

PURPOSE

The purpose is to note the year to date financial results as at 30 April 2016.

BACKGROUND

Council adopts an annual budget and then reports on performance against the budget on a monthly basis as required by legislation.

ISSUES

Final Budget Review and development of Budget 2016-2017

Council is working towards a final budget review to be finalised following the end of the third quarter of the financial year. This final budget review should also factor in carry forward projects (of a capital nature) and be consistent with the 2016-2017 budget submissions that officers will be finalising over the coming weeks.

STRATEGIC IMPLICATIONS

Council continued to report a strong financial position and favourable operating result at the end of April 2016.

Council has either achieved or favourably exceeded the following Key Financial Stability and Sustainability Ratios as at the end of April 2016:

- Operating surplus ratio;
 - Net financial liabilities;
 - Ability to pay our bills – current ratio;
 - Ability to repay our debt – debt servicing ratio;
 - Cash balance;
 - Cash balances – cash capacity in months;
 - Longer term financial sustainability – debt to asset ratio;
 - Operating performance; and
 - Interest cover ratio.
-

Quarter 4 rates notices were issued in April 2016 and as a result Council narrowly missed its target of 37.5% Level of dependence on general rate revenue ratio.

The Asset sustainability ratio is a stretch target, however Council continues to monitor its renewal spend and depreciation expense on infrastructure assets. A review of capital jobs resulted in a number of these jobs being reclassified from 'upgrade' to 'renewal'. This contributed to the improved ratio of 53.02% at the end of April 2016.

Legislative Requirements

The April 2016 financial results are presented in accordance with the legislative requirement of section 204(2) of the *Local Government Regulation 2012*, requiring the Chief Executive Officer to present the financial report to a monthly Council meeting.

Risk Management

The April 2016 financial results have been noted by the Executive Leadership Team and relevant officers who can provide further clarification and advice around actual to budget variances.

Financial

There is no direct financial impact to Council as a result of this report; however it provides an indication of financial outcomes at the end of April 2016.

People

Nil impact expected as the purpose of the attached report is to provide financial information to Council based upon actual versus budgeted financial activity.

Environmental

Nil impact expected as the purpose of the attached report is to provide financial information to Council based upon actual versus budgeted financial activity.

Social

Nil impact expected as the purpose of the attached report is to provide financial information to Council based upon actual versus budgeted financial activity.

Alignment with Council's Policy and Plans

This report has a relationship with the following items of the 2015-2020 Corporate Plan:

- **8. Inclusive and ethical governance**

Deep engagement, quality leadership at all levels, transparent and accountable democratic processes and a spirit of partnership between the community and Council will enrich residents' participation in local decision-making to achieve the community's Redlands 2030 vision and goals.

- **8.2 Council produces and delivers against sustainable financial forecasts as a result of best practice Capital and Asset Management Plans that guide project planning and service delivery across the city.**

CONSULTATION

Council departmental officers, Financial Services Group officers and the Executive Leadership Team are consulted on financial results and outcomes throughout the period.

OPTIONS

1. That Council resolves to note the financial position, results and ratios for April 2016 as presented in the attached Monthly Financial Report.
2. That Council requests additional information.

**OFFICER'S RECOMMENDATION/
COUNCIL RESOLUTION**

Moved by: Cr M Edwards

Seconded by: Cr M Elliott

That Council resolves to note the financial position, results and ratios for April 2016 as presented in the attached Monthly Financial Report.

CARRIED 11/0

Crs Boglary, Mitchell, Gollè, Hewlett, Edwards, Talty, Elliott, Huges, Gleeson, Bishop and Williams voted FOR the motion.



Monthly Financial Report

April 2016

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1. EXECUTIVE SUMMARY

This monthly report is designed to illustrate the financial performance and position of Redland City Council compared to its adopted budget at an organisational level for the period ended 30 April 2016. The year to date and annual revised budget referred to in this report reflects the revised budget as adopted by Council on 18 November 2015. Note: all amounts are rounded to the nearest thousand dollars.

Key financial highlights and overview

Key Financial Results	Annual Revised Budget \$000	YTD Revised Budget \$000	YTD Actual \$000	YTD Variance \$000	YTD Variance %	Status
Operating Surplus/(Deficit)	263	18,331	16,082	(2,249)	-12%	✘
Recurrent Revenue	240,509	216,064	213,040	(3,024)	-1%	🔔
Recurrent Expenditure	240,247	197,733	196,958	(775)	0%	✔
Capital Works Expenditure	84,050	53,559	45,947	(7,612)	-14%	✔
Closing Cash & Cash Equivalents	97,201	141,641	140,640	(1,001)	-1%	🔔

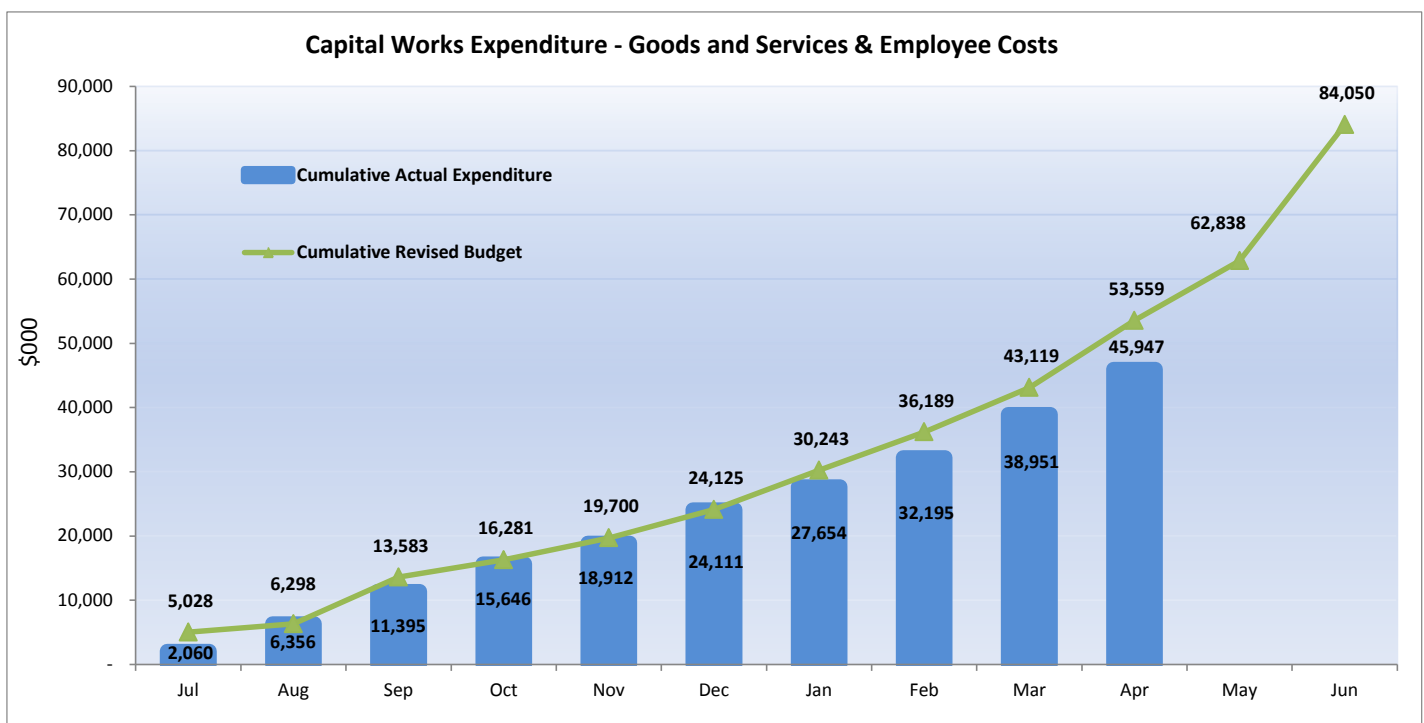
Status Legend:

Above budgeted revenue or under budgeted expenditure	✔
Below budgeted revenue or over budgeted expenditure <10%	🔔
Below budgeted revenue or over budgeted expenditure >10%	✘

The year to date operating result shows an unfavourable variance of \$2.25M to the year to date revised budget. Lower than anticipated water consumption is the main contributor towards the unfavourable variance. Increased development activities continue to boost related fees and charges revenue and the favourable variances in employee costs and material and services expenses partially offset the unfavourable revenue result. The final budget review will amend the anticipated investment returns from Redland Investment Corporation.

Capitalised works expenditure is behind budget by \$7.61M due to timing of works for a number of projects which are delayed or are still in the early stages of being progressed. Capital works that are no longer expected to be undertaken in this financial year will be addressed during the final budget review for financial year ended 30 June 2016.

Council's cash balance was under budget due to lower than anticipated receipts from customers.



2. KEY PERFORMANCE INDICATORS

Key performance indicators

Financial Stability Ratios and Measures of Sustainability	Target	Annual Revised Budget 2015/2016	YTD April 2016	Status
Operating Surplus Ratio (%)	Target between 0% and 10% (on average over the long-term)	0.11%	7.55%	✓
Asset Sustainability Ratio (%)	Target greater than 90% (on average over the long-term)	73.06%	53.02%	✗
Net Financial Liabilities (%)	Target less than 60% (on average over the long-term)	-13.07%	-42.22%	✓
Level of Dependence on General Rate Revenue (%)	Target less than 37.5%	33.54%	37.56%	✗
Ability to Pay Our Bills - Current Ratio	Target between 1.1 & 4.1	3.44	3.76	✓
Ability to Repay Our Debt - Debt Servicing Ratio (%)	Target less than or equal to 10%	3.31%	3.11%	✓
Cash Balance \$M	Target greater than or equal to \$40M	\$97.201M	\$140.640M	✓
Cash Balances - Cash Capacity in Months	Target 3 to 4 months	5.89	8.93	✓
Longer Term Financial Stability - Debt to Asset Ratio (%)	Target less than or equal to 10%	2.06%	2.06%	✓
Operating Performance (%)	Target greater than or equal to 20%	16.81%	20.80%	✓
Interest Cover Ratio (%)	Target between 0% and 5%	-0.12%	-0.46%	✓

Status Legend

KPI target achieved or exceeded	✓	KPI target not achieved	✗
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3. STATEMENT OF COMPREHENSIVE INCOME

STATEMENT OF COMPREHENSIVE INCOME

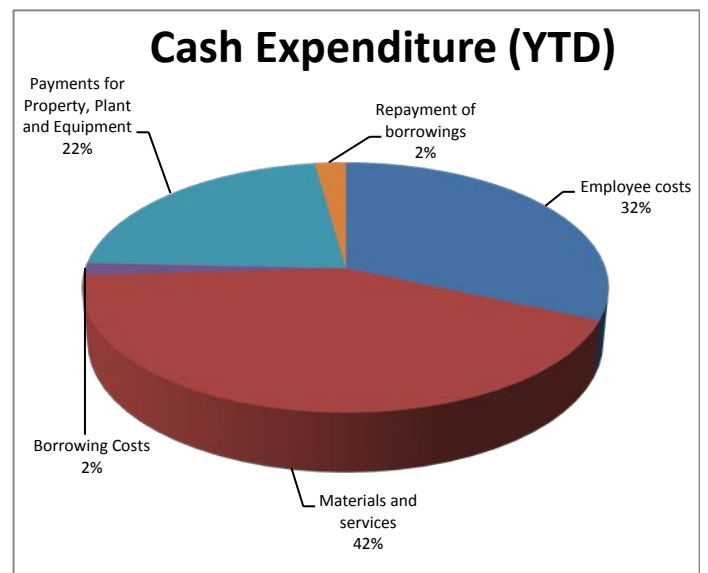
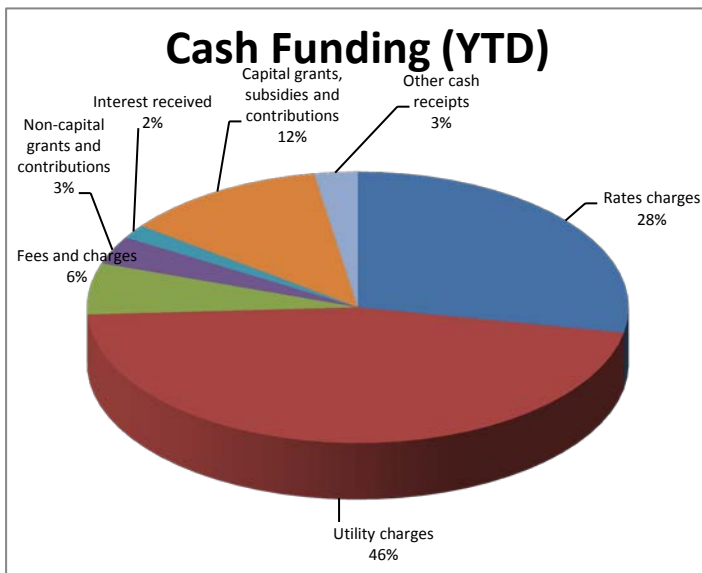
For the period ending 30 April 2016

	Annual	Annual	YTD	YTD	YTD
	Original	Revised	Revised	Actual	Variance
	Budget	Budget	Budget	\$000	\$000
	\$000	\$000	\$000		
Recurrent revenue					
Rates, levies and charges	207,421	208,121	189,238	185,860	(3,378)
Fees and charges	11,638	12,335	10,347	11,467	1,120
Rental income	890	975	829	666	(163)
Interest received	3,355	3,555	3,013	3,713	700
Investment returns	3,234	3,234	2,500	-	(2,500)
Sales revenue	3,385	3,685	3,139	3,325	186
Other income	645	645	557	1,021	464
Grants, subsidies and contributions	7,584	7,959	6,441	6,988	547
Total recurrent revenue	238,152	240,509	216,064	213,040	(3,024)
Capital revenue					
Grants, subsidies and contributions	13,176	19,634	17,810	27,629	9,819
Non-cash contributions	3,079	3,079	66	4,015	3,949
Total capital revenue	16,256	22,713	17,876	31,644	13,768
TOTAL INCOME	254,407	263,222	233,940	244,684	10,744
Recurrent expenses					
Employee benefits	77,404	78,398	66,448	65,756	(692)
Materials and services	106,010	108,054	86,662	85,494	(1,168)
Finance costs	4,657	3,820	2,977	3,064	87
Depreciation and amortisation	49,975	49,975	41,646	42,644	998
Total recurrent expenses	238,046	240,247	197,733	196,958	(775)
Capital expenses					
(Gain)/Loss on disposal of non-current assets	412	412	328	1,877	1,549
Total capital expenses	412	412	328	1,877	1,549
TOTAL EXPENSES	238,458	240,659	198,061	198,835	774
NET RESULT	15,949	22,563	35,879	45,849	9,970
Other comprehensive income/(loss)					
Items that will not be reclassified to a net result					
Revaluation of property, plant and equipment	-	-	-	28	28
TOTAL COMPREHENSIVE INCOME	15,949	22,563	35,879	45,877	9,998

4. STATEMENT OF CASH FLOWS

STATEMENT OF CASH FLOWS For the period ending 30 April 2016

	Annual Original Budget \$000	Annual Revised Budget \$000	YTD Revised Budget \$000	YTD Actual \$000
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts from customers	223,088	224,738	203,233	186,771
Payments to suppliers and employees	(189,184)	(194,815)	(155,653)	(154,098)
	33,905	29,923	47,580	32,673
Interest received	3,355	3,555	3,013	3,713
Rental income	890	975	829	666
Non-capital grants and contributions	7,584	8,840	7,323	7,641
Borrowing costs	(3,257)	(3,257)	(2,714)	(3,337)
Net cash inflow / (outflow) from operating activities	42,477	40,037	56,031	41,356
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for property, plant and equipment	(77,998)	(84,051)	(53,559)	(45,914)
Payments for intangible assets	(100)	-	-	(32)
Proceeds from sale of property, plant and equipment	1,716	1,716	1,445	891
Capital grants, subsidies and contributions	13,176	19,634	17,810	27,629
Other cash flows from investing activities	3,234	3,234	2,500	-
Net cash inflow / (outflow) from investing activities	(59,972)	(59,467)	(31,804)	(17,427)
CASH FLOWS FROM FINANCING ACTIVITIES				
Proceeds of borrowings	-	-	-	-
Repayment of borrowings	(4,696)	(4,696)	(3,913)	(4,616)
Net cash inflow / (outflow) from financing activities	(4,696)	(4,696)	(3,913)	(4,616)
Net increase / (decrease) in cash held	(22,191)	(24,127)	20,314	19,313
Cash and cash equivalents at the beginning of the year	84,087	121,327	121,327	121,327
Cash and cash equivalents at the end of the financial year / period	61,896	97,201	141,641	140,640



Total Cash Funding (Actual YTD)	227,311
Total Cash Funding (Annual Revised Budget)	262,692
% of Budget Achieved YTD	87%

Total Cash Expenditure (Actual YTD)	207,997
Total Cash Expenditure (Annual Revised Budget)	286,819
% of Budget Achieved YTD	73%

5. STATEMENT OF FINANCIAL POSITION

STATEMENT OF FINANCIAL POSITION As at 30 April 2016

	Annual	Annual	YTD	YTD
	Original Budget \$000	Revised Budget \$000	Revised Budget \$000	Actual Balance \$000
CURRENT ASSETS				
Cash and cash equivalents	61,896	97,201	141,641	140,639
Trade and other receivables	26,046	25,017	25,017	53,795
Inventories	845	774	779	752
Non-current assets held for sale	354	1,309	2,793	5,997
Other current assets	1,154	1,104	1,104	2,842
Total current assets	90,295	125,403	171,334	204,025
NON-CURRENT ASSETS				
Investment property	893	956	956	956
Property, plant and equipment	2,118,731	2,277,059	2,252,110	2,246,451
Intangible assets	916	2,839	2,967	2,986
Other financial assets	73	73	73	73
Investment in other entities	10,063	10,063	8,579	5,333
Total non-current assets	2,130,676	2,290,990	2,264,685	2,255,799
TOTAL ASSETS	2,220,971	2,416,395	2,436,019	2,459,824
CURRENT LIABILITIES				
Trade and other payables	15,369	20,050	20,307	22,712
Borrowings	5,559	4,482	4,482	4,482
Provisions	8,053	8,422	13,602	10,363
Other current liabilities	1,282	3,529	3,529	16,724
Total current liabilities	30,263	36,479	41,920	54,281
NON-CURRENT LIABILITIES				
Borrowings	44,200	45,277	46,060	46,081
Provisions	10,769	12,209	12,291	13,717
Total non-current liabilities	54,969	57,488	58,351	59,798
TOTAL LIABILITIES	85,232	93,967	100,271	114,079
NET COMMUNITY ASSETS	2,135,739	2,322,428	2,335,748	2,345,745
COMMUNITY EQUITY				
Asset revaluation surplus	668,685	827,411	827,411	827,439
Retained surplus	1,415,250	1,426,496	1,417,754	1,424,427
Constrained cash reserves	51,804	68,521	90,583	93,879
TOTAL COMMUNITY EQUITY	2,135,739	2,322,428	2,335,748	2,345,745

6. OPERATING STATEMENT

OPERATING STATEMENT For the period ending 30 April 2016

	Annual	Annual	YTD	YTD	YTD
	Original Budget \$000	Revised Budget \$000	Revised Budget \$000	Actual \$000	Variance \$000
Revenue					
Rates charges	82,760	83,460	83,460	82,760	(700)
Levies and utility charges	128,121	128,121	109,121	106,228	(2,893)
<i>Less: Pensioner remissions and rebates</i>	(3,461)	(3,461)	(3,344)	(3,128)	216
Fees and charges	11,638	12,335	10,347	11,467	1,120
Operating grants and subsidies	7,053	7,427	6,026	6,564	538
Operating contributions and donations	531	531	415	424	9
Interest external	3,355	3,555	3,013	3,713	700
Investment returns	3,234	3,234	2,500	-	(2,500)
Other revenue	4,919	5,305	4,526	5,012	486
Total revenue	238,152	240,509	216,064	213,040	(3,024)
Expenses					
Employee benefits	77,404	78,398	66,448	65,756	(692)
Materials and services	106,542	108,586	87,144	85,921	(1,223)
Finance costs other	1,400	563	263	329	66
Other expenditure	347	347	251	460	209
Net internal costs	(879)	(879)	(733)	(887)	(154)
Total expenses	184,814	187,014	153,373	151,579	(1,794)
Earnings before interest, tax and depreciation (EBITD)	53,338	53,495	62,691	61,461	(1,230)
Interest expense	3,257	3,257	2,714	2,735	21
Depreciation and amortisation	49,975	49,975	41,646	42,644	998
OPERATING SURPLUS/(DEFICIT)	106	263	18,331	16,082	(2,249)

Levies and utility charges breakup For the period ending 30 April 2016

	Annual	Annual	YTD	YTD	YTD
	Original Budget \$000	Revised Budget \$000	Revised Budget \$000	Actual \$000	Variance \$000
Levies and utility charges					
Refuse charges	20,051	20,051	16,709	16,538	(171)
Special charges	3,874	3,874	3,874	3,945	71
Environment levy	5,830	5,830	5,830	5,942	112
Landfill remediation charge	2,677	2,677	2,231	2,270	39
Wastewater charges	40,114	40,114	33,428	35,057	1,629
Water access charges	17,817	17,817	14,847	14,961	114
Water consumption charges	37,759	37,759	32,202	27,515	(4,687)
Total Levies and utility charges	128,121	128,121	109,121	106,228	(2,893)

7. CAPITAL FUNDING STATEMENT

CAPITAL FUNDING STATEMENT For the period ending 30 April 2016

	Annual	Annual	YTD	YTD	YTD
	Original Budget \$000	Revised Budget \$000	Revised Budget \$000	Actual \$000	Variance \$000
Sources of capital funding					
Capital contributions and donations	6,133	9,993	10,249	20,052	9,803
Capital grants and subsidies	7,043	9,641	7,560	7,577	17
Proceeds on disposal of non-current assets	1,716	1,716	1,445	891	(554)
Capital transfers (to)/ from reserves	14,566	9,341	(9,201)	(11,068)	(1,867)
Non-cash contributions	3,079	3,079	66	4,015	3,949
Funding from general revenue	53,336	58,056	47,418	32,387	(15,031)
Total sources of capital funding	85,873	91,825	57,538	53,854	(3,684)
Application of capital funds					
Contributed assets	3,079	3,079	66	4,015	3,949
Capitalised goods and services	72,366	79,411	49,608	41,636	(7,972)
Capitalised employee costs	5,732	4,639	3,951	4,311	360
Loan redemption	4,696	4,696	3,913	3,892	(21)
Total application of capital funds	85,873	91,825	57,538	53,854	(3,684)
Other budgeted items					
Transfers to constrained operating reserves	(11,131)	(11,131)	(10,980)	(11,161)	(181)
Transfers from constrained operating reserves	10,509	11,101	7,430	6,183	(1,247)
WDV of assets disposed	2,128	2,128	1,773	2,768	995

8. REDLAND WATER & REDWASTE STATEMENTS

REDLAND WATER SUMMARY OPERATING STATEMENT For the Period Ending 30 April 2016

	Annual Original Budget \$000	Annual Revised Budget \$000	YTD Revised Budget \$000	YTD Actual \$000	YTD Variance \$000
Total revenue	97,659	97,959	82,418	79,715	(2,703)
Total expenses	53,982	53,304	44,546	42,048	(2,498)
Earnings before interest, tax and depreciation (EBITD)	43,677	44,655	37,872	37,667	(205)
Depreciation	17,081	17,081	14,234	14,113	(121)
Operating surplus/(deficit)	26,596	27,574	23,638	23,554	(84)

REDLAND WATER CAPITAL FUNDING STATEMENT For the Period Ending 30 April 2016

	Annual Original Budget \$000	Annual Revised Budget \$000	YTD Revised Budget \$000	YTD Actual \$000	YTD Variance \$000
Capital contributions, donations, grants and subsidies	3,500	3,500	3,516	6,390	2,874
Net transfer (to)/from constrained capital reserves	(2,714)	5,812	2,241	(633)	(2,874)
Other	3,000	3,000	-	1,542	1,542
Funding from utility revenue	17,680	11,229	6,639	5,727	(912)
Total sources of capital funding	21,466	23,541	12,396	13,026	630
Contributed assets	3,000	3,000	-	1,542	1,542
Capitalised expenditure	18,466	20,541	12,396	11,484	(912)
Total applications of capital funds	21,466	23,541	12,396	13,026	630

REDWASTE OPERATING STATEMENT For the Period Ending 30 April 2016

	Annual Original Budget \$000	Annual Revised Budget \$000	YTD Revised Budget \$000	YTD Actual \$000	YTD Variance \$000
Total revenue	21,810	21,710	18,097	18,044	(53)
Total expenses	15,678	15,662	13,188	12,554	(634)
Earnings before interest, tax and depreciation (EBITD)	6,131	6,047	4,909	5,490	581
Interest expense	42	42	35	33	(2)
Depreciation	553	553	461	441	(19)
Operating surplus/(deficit)	5,537	5,453	4,413	5,016	603

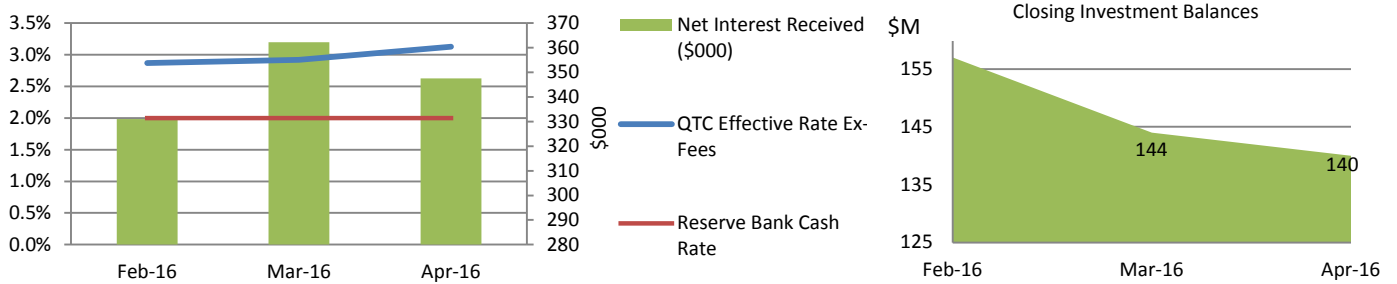
REDWASTE CAPITAL FUNDING STATEMENT For the Period Ending 30 April 2016

	Annual Original Budget \$000	Annual Revised Budget \$000	YTD Revised Budget \$000	YTD Actual \$000	YTD Variance \$000
Funding from utility revenue	1,639	2,226	1,560	814	(746)
Total sources of capital funding	1,639	2,226	1,560	814	(746)
Capitalised expenditure	1,570	2,157	1,503	755	(748)
Loan redemption	69	69	57	59	2
Total applications of capital funds	1,639	2,226	1,560	814	(746)

9. INVESTMENT & BORROWINGS REPORT

For the Period Ending 30 April 2016

INVESTMENT RETURNS



Total Investment at End of Month was \$139.64M

Current Position

All Council investments are currently held in the Capital Guaranteed Cash Fund which is a fund operated by the Queensland Treasury Corporation (QTC).

The movement in interest earned is indicative of both the interest rate and the surplus cash balances held, the latter of which is affected by business cash flow requirements on a monthly basis. The movement in investment balance is reflective of the rating cycle.

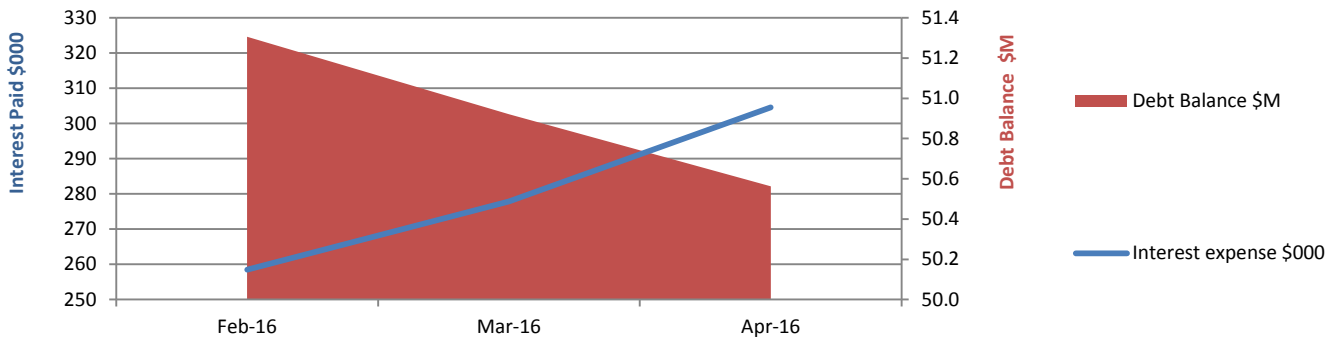
Note: the Reserve Bank reduced the cash rate down to 2.00% in the April 2015 sitting, however effective from 4 May 2016 this has been revised and further reduced to 1.75%.

The Tax and Treasury team's recommendation that Council diversify its investments outside of QTC to maximise returns has received approval from management. The team is working through the guidelines and will commence reviewing term deposit rates in the market to take advantage of any opportunities.

Where such opportunities are not identified, the team ensures Council maximises its interest earnings on a daily basis by depositing surplus funds at QTC for a higher rate than is achieved from the bank transaction account.

Council adopted its revised Investment Policy in April 2015 for the 2015-16 financial year

BORROWING COSTS



Total Borrowings at End of Month was \$50.56M



Current Position

The existing loan accounts were converted to a Fixed Rate Loan on 1 April 2016 in line with QTC policies.

Debt repayment has been made *annually* in advance for 2015-16.

By prepaying the interest annually in 2015-16, it is expected that Council will save in excess of \$50,000 in interest over the financial year.

Council adopted its revised Debt Policy in June 2015 for the 2015-16 financial year

10. CONSTRAINED CASH RESERVES

Reserves as at 30 April 2016	Opening Balance	To Reserve	From Reserve	Closing Balance
	\$000	\$000	\$000	\$000
Special Projects Reserve:				
Weinam Creek Reserve	2,492	394	(472)	2,414
Red Art Gallery Commissions & Donations Reserve	2	-	-	2
	2,494	394	(472)	2,416
Utilities Reserve:				
Redland Water Reserve	8,300	-	-	8,300
Redland WasteWater Reserve	1,600	-	-	1,600
	9,900	-	-	9,900
Constrained Works Reserve:				
Tree Planting Reserve	23	62	-	85
Parks Reserve	6,006	3,471	(1,098)	8,379
East Thornlands Road Infrastructure Reserve	674	-	-	674
Community Facility Infrastructure Reserve	979	536	-	1,515
Retail Water Renewal & Purchase Reserve	7,478	1,097	(205)	8,370
Sewerage Renewal & Purchase Reserve	9,500	4,278	(4,537)	9,241
Constrained Works Reserve-Cap Grants & Contributions	1,410	584	(784)	1,210
Transport Trunk Infrastructure Reserve	13,565	6,391	(120)	19,836
Cycling Trunk Infrastructure Reserve	3,099	2,625	(72)	5,652
Stormwater Infrastructure Reserve	3,722	1,435	-	5,157
Constrained Works Reserve-Opr Grants & Contributions	1,246	-	(103)	1,143
	47,702	20,479	(6,919)	61,262
Separate Charge Reserve - Environment:				
Environment Charge Acquisition Reserve	6,878	-	(66)	6,812
Environment Charge Maintenance Reserve	1,729	5,942	(4,187)	3,484
	8,607	5,942	(4,253)	10,296
Special Charge Reserve - Other:				
Bay Island Rural Fire Levy Reserve	-	184	(167)	17
SMBI Translink Reserve	2	960	(714)	248
	2	1,144	(881)	265
Special Charge Reserve - Canals:				
Raby Bay Canal Reserve	5,806	2,727	(2,956)	5,577
Aquatic Paradise Canal Reserve	2,834	898	(50)	3,682
Sovereign Waters Lake Reserve	487	56	(62)	481
	9,127	3,681	(3,068)	9,740
TOTALS	77,832	31,640	(15,593)	93,879

Closing Cash and Cash Equivalents	140,639
Reserves as percentage of cash balance	67%

11. GLOSSARY

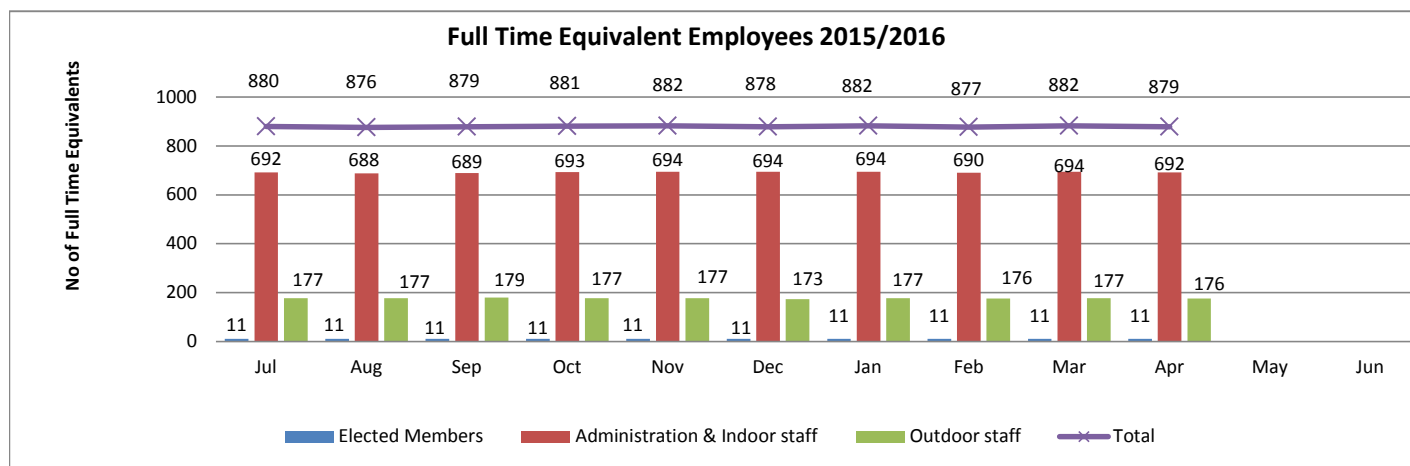
Definition of ratios

Operating Surplus Ratio*: <i>This is an indicator of the extent to which revenues raised cover operational expenses only or are available for capital funding purposes</i>	$\frac{\text{Net Operating Surplus}}{\text{Total Operating Revenue}}$
Asset Sustainability Ratio*: <i>This ratio indicates whether Council is renewing or replacing existing non-financial assets at the same rate that its overall stock of assets is wearing out</i>	$\frac{\text{Capital Expenditure on Replacement of Infrastructure Assets (Renewals)}}{\text{Depreciation Expenditure on Infrastructure Assets}}$
Net Financial Liabilities*: <i>This is an indicator of the extent to which the net financial liabilities of Council can be serviced by operating revenues</i>	$\frac{\text{Total Liabilities - Current Assets}}{\text{Total Operating Revenue}}$
Level of Dependence on General Rate Revenue: <i>This ratio measures Council's reliance on operating revenue from general rates (excludes utility revenues)</i>	$\frac{\text{General Rates - Pensioner Remissions}}{\text{Total Operating Revenue - Gain on Sale of Developed Land}}$
Current Ratio: <i>This measures the extent to which Council has liquid assets available to meet short term financial obligations</i>	$\frac{\text{Current Assets}}{\text{Current Liabilities}}$
Debt Servicing Ratio: <i>This indicates Council's ability to meet current debt instalments with recurrent revenue</i>	$\frac{\text{Interest Expense + Loan Redemption}}{\text{Total Operating Revenue - Gain on Sale of Developed Land}}$
Cash Balance - \$M:	Cash Held at Period End
Cash Capacity in Months: <i>This provides an indication as to the number of months cash held at period end would cover operating cash outflows</i>	$\frac{\text{Cash Held at Period End}}{[(\text{Cash Operating Costs} + \text{Interest Expense}) / \text{Period in Year}]}$
Debt to Asset Ratio: <i>This is total debt as a percentage of total assets, i.e. to what extent will our long term debt be covered by total assets</i>	$\frac{\text{Current and Non-current loans}}{\text{Total Assets}}$
Operating Performance: <i>This ratio provides an indication of Redland City Council's cash flow capabilities</i>	$\frac{\text{Net Cash from Operations} + \text{Interest Revenue and Expense}}{\text{Cash Operating Revenue} + \text{Interest Revenue}}$
Interest Cover Ratio: <i>This ratio demonstrates the extent which operating revenues are being used to meet the financing charges</i>	$\frac{\text{Net Interest Expense on Debt Service}}{\text{Total Operating Revenue}}$

* These targets are set to be achieved on average over the longer term and therefore are not necessarily expected to be met on a monthly basis.

12. APPENDIX: ADDITIONAL AND NON-FINANCIAL INFORMATION

Workforce reporting



Workforce reporting - YTD April 2016: Headcount	Employee Type						Grand Total
	Casual	Contract of Service	Perm Full	Perm Part	Temp Full	Temp Part	
Office of CEO	14	3	84	10	10	3	124
Organisational Services	3	5	105	10	6	5	134
Community and Customer Service	38	5	244	56	19	6	368
Infrastructure and Operations	17	7	305	11	10	0	350
Total	72	20	738	87	45	14	976

Note: Full Time Equivalent Employees includes all full time employees at a value of 1 and all other employees, at a value less than 1. The table above demonstrates the headcount by department (excluding agency staff) and does not include a workload weighting. It includes casual staff in their non-substantive roles as at the end of the period where relevant.

Overdue rates debtors

Comparison April 2015 to April 2016

Total							Mainland						
Days Overdue	Apr-15	% Overdue	Apr-16	% Overdue	\$ Variance	% Variance	Days Overdue	Apr-15	% Overdue	Apr-16	% Overdue	\$ Variance	% Variance
<90	\$2,227,009	0.97%	\$2,121,618	0.9%	-\$105,392	-0.06%	<90	\$1,594,233	0.70%	\$1,547,451	0.7%	-\$46,781	-0.03%
90 - 180 days	\$1,050,998	0.46%	\$893,366	0.4%	-\$157,632	-0.08%	90 - 180 days	\$712,037	0.31%	\$571,234	0.2%	-\$140,803	-0.07%
>180 days	\$2,500,700	1.09%	\$2,432,006	1.0%	-\$68,693	-0.05%	>180 days	\$1,257,110	0.55%	\$1,359,823	0.6%	\$102,713	0.03%
Total	\$5,778,706	2.53%	\$5,446,990	2.34%	-\$331,716	-0.19%	Total	\$3,563,379	1.56%	\$3,478,508	1.49%	-\$84,871	-0.07%

Nth Stradbroke Is / Coochiemudlo Is / Garden Is							SMBI						
Days Overdue	Apr-15	% Overdue	Apr-16	% Overdue	\$ Variance	% Variance	Days Overdue	Apr-15	% Overdue	Apr-16	% Overdue	\$ Variance	% Variance
<90	\$76,983	0.03%	\$62,292	0.0%	-\$14,692	-0.01%	<90	\$555,793	0.24%	\$511,875	0.2%	-\$43,918	-0.02%
90 - 180 days	\$46,252	0.02%	\$33,114	0.0%	-\$13,137	-0.01%	90 - 180 days	\$292,709	0.13%	\$289,018	0.1%	-\$3,691	0.00%
>180 days	\$66,068	0.03%	\$68,900	0.0%	\$2,832	0.00%	>180 days	\$1,177,522	0.51%	\$1,003,284	0.4%	-\$174,239	-0.08%
Total	\$189,303	0.08%	\$164,306	0.07%	-\$24,997	-0.01%	Total	\$2,026,024	0.89%	\$1,804,176	0.77%	-\$221,848	-0.11%

11.1.2 ASSET ACCOUNTING POLICY

Objective Reference: A1750351
Reports and Attachments (Archives)

Attachments: [POL-2528 Asset Accounting Policy](#)
[GL-2528-011 Non-Current Asset Retirements](#)
[GL-2528-012 Non-Current Asset Revaluations](#)

Authorising/Responsible Officer:



Deborah Corbett-Hall
Acting Chief Financial Officer

Report Author:

Carolyn Jackson
Acting Finance Manager Corporate Finance

PURPOSE

The report is to obtain endorsement of the revised policies and guidelines regarding asset accounting.

BACKGROUND

A review of the asset accounting policies and guidelines was completed to address those that were due for review. As a result the policies were rationalised and combined into the overarching POL 2528 Asset Accounting Policy and the subordinate guidelines updated and re-numbered where necessary.

ISSUES

The following changes are recommended as a result of the review process.

Reference	Name	Action Required	Changes / Comment
POL 2528	Asset Accounting Policy	Update	<ul style="list-style-type: none"> Change of Policy name from Enterprise Asset Management Policy to Asset Accounting Policy. POL 3118 addresses Enterprise Asset Management. Update reference to the Local Government Regulation 2012. Re-write to encompass all Asset Accounting Policy statements and to combine POL-3041 Non Current Asset Retirements, POL 3052 Revaluation of Non-Current Assets and other policy position statements into one Asset Accounting Policy. Addition of paragraph 8.8 regarding the disposal of assets under \$5,000.

Reference	Name	Action Required	Changes / Comment
POL 3041	Non-current Asset Retirements	Delete	Content included in POL 2528
POL 3042	Revaluation of Non-Current Assets	Delete	Content included in POL 2528
GL 2528-008	Changes in Accounting Policy, Estimates and Errors in Fixed Assets	Delete	Content reflected in the Accounting Manual
GL 2528 -012	Revaluation of Non-Current Assets	Updated	<ul style="list-style-type: none"> Update to numbering and reference as a subordinate guideline to POL 2528 Asset Accounting Policy. Update reference to <i>Local Government Regulation 2012</i>. Addition of reference to AASB 13 Fair Value Measurement and the additional processes required to be implemented. Addition of information regarding instructions to valuers for external valuation. Addition of information regarding valuation report expectations. Update to the table outlining the proposed valuation cycles. Addition of Fair Value Hierarchy including the valuation basis and recommended indices. Removal of previous Appendix 1 Sample Index Tables. Removal of previous Appendix 2 Revaluation Guide.
GL 2528-011	Non-Current Asset Retirements	update	<ul style="list-style-type: none"> Addition of a paragraph recognising an approved as constructed drawing, used in spatial asset captures, as the approval for processing related asset disposals. Update of reference to current roles and positions as required. Update to guideline's number to reflect this guideline as a subordinate to POL 2528 Asset Accounting Policy

The Asset Accounting Policy will collate all the policy statements reported in the annual report into the one governance document.

STRATEGIC IMPLICATIONS

Legislative Requirements

The policy statements reflected in the new and revised policy and guidelines are consistent with the *Local Government Regulation 2012* and the relevant Australian Accounting Standards.

Risk Management

No further risks have been identified.

Financial

There are no direct financial implications of adopting the policy and guidelines.

People

Nil impact is expected as the purpose of the report is to provide clarity regarding asset accounting governance. No changes have been made directly to the expectations of specific roles or officers.

Environmental

Nil impact is expected as the purpose of the report is to provide clarity with regard to asset accounting governance.

Social

Nil impact is expected as the purpose of the report is to provide clarity with regard to asset accounting governance.

Alignment with Council's Policy and Plans

The revision of the policy and guidelines provides support to the Inclusive and Ethical Governance outcome of the Corporate Plan and documents a clear policy position with regard to asset accounting consistent with the Australian Accounting Standards.

CONSULTATION

The policy and guideline changes were developed with consultation with the Chief Financial Officer; the Finance Manager Corporate Finance, the Capital and Asset Accounting Manager and the Corporate Financial Reporting Manager.

OPTIONS

1. That Council resolves to adopt or delete the revised Policies and Guidelines as listed below:

POL 2528	Asset Accounting Policy	Adopt
POL 3041	Non-current Asset Retirements	Delete
POL 3042	Revaluation of Non-Current Assets	Delete
GL 2528-008	Changes in Accounting Policy, Estimates and Errors in Fixed Assets	Delete
GL 2528-012	Revaluation of Non-Current Assets	Adopt
GL 2528-011	Non-Current Asset Retirements	Adopt

2. That Council resolves to return the Policy and Guideline for further information.

**OFFICER'S RECOMMENDATION/
COUNCIL RESOLUTION**

Moved by: Cr M Edwards
Seconded by: Cr T Huges

That Council resolves to adopt or delete the revised policies and guidelines as listed below:

POL 2528	Asset Accounting Policy	Adopt
POL 3041	Non-current Asset Retirements	Delete
POL 3042	Revaluation of Non-Current Assets	Delete
GL 2528-008	Changes in Accounting Policy, Estimates and Errors in Fixed Assets	Delete
GL 2528-012	Revaluation of Non-Current Assets	Adopt
GL 2528-011	Non-Current Asset Retirements	Adopt

CARRIED 11/0

Crs Boglary, Mitchell, Gollè, Hewlett, Edwards, Talty, Elliott, Huges, Gleeson, Bishop and Williams voted FOR the motion.

Asset Accounting Policy

Version Information

Head of Power

All non-current (fixed or intangible) asset activities must meet or exceed the requirements in the *Local Government Regulation 2012*.

Policy Objective

The policy's objective is to assist Council to meet or exceed the requirements of the *Local Government Regulation 2012*, and related Australian Accounting Standards including:

- AASB 116 Property, Plant and Equipment
- AASB 13 Fair Value Measurement
- AASB 136 Impairment of Assets
- AASB 138 Intangible Assets
- AASB 140 Investment Property
- AASB 5 Non- Current Assets Held for Sale and Discontinued Operations

Policy Statement

Council is committed to the following policy statements in the accounting for non-current assets.

1. Asset Classes

The grouping of non- current assets for recording in the asset register and reporting in the financial statements is as follows:

- Land
- Buildings
- Plant and Equipment
- Roads
- Stormwater Drainage
- Water and Wastewater
- Parks
- Other Infrastructure
- Waste
- Work in Progress
- Intangibles

2. Asset Recognition

Initial recognition of an asset will occur when each of the following criteria are met:

- It is probable that the benefits will flow to Council(i.e. Council has control over the future benefits);
- The benefits are expected to last more than one year;

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- The costs exceed the capitalisation threshold for the appropriate class of assets; (refer Appendix 1 for threshold details); and
- The costs can be reliably measured.

3. Asset Recognition Thresholds

The asset recognition thresholds that apply to each asset class are detailed in Appendix 1.

4. Capital Costs Subsequent to Initial Recognition

4.1. Costs can be capitalised as part of an existing asset when the costs exceed the capitalisation threshold **and one** of the following criteria are met:

- The resulting asset provides a higher level of service (greater operational capacity or removes bottlenecks);
- The expenditure results in an overall cost saving; or
- The expenditure extends the life of the resulting asset beyond the original expectation.

4.2. Where subsequent costs are capitalised the remaining life of the asset must be updated.

4.3. If these criteria are not met, the costs must be expensed in the period they were incurred.

5. Depreciation and Amortisation

5.1. The straight-line method is adopted by Council to reflect patterns of consumption for all non-current assets.

5.2. Road earthworks, rock armor associated with seawalls, artworks, heritage assets and parcels of land, are not subject to depreciation due to their unlimited life.

5.3. Depreciation and Amortisation parameters (remaining life, asset condition, residual value), are to be reviewed at least annually to ensure currency for end of financial year reporting.

6. Impairment

6.1. Assets subject to impairment testing are to be reviewed for indicators annually.

6.2. Assets subject to testing include:

- Individual, simple assets with a carrying value greater than \$100,000;
- **All** Bridges, Marine (Jetties, Boat Ramps, Revetment Walls, Seawalls), Buildings, Pump Stations, and Water Treatment Plants. These generally are complex assets parenting a variety of lower value, simple assets; and
- Water, Wastewater, and Stormwater Sub-surface networks and the Road network are to be considered from a whole of network perspective.

6.3. An impairment loss will be recognised immediately as an expense, unless the asset class is carried at a revalued amount. In this circumstance, any impairment losses shall be treated as a revaluation decrease in accordance AASB 136 Impairment of Assets to the extent it reverses any previous revaluation increment.

7. Valuation

- 7.1. Plant and Equipment and Work in Progress are valued on a cost basis.
- 7.2. Intangible assets are valued at cost except where there is an active market present.
- 7.3. Land, Buildings, Investment Property and Infrastructure (Roads, Water, Wastewater, Parks, Other Infrastructure and Waste) assets are valued at fair value when that value can be measured reliably.
- 7.4. All revaluations are to be conducted professionally, through technically qualified Council Officers and through external Valuation firms as applicable.
- 7.5. External Valuation firms will be engaged for the revaluation of building assets to determine fair value.
- 7.6. Valuations will also provide the insurable values of the assets for insurance purposes where required.
- 7.7. Asset classes are to be physically revalued with sufficient regularity to ensure the carrying amount does not differ materially from the fair value.
- 7.8. The fair value of Investment Property is to be considered annually and revalued where material movement is evident.
- 7.9. Desktop indexing will be performed on the values for all asset classes in the intervening years of the revaluation cycle where assets are not physically revalued where material movement exists.

8. Non-Current Asset Retirements

- 8.1. Assets are retired when:
 - the asset is destroyed, abandoned or decommissioned with no future economic benefit expected to be generated from its use;
 - the asset is scrapped, sold or traded;
 - the asset is lost or stolen; or
 - control of the asset is transferred to another entity.
- 8.2. Ethical disposal of non-current assets will be conducted in a timely, cost effective and environmentally friendly manner and within Council's legal and statutory obligations.
- 8.3. Disposals will be conducted professionally, ensuring Council Officers have a clear understanding of their responsibility, authority and delegated financial levels.
- 8.4. Asset retirements and replacements will be planned and budgeted for via Council's Asset and Service Management Plans.
- 8.5. Council Officers will comply with Workplace Health and Safety obligations for non-current assets being physically removed off-site once authorised for disposal.
- 8.6. Financial delegation limits are applicable for adjustments and write-offs from the asset register and from the Geographical Information System.
- 8.7. Operational components in capital projects are to be appropriately budgeted for at the commencement of a project.

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8.8. Work in progress transactions are to be reviewed on a monthly basis and any non-budgeted operational components subsequently identified are to be expensed immediately.

8.9. Disposal of those assets must be through a tender or public auction process where they are identified as surplus to requirements and have an apparent (realisable) value greater than:

- \$1 for Land assets;
- \$5000 for all other assets.

8.10. Disposal of assets identified as surplus to requirements and with an apparent (realisable) value less than \$5,000, must be completed with approval of the appropriate Group Manager.

8.11. Officers will adopt a whole-of-life approach for the asset when considering the decision to dispose of non-current assets.

9. Stocktakes and Validity Checks

9.1. Stocktakes and validity checks will be completed and documented by assets assignees at regular intervals to verify the integrity of the asset register.

9.2. Checks may be performed on a rotating basis and may include integrity checks other than physically sighting the assets as appropriate for the asset class.

10. Work In Progress

10.1. Work in progress costs are to be monitored by the Project Manager on a monthly basis with costs being cleared from work in progress in a timely manner.

10.2. Work in Progress costs are not be carried forward into the new financial year if at 30 June:

- construction was complete; or
- the acquired asset is in operation; or
- the costs are operational in nature.

11. Portable and Attractive Items

11.1. Group Managers are responsible to determine the need to create and maintain separately a portable and attractive items register for their Group and for assets that are managed within their Group.

12. Assets Held for Sale

12.1. Items are to be classified as 'Held for Sale' in the Current Assets section of the Statement of Financial Position in situations where they have been previously recognised as non-current assets; are now being held for the purpose of resale; and where they are expected to be sold within 12 months. The asset must be immediately available for resale in its present condition.

12.2. Assets acquired for the purposes of resale, must be treated as outlined in AASB 102 Inventories.

policy document

Version Information (bookmark)

Version number	Date	Key Changes
2	April 2016	<ul style="list-style-type: none">• Change of Policy name from Enterprise Asset Management Policy to Asset Accounting Policy. POL 3118 addresses Enterprise Asset Management.• Update reference to the <i>Local Government Regulation 2012</i>.• Re-write to encompass all Asset Accounting Policy statements and to combine POL-3041 Non Current Asset Retirements, POL 3052 Revaluation of Non-Current Assets and other policy position statements into one Asset Accounting Policy.• Addition of paragraph 8.8 regarding the disposal of assets under \$5,000.

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Appendix 1 Asset Classes and Thresholds

Asset Class	Asset Category	Examples	Threshold
Land	Land	All land in RCC ownership <i>Land under Roads is NOT recognised as a Council asset.</i>	ALL
Buildings	Buildings	Administration buildings, depots, sheds, amenities, community halls, cabins	\$500
	Fixtures and Fittings	Air conditioning, hot water systems, fans, awnings and blinds, cable network	\$500
Plant and Equipment	Plant and equipment	Power tools, generators, mowers, edgers trimmers, winches, cleaners, survey equipment, GPS, vehicles, boats	\$500
	Office equipment and Furniture	Audio visual equipment, televisions, projectors, kitchen appliances, general office equipment	\$200
	IM equipment (individual items excluding mobile phones)	Pc's, servers, printers, computer hardware and peripheral devices	\$1,000
	IM Network (annual under threshold)	Pc's, servers, printers, computer hardware and peripheral devices	ALL
	Collection network	Library, artwork, furniture	ALL
Intangible	Software	Includes both internally generated and externally provided. When the software is an integral part of the related hardware it should be treated together with the hardware	\$1,000
Roads	Infrastructure Assets (individual assets)	Bus shelters, lighting, pathways, traffic signals, streetscapes, bridges, crash barriers, retaining walls, signs, fencing	\$5,000
	Networked	Road seal, pavement, , bus shelters, LATMS's, Car parks, earthworks	ALL
Stormwater Drainage	Infrastructure Assets (individual assets)	Manholes and pits, end structures, surface drains, gross pollutant traps	\$5,000
	Networked	Subsurface pipes and drainage	ALL

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policy document

Corporate POL-2528

Asset Class	Asset Category	Examples	Threshold
Water and Wastewater	Infrastructure Assets (individual assets)	Motors, switchboards, pumps, structures, instrumentation, sheds, electrical wiring,	\$5,000
	Networked	Subsurface pipes, conduits, valves, hydrants, meters	ALL
Other Infrastructure	Infrastructure Assets (individual assets)	Jetties, navigation beacons, berthing piles, sea walls	\$5,000
Parks	Park and Sporting Furniture	Tables, seats, BBQ's, play equipment, bin enclosures, signage, taps/ fountains	\$500
	Infrastructure Assets (individual assets)	Path structures, Shelters, sports facilities, lighting, retaining walls, pumps, and switchboards.	\$5,000
Waste	Infrastructure Assets (individual assets)	Lighting, fencing, structures, sheds, manholes, mechanical and electrical.	\$5,000
	Networked	Wheelie Bins	ALL

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Non-Current Asset Retirements

Version Information

Scope

This guideline applies to all Redland City Council employees.

Purpose

The purpose is to prescribe a framework for the write off and disposal of non-current assets within Council.

Definitions

Assets – An asset is a resource controlled by Council as a result of past events and from which future economic benefits are expected to flow to Council.

Non-current assets – Those assets where in the normal period of operations, future economic benefits or service potentials are expected to flow to Council over a period exceeding one year in length. Non-current assets also include work in progress.

Disposals – Those non-current assets which will leave Council due to them being auctioned, sold, traded in, or through a tender process and where money / consideration is received for them.

Write-offs – Those non-current assets that leave Council for which no financial consideration is received. It may be due to the asset being an approved gift (donation), being used for parts, dumping, scrapping, buried, stolen or missing.

Retirements – This is the collective name given to asset disposals and write-offs.

For comprehensive list of asset definitions refer to GL-2528-001 Accounting Principles and Concepts for Non-Current Assets

Actions and Responsibilities

Project Managers

Council employees who are Project Managers will be responsible for the following activities:

- Monitoring work in progress (WIP) transaction reports to identify operational expenditure components within the WIP accounts on a monthly basis. Where these costs have been budgeted as operational (824098) in the current financial year, they may be transferred to a nominated operational account under the (normal) journal authorisation process.
- Any operational costs carried forward in WIP from prior financial years or not budgeted as operational in the current year, are to be authorised by the asset assignee's Group or General Manager and, subject to the budget review process, be written off as operational expenditure.

Asset Assignees

Council employees who are Asset Assignees will be responsible for the following activities:

- Reviewing asset condition on a regular basis to determine those assets to be disposed.

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- Initiating, advising and coordinating asset retirements for approval by their delegated Managers.
- Completing Asset Retirement / Transfer forms or Disposal Spreadsheet for their Managers to authorise.
- Providing disposal dates for all assets disposed. For any asset believed to have been disposed in a prior financial year, the date to be used is 01 July of the current financial year. The exception to using the current year date is a disposal which may have a material impact on the financial statements. The Manager Capital and Asset Accounting will review such assets based upon current materiality thresholds and the reliability in obtaining an accurate disposal date.

Managers who are assigned assets will (within their financial delegations as indicated on their signed instrument of delegation) complete the following activities:

- Identify and authorise the physical disposal of designated assets under their control. Where it is practical, and particularly for items with a large and material sales value, the proceeds on sale will be allocated to each asset, reflecting the gain and loss for each item. It is understood that some items are best sold as an item such as a road roller with its trailer, a tractor / slasher or a truck with a dedicated body. Where possible, these proceeds will be apportioned to the individual assets.
- Approve asset retirements to the limit of their instrument of delegation and applied upon the written down value of individual assets considered for retirement.
- Write off stolen assets in accordance with Procedure PR-3041-001 Reporting Stolen Non-Current Assets.
- Signify by signing or via Email, the Asset Retirement / Transfer form or Asset Disposal Spreadsheet upon an asset's retirement to authorise the removal of the asset from the financial fixed asset register and the Geographical Information System if required. Road components, Water, Wastewater and Stormwater pipework and associated below ground components, disposed through GIS capture using approved As Constructed drawings, are deemed to be appropriately approved for disposal.

Although Service Managers and other staff may have financial delegation levels, only Group Managers and above have authority to write off WIP expenditure from prior years and to authorise current year transfers to operating expenditure.

Reference Documents

POL- 2528 Asset Accounting Policy

Associated Documents

The following associated documents support this Guideline:

- GL 2528-001 Accounting Principles and Concepts for Non-Current Assets

Document Control

- Only the Chief Financial Officer can make amendments to this document. All requests to change the content of this document should be forwarded to the Finance Manager Corporate Finance in the first instance.

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Approved: Chief Financial Officer
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Page: 2 of 3

guideline document

- Approved amended documents must be submitted to the Office of the Chief Executive Officer to place the document on the Policy, Guidelines and Procedures register.

Version Information

Version No.	Date	Key Changes
3	May 2016	<ul style="list-style-type: none">• Addition of a paragraph recognising an approved Ascon Drawing, used for spatial asset capture, as the approval for processing related asset disposals.• Update of reference to current roles and positions as required.• Update to guideline's number to reflect it as a subordinate guideline to POL-2528 Asset Accounting Policy.

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Page: 3 of 3

Revaluation of Non-Current Assets

Version Information

Scope

This guideline applies to all Non-Current Assets, excluding the categories "Plant and Equipment" and "Work in Progress" that are recorded at cost. This guideline will cover the valuation of:

- Land and Improvements
- Buildings
- Roads
- Storm water Drainage
- Parks
- Other Infrastructure
- Water
- Wastewater
- Waste
- Investment Property

The following Australian Accounting standards provide guidance on the valuation of assets:

- AASB 116 Property, Plant and Equipment;
- AASB 13 Fair Value Measurement;
- AASB 138 Intangible Assets;
- AASB 140 Investment Property; and
- AASB 136 Impairment of Assets.

Purpose

The purpose of this guideline is to prescribe a framework for revaluing non-current assets. The revaluation objectives include:

- Asset accounting and financial reporting per the Accounting Standards, and the *Local Government Regulation 2012*;
- Measuring changes in service potential;
- Determining pricing and funding; and
- Risk management, insurance, Asset Management decision making and benchmarking.

Definitions

Annual Depreciation – This is the annual consumption of the service potential of an asset and is given by Depreciable Amount / Useful life.

Condition Assessment – This methodology is used to assess an asset's condition to determine maintenance strategies and the remaining life over which service levels can be met.

Depreciable Amount – This equals the Replacement Cost minus Residual Value.

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Exit Price - Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction in the principal (or most advantageous) market at the measurement date under current market conditions (ie an exit price) regardless of whether that price is directly observable or estimated using another valuation technique

Fair value – The price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

Fair Value Hierarchy - The fair value hierarchy gives the highest priority to quoted prices (unadjusted) in active markets for identical assets or liabilities (Level 1 inputs) and the lowest priority to unobservable inputs (Level 3 inputs).

Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities that the entity can access at the measurement date

Level 2 inputs are inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly ie assets are similar but not identical.

Level 3 inputs are unobservable inputs for the asset or liability.

Highest and best use The use of a non-financial asset by market participants that would maximise the value of the asset or the group of assets and liabilities (eg a business) within which the asset would be used

Market value – This is a sub-set of fair value. It is an estimate of the price for the asset in an active or liquid market.

Most Advantageous Market - The market that maximises the amount that would be received to sell the asset or minimises the amount that would be paid to transfer the liability, after taking into account transaction costs and transport costs

Optimised Replacement Value – This is the cost of a replacement replicating the utility of the asset most efficiently. e.g. If a PVC pipe can replace a concrete pipe and it costs 67% of the concrete pipe with equivalent utility, the concrete pipe is valued at 67%. It is the value replicating the existing asset most efficiently, providing the same service levels, accounting for technological change, over-design and redundancy.

Optimising will be used in all valuations. e.g. If a structure was over-designed for its current use, then the item would be valued as if a normal design was in place to provide the required service levels to the community.

Residual value – Estimated amount obtainable after deducting the estimated costs of disposal, if the asset was at an age and in a condition that would be expected at the end of its life.

Replacement cost - This is a common valuation method for non-commercial infrastructure and may incorporate supply and installation for similar assets in similar condition. It is replacing like with like. e.g. A tin shed with a tin shed - not a tin shed with a brick shed. i.e. There is a distinction between replacement and upgrading.

Unobservable Inputs - Inputs for which market data are not available and that are developed using the best information available about the assumptions that market participants would use when pricing the asset or liability

Useful Life - is the estimated lifespan of a depreciable fixed asset, during which it can be expected to contribute to company operations.

Written Down Value – This equals Replacement Cost less Accumulated Depreciation.

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Actions and Methodologies

Measurement and Recognition

The *Local Government Regulation 2012* requires Queensland Councils to prepare General Purpose Financial Statements in accordance with documents issued by the Australian Accounting Standards Board. The relevant standards are listed above.

Paragraphs 29-36 and 38 of AASB 116 Property, Plant and Equipment provide guidance as to the measurement and recognition of an asset.

Measurement after Recognition

29. An entity shall choose either the cost model in paragraph 30 or the revaluation model in paragraph 31 as its accounting policy and shall apply that policy to an entire class of property, plant and equipment.

Cost Model

30. After recognition as an asset, an item of property, plant and equipment shall be carried at cost less any accumulated depreciation and any accumulated impairment losses.

Revaluation Model

31. After recognition as an asset, an item of property, plant and equipment whose fair value can be measured reliably shall be carried at a revalued amount, being the fair value at the date of revaluation less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Frequencies of Revaluations

Paragraph 34 of AASB 116 indicates the frequency of revaluations depend upon the fair values of the items of property, plant and equipment being revalued and suggests where the asset value is not highly volatile, valuation every 4-5 years may be appropriate.

In the intervening years, a desktop revaluation (conducted either internally or externally) using suitable indices is to be applied to the values where material movement in the valuation is evident. The table below shows a proposed physical revaluation schedule.

Table 1 Revaluation Schedule

Asset Class	History						Scheduled			
	09/10	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19
Other Infrastructure	✓				Index	✓	Index	Index	Index	✓
Buildings	Index	✓			Index	Index	✓	Index	Index	Index
Waste		✓			Index	Index	✓	Index	Index	Index
Parks	✓				Index	✓	Index	Index	Index	✓
Roads	✓			Index	✓	Index	Index	Index	✓	Index
Stormwater	✓			Index	✓	Index	Index	Index	✓	Index
Land	Index		✓	Index	Index	Index	✓	Index	Index	Index
Water				✓	Index	Index	Index	✓	Index	Index
Wastewater				✓	Index	Index	Index	✓	Index	Index

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Indexing (Interim Revaluations)

Indexation may be used in the interim years between full valuations to ensure asset values remain current. These interim revaluations should use the relevant ABS price indices or other reliable measures that can be used to estimate the current values of major asset classes (refer to table 2 for suitable indexes).

Council will only need to account for the impact of revaluation if the cumulative change in the index is 5% or greater (either positive or negative).

An Example: The change in the Implicit Price Deflator for a particular type of asset in the current year is 3%. The change in the previous year was 3% and therefore the index was not applied. The cumulative change over the past two years was 6% and therefore an index of 6% will be applied for the current year. However, use of indices may be limited by the availability and timeliness of an index appropriate to a particular type of asset.

Indices should take account not only the effects of specific or general price levels, but technological change, where possible. A general price index may take account of the effects of inflation on asset prices, but not of obsolescence.

The movement suggested by the index should be benchmarked against current construction costs within Council.

Revaluating the class of the asset

AASB 116 Property, Plant and Equipment Paragraph 36 requires that when an item is revalued, the entire class of property, plant and equipment to which that asset belongs shall be revalued.

Accounting for Revaluation Increments and Decrements

These should be accounted for under AASB 116. Net revaluation increments in respect of each class of non-current asset must be credited to the asset revaluation reserve, except to the extent that they reverse a previous decrement recognised through the Operating Statement. In this instance, the reversal portion of the increment must be recognised as revenue in the Operating Statement.

Net revaluation decrements in respect of each class must be recognised as an expense in the Profit and Loss, except to the extent that they reverse a previous increment for that class and a positive balance exists in the revaluation reserve for that class of asset. In this instance, the reversal portion of the decrement should be charged directly to the reserve, but so as not to exceed the balance.

Stock taking

Stock takes are not to be undertaken as part of the revaluation. A prior stock take may be required, but is separate to a revaluation refer PR-2528-001-004 (Non-Current Asset Stock take Scheduling).

Fair Value Measurement

Council will employ valuation techniques that are appropriate in the circumstances and for which sufficient data are available to measure fair value, maximising the use of relevant observable inputs and minimising the use of unobservable inputs.

The widely used valuation techniques are the:

- Market approach;
- Income approach; and
- Cost Approach.

The application of valuation technique is to be consistent with AASB 13 Fair Value Measurement. In determining the fair value of the assets the following principles must be applied:

- The valuation techniques shall maximise the use of relevant observable inputs and minimise the use of unobservable inputs;

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- Council will take into account the characteristics of the asset:
 - Asset condition and location
 - Restrictions on the sale and use of the asset (eg zoning);
- Assume the transaction takes place
 - In the principle market
 - In the absence of a principle market the most advantageous market;
- Apply the assumptions the market would use to act in their best interests;
- Apply the price considering the current market conditions (ie exit price) regardless of whether the price is directly observable or estimated using another valuation technique;
- Consider the future benefits to be achieved using the highest and best use; and
- To achieve comparability of valuation, the fair value hierarchy is to be applied. The hierarchy gives the highest priority to quoted prices (unadjusted) in active markets for identical assets or liabilities (Level 1 inputs) and the lowest priority to unobservable inputs (Level 3 inputs).

Fair Value Hierarchy

Due to the nature of many Council infrastructure assets in that they are specialist assets with no active market, there will be no observable inputs. In this case it is appropriate to value these using a replacement cost approach at Level 3 in the Fair Value Hierarchy.

An active market would exist where there has been recent, local market activity.

The following table outlines the expected application of the Fair Value Hierarchy:

Table 2 Fair Value Hierarchy

Asset Category	Examples	Fair value level	Expected valuation approach	Suitable Indexation
Land	In areas where there is an active market: <ul style="list-style-type: none"> • vacant land • land not subject to restrictions as to use or sale 	Level 2	Market or Income Approach	RP Data REIQ Department of Natural resources
	Land subject to restrictions as to use and/or sale Land in areas where there is not an active market	Level 2	Market or Income Approach	
Buildings	General office/ commercial buildings in an active market	Level 2	Market or Income Approach	Asset revaluation index: Non-residential construction, Queensland (Qld Government)
	General office/ commercial buildings in an inactive market	Level 3	Cost Approach	
	Specialised buildings with limited alternative uses and/or substantial customisation e.g. Community halls, public amenities	Level 3	Cost Approach	
Infrastructure	Specialist assets with no active market.	Level 3	Cost Approach	Asset revaluation index: Engineering construction,
	Any Type including: <ul style="list-style-type: none"> • water 			

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Asset Category	Examples	Fair value level	Expected valuation approach	Suitable Indexation
	<ul style="list-style-type: none"> wastewater roads open space waste marine stormwater 			Queensland (Qld Government) Qld Roads Construction ABS
Heritage and Cultural assets	Items for which there is no active market and/or for which there are limited uses	Level 3	Cost Approach	N/A
Intangible Assets	Where there is an active market for that intangible (otherwise, intangibles must not be revalued) *This would only be relevant where software has been developed with the intention of external sale	Level 2	Market Approach	N/A

Transfers between Hierarchy Levels

With regard to transfers between hierarchy levels the following position has been adopted:

- Transfers to and from a fair value hierarchy are recognised in conjunction with the recognition of the associated revaluations at the end of the reporting period;
- Transfers between levels in the fair value hierarchy are considered to have occurred where there is a change in the valuation input or other assumptions applied in the valuation;
- The application of Indices between revaluations is not be regarded as a change in the valuation technique; and
- The application of indices does not change the fair value level applied as at the last revaluation.

Engaging External Valuers

Asset valuation can be completed in house using suitably qualified internal staff, or through engaging an external valuation firm. Where an external firm is to be engaged, appropriate procurement processes are to be followed depending on the scope and value of the engagement.

Additionally the scope and the instructions to the valuers must be clear and articulate the key requirement and deliverables to be achieved during the valuation process.

A sample Scope and Instructions is included in Appendix 1

Valuation Report

The valuation report is to be compiled by the valuer regardless if they are internal or external. The key elements to be included in the report are shown in the table below.

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Type of Information	Details
Report Details	<p>The key valuation data to be produced from the valuation report includes:</p> <ul style="list-style-type: none"> • Asset level • Gross value (either MV or GRC) • Accumulated depreciation • Fair value • Component level • Gross replacement cost, accumulated depreciation and WDV • Pattern of consumption of future economic benefit • Residual value • Useful life and Remaining Useful Life • Depreciation rate • Depreciation expense • Financial Statement Disclosure Information
Specific Disclosures AASB13	<p>Information relevant to disclosures required under AASB13 Fair Value. including information about:</p> <ul style="list-style-type: none"> • level of valuation input; • valuation techniques; • significant inputs; and • sensitivity of valuations with respect to Level 3 valuation inputs based on confidence levels.
Valuation report and certificate	Signed original report setting out the process, results, and limitations, qualification of the valuer, valuation certificate and summary data.
Electronic valuation report	To be provided Microsoft Excel listing each asset, underlying assumptions and results. The Asset Number (Financial Assets) as provided to the valuer is to be the key on all spreadsheets. The ability for the entity to access the electronic data and use it to upload to other systems is critical.
Valuation and depreciation methodology	The valuation is required to be supported by appropriate documentation setting out the underlying methodology, process and evidence used to produce the valuation. This needs to make reference back to the underlying accounting standards and demonstrate full compliance with all aspects of the prescribed requirements.
Audit liaison	The valuer may be required to liaise with the external auditor with respect to any issues relating to their processes, methodology and evidence gathered in relation to the valuation. This may include the provision of source data to the auditor. Any fees associated with this process are to be included in the overall quoted fee for the valuation.

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Integrity Checking

Draft current revaluation figures should be integrity-checked pre and post the revaluations. A brief but overall analysis for the integrity checking carried should be included in the Executive Summary of each revaluation report and supported later within the document with detailed checking.

Responsibilities

Asset Assignees

Council employees who are Asset Assignees will be responsible for the following activities:

- Providing resources to support the valuers in the field during asset inspections;
- Assessing the asset data for completeness prior to revaluation to address specification shortfalls;
- Reviewing the resulting valuation data for reasonableness and accuracy;
- Assessment of asset condition where condition data is provided by Council; and
- Reviewing of methodology regarding asset condition assessment and valuation methodology where the valuation is to include condition assessment.

Capital and Asset Accounting Team

The Capital and Asset Accounting Team are responsible for the following activities:

- The provision of asset financial data for the valuation;
- Support with asset accounting expertise for all asset classes including methodology review and compliance with Australian Accounting Standards;
- Co-ordination and budget for the revaluation process;
- Reviewing the draft asset data for reasonableness; and
- Loading the valuation data to the asset register.

Spatial Information Services Officers– are responsible for the following activities:

- The provision of spatial management expertise (GIS) for the sub surface asset base;
- GIS data provision to the valuer.

Valuers

The Registered Valuers or RCC Internal Officers conducting the valuations are to provide documented methodologies to support the valuation. The documentation should contain the following minimum criteria:

- A report of the valuation including an executive summary;
- Processes used to assign replacement and fair values to the assets;
- Processes used to determine the condition of the asset and remaining lives;
- The level and degree of integrity checking carried out;
- Opportunities for continuous improvement;
- Scope of works and the assets covered; and
- A summary of the site inspections carried out.

Appendices

Appendix 1 History of Valuations

Appendix 2 Draft Instructions to Valuers

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Reference Documents

- POL-2528 Asset Accounting Policy
- *Local Government Regulation 2012*

Document Control

- Only the Chief Financial Officer can approve amendments to this guideline. Please forward any requests to change the content of this document to the Finance Manager Corporate Finance in the first instance.
- Approved amended documents must be submitted to the Office of the Chief Executive Officer to place the document on the Policy, Guidelines and Procedures Register.

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Version No.	Date	Key Changes
3	12/2015	<ul style="list-style-type: none">• Update to numbering and reference as a subordinate GL to POL 2528 Asset Accounting Policy.• Update reference to <i>Local Government Regulation 2012</i>.• Addition of reference to AASB 13 Fair Value Measurement and the additional processes required to be implemented.• Addition of information regarding instructions to valuers for external valuation.• Addition of information regarding valuation report expectations.• Update to the table outlining the proposed valuation cycles.• Addition of Fair Value Hierarchy including the valuation basis and recommended indices.• Removal of previous Appendix 1 Sample Index Tables.• Removal of previous Appendix 2 Revaluation Guide.

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guideline document

GL-3052-001

Appendix 1 – History of External Valuations

Years ending	Water & WW	Waste	Storm water	Buildings	Land	Parks	Traffic Signals	Bridges	Roads	Other Infrastru
30/06/1995	John Wilson & P									
30/06/1996				Casagrande						
30/06/1997										
30/06/1998										
30/06/1997										
30/06/1998										
30/06/1999	AssetVal		AssetVal						AssetVal	
30/06/2000					AssetVal					
30/06/2001				AssetVal						
30/06/2002										
30/06/2003										
30/06/2004	Cardno MBK					AssetVal				
30/06/2005				AssetVal	AssetVal					
30/06/2006										
30/06/2007	Opus		Connell Wagner				Connell Wagner	Connell Wagner		
30/06/2008				AssetVal	AssetVal					
30/06/2009										
30/06/2010			AssetVal			AssetVal	AssetVal	AssetVal	AssetVal	AssetVal
30/06/2011		AssetVal		AssetVal	AssetVal					
30/06/2012					AssetVal					
30/06/2013	GHD opening Balance				AssetVal Indexation					
30/06/2014			Cardno opening balance				Cardno opening balance	Cardno opening balance	Cardno opening balance	

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Getting back to basics



Asset Revaluation

Scope and Instructions Template

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1 INTRODUCTION

1.1 Valuation Scope

Redland City Council is seeking quotations for the provision of valuation services for our <insert asset class> as at XX/XX/XX. The valuation will take advantage of condition data already collected by Redland City Council. An assessment of remaining service potential and therefore fair value is to be determined from this base. (Update as required)

The valuation is for financial reporting purposes however, some asset categories will also require the provision of insurance values (Ins).

Redland City Council is required to capture and value its assets and account for them according to accounting standards and other prescribed requirements to ensure good asset management practices and accurate and reliable accounting treatment.

Redland City Council is a Local Government Council located in South- East Queensland. The council is located on the mainland and on several islands across southern Moreton Bay including Karragarra Is, Lamb Is, Russell Is, Macleay Is, Coochiemudlo Is and North Stradbroke Is.

1.2 Valuation History and Method

The table below provides a summary of the scope of the assets to be included, their current valuation basis and history, and requirements for insurance valuation.

(Update as Required)

	Asset Class	No. Of Assets	Valuation Basis	Insurance Requirement	Valuation History
1002	MECH ELEC	1	DRC	Yes	All assets comprehensively valued June 2010. No indexation has been applied since that time as the Engineering Construction Index did not reflect a material movement.
1012	SWITCHBOARD	90	DRC	Yes	
1016	FILTER	8	DRC	Yes	
1017	STRUCTURE	3	DRC	Yes	
1024	BUILDING	3	DRC	Yes	
1028	PIPE & ELECTRICAL	1	DRC	Yes	
1045	CARPARK	2	DRC	No	
1046	FENCE	1661	DRC	Yes	
1047	FURNITURE	1325	DRC	Yes	
1048	INFRASTRUCTURE	95	DRC	Yes	
1049	IRRIGATION SYSTEMS	59	DRC	No	
1050	LANDSCAPING	107	DRC	No	
1052	PLAY EQUIPMENT	738	DRC	Yes	
1053	SHELTER	432	DRC	Yes	
1054	FACILITY SPORTS	289	DRC	Yes	
1087	BINS	61	DRC	No	
1091	ROAD	2	DRC	No	
1134	WATER METERS	1	DRC	No	
1159	PUMP	18	DRC	Yes	
1457	SIGNS	74	DRC	No	
1567	PATH STRUCTURE	197	DRC	No	
1623	BARBECUE	141	DRC	Yes	
1633	TABLE	520	DRC	Yes	
1640	SEAT	1158	DRC	Yes	
1641	SLABS	90	DRC	No	
1646	GARDEN EDGING	268	DRC	No	
1647	RETAINING WALLS	67	DRC	No	
1652	LIGHTING	923	DRC	Yes	
	Total	8334			

1.3 Existing Asset Base

(Update as Required)

The table below provides a summary of the assets to be valued as part of the valuation:

TABLE 1 EXISTING OPEN SPACE ASSETS

CSID	Description	Replacement Cost	Accumulated Depreciation	WDV	Depreciation Expense
1002	MECH ELEC	21,000.00	8,853.25	12,146.75	714.29
1012	SWITCHBOARD	950,356.64	298,072.01	652,284.63	36,718.11
1016	FILTER	51,000.00	19,106.96	31,893.04	4,413.27
1017	STRUCTURE	7,900.00	3,098.90	4,801.10	200.00
1024	BUILDING	283,756.13	68,805.63	214,950.50	7,042.02
1028	PIPE & ELECTRICAL	110,000.00	46,027.07	63,972.93	3,761.91
1045	CARPARK	77,633.64	43,674.12	33,959.52	2,479.12
1046	FENCE	9,687,184.09	5,462,964.39	4,224,219.70	553,244.07
1047	FURNITURE	3,405,482.19	1,631,858.01	1,773,624.18	241,361.66
1048	INFRASTRUCTURE	3,360,041.08	1,519,936.13	1,840,104.95	107,704.83
1049	IRRIGATION SYSTEMS	624,650.11	251,697.02	372,953.09	25,145.67
1050	LANDSCAPING	1,442,709.94	425,939.78	1,016,770.16	93,543.16
1052	PLAY EQUIPMENT	6,791,469.92	3,526,073.58	3,265,396.34	419,658.98
1053	SHELTER	6,094,658.62	2,519,400.01	3,575,258.61	261,044.81
1054	FACILITY SPORTS	7,148,994.41	2,944,307.46	4,204,686.95	251,486.03
1087	BINS	34,851.94	26,312.03	8,539.91	2,186.10
1091	ROAD	52,466.67	32,948.52	19,518.15	1,965.31
1134	WATER METERS	5,444.02	299.03	5,144.99	136.10
1159	PUMP	110,433.23	47,484.41	62,948.82	4,528.89
1457	SIGNS	82,735.00	38,789.51	43,945.49	5,503.87
1567	PATH STRUCTURE	10,206,321.84	4,729,213.20	5,477,108.64	465,056.60
1623	BARBECUE	700,341.55	323,991.52	376,350.03	54,195.26
1633	TABLE	1,370,343.93	898,242.97	472,100.96	88,249.54
1640	SEAT	1,483,610.00	902,179.67	581,430.33	92,866.14
1641	SLABS	267,077.05	83,605.81	183,471.24	8,252.19
1646	GARDEN EDGING	1,210,126.77	541,588.81	668,537.96	57,521.11
1647	RETAINING WALLS	978,016.35	291,137.87	686,878.48	36,809.30
1652	LIGHTING	10,965,237.62	4,919,071.81	6,046,165.81	366,423.55
	Grand Total	67,523,842.74	31,604,679.48	35,919,163.26	3,192,211.89

A detailed listing of the assets will be provided to potential suppliers by contacting Carolyn Jackson via email to Carolyn.jackson@redland.qld.gov.au

1.4 Asset Systems

Information in this section is provided by way of background to the various assets and systems used within Council.

1.4.1 Maximo

All infrastructure assets are recorded at component level in the Maximo System. Maximo classifies assets using a Class Structure Identification (CSID) and applies a set of required specifications to each CSID. A complete listing of the Class Structures is contained in [Appendix 9.1 Class Structure Identification](#).

By way of background the following asset classes are recorded in Maximo:

Asset Class	Asset Category	Assets Included
Parks	Open Space	Destination, District and Local Parklands Sports fields Park infrastructure and furniture: Lighting Fencing Seating BBQ Shelters Play Equipment IndigiScape Centre Cleveland aquatic Centre Streetscapes Paths and path structures
Roads#	Roads and Bridges	Roads Surface Road Base and Sub-base Kerb and Channel Vehicle Bridges
Roads	Traffic control Devices	Local Area Traffic Management devices Traffic Signals
Roads	Bus Shelters	Bus shelters Ad space Bus seats Bus stop concrete pads Ferry, Barge and Bus Terminal Sheds
Roads	Car Parks	Carpark Surface Carpark Base Carpark Lighting
Roads	Paths and Cycleways	Footpaths Cycleways Boardwalks
Other Infrastructure	Marine Infrastructure	Jetties Boat Ramps Piles Marinas Swimming Enclosures Shelters (at marine transport facilities) Lighting (at marine transport facilities and recreational boating facilities)
Other Infrastructure	Foreshore Infrastructure	Foreshore access stairs Seawalls Groynes
Other Infrastructure	Residential Canals and Lakes	Revetment Walls Navigational Beacons
Storm Water	Stormwater	Pipes Manholes

Asset Class	Asset Category	Assets Included
		Culverts inlets Headwalls Water quality treatment devices
Wastewater	Wastewater Collection	Pipelines gravity and pressure Manholes Pump stations
Wastewater	Wastewater Treatment	Wastewater Treatment plants
Waster	Water Supply	Pipelines Reservoirs Water Supply Pump Stations Pressure Control Valves Network Monitoring
Waste	Waste	Waste Transfer Sites Hardstands Fencing Monitoring Equipment

1.4.2 Finance 1 Asset Register

Corporate Assets are recorded in the Finance 1 Asset Register covering the following assets classes:

Asset Class	Asset Category	Assets Included
Buildings	Buildings	Corporate Buildings Administration Buildings Works Depots Other Structures Community Buildings Public Amenities, Community Halls Showground RPAC

Other assets including Computer Hardware, Plant and equipment, Library books, and Artworks are also recorded in the Finance 1 Asset Register however are valued at historical cost and are not subject to revaluation.

1.4.3 Land

Although land assets are recorded in Proclaim for ownership purposes and is represented spatially on the GIS, the financial register is maintained in Excel.

1.5 Available Data

The following data will be made available to the successful applicant to complete the valuation:

- Existing valuation data
- GIS layer for asset location

- Assessed Condition
- Details of recent construction activity for Open Space Projects

Specific details are provided below:

1.5.1 Financial and Asset Attribute Data

Registered Asset listing (Excel format) highlighting the following data:

- Asset Number
- Class structure
- Installation date
- Description
- Location
- Original design Life
- Revised remaining life
- Current Replacement Cost
- Current Accumulated Depreciation
- Asset Attributes (ie length, depth, materials or other specifications depending on the asset class)

1.5.2 GIS DATA

GIS (ESRI Geodatabase) layers will be provided to determine the location of all assets using GPS co-ordinates or line, point or polygon features.

1.5.3 Condition

Provide some guidance as to what condition information is available and to what extent it is to be used in the Valuation process

(Update table as required)

Grade	Condition	General Meaning
0	Non-existent	Asset no longer exist therefore should be disposed.
1	Very Good	Estimated proportion of life consumed up to 10%. Sound structure. No evidence of deterioration or discolouration. All components operate and well maintained. Well secured and operational, sound of function and appearance. Well maintained and clean. No customer concerns and no work required.
2	Good	Estimated proportion of life consumed up to 25%. Functionally sound structure. Showing minor wear and tear and minor deterioration of surfaces. All components operable. Operational and functional, minor wear and tear. Increased maintenance inspection required. Occasional customer concerns and no work required.

Grade	Condition	General Meaning
3	Moderate	<p>Estimated proportion of life consumed up to 50%. Adequate structure, some evidence of foundation movement, minor cracking. Appearance affected by minor cracking and/or staining or minor leakage. Minor damage to coatings. Generally operational with some minor breakage. Regular and programmed maintenance inspections essential. Customers concerns due to some deterioration, giving minor restrictions on operational uses. Some work required.</p>
4	Poor	<p>Estimated proportion of life consumed up to 70%. Structure functioning but with problems due to foundation movement. Some significant cracking. Fabric damaged, weakened or displaced. Appearance affected by cracking, staining or breakages. Coatings in need of heavy maintenance or renewal. Finishes of poor quality and in need of replacement. Some failures of components common place and of poor quality, often inoperable and damaged. Frequent maintenance inspections essential. Short term element replacement /rehabilitation. Regular customer complaints. Renovation/replacement/disposal required within 1-2 years.</p>
5	Very Poor	<p>Estimated proportion of life consumed between 95% and 100%. Structure has serious problems and concern is held for the integrity of the structure. Fabric is badly damaged or weakened, coatings badly damaged or non-existent. In need of replacement and/or disposal. Components are unsafe or inoperable. Minimum life expectancy, requiring urgent rehabilitation or replacement or disposal. Generally not suitable for use by customers.</p>

2 Policies and Standards

Asset valuation must be completed with regard to the following Accounting Standards and internal Policies, Guidelines and Procedures.

2.1 Internal Policy and procedures

The following Redland City Council documents are to be applied during valuation

Pol-3052 Non- Current Revaluation

<http://rcc/PGP/PGP/POL-3052%20Non-current%20Asset%20Revaluation.pdf>

GL- 3052 Revaluation of Non-Current Assets

<http://rcc/PGP/PGP/GL-3052-001%20Revaluation%20of%20Non-current%20Assets.pdf>

[These documents will be made available to the successful applicant.](#)

2.2 Accounting Standard requirements

All applicable accounting standards must be applied during the revaluation of Non-Current Assets including:

AASB116 Property, plant and Equipment

AASB13 Fair Value

AASB136 Impairment

AASB5 Asset Held for Sale

2.2.1 AASB 116 Property, plant and Equipment

AASB116 outlines the requirements for the valuation and depreciation of non- current assets and included the following expectations:

- Assets can be valued at historical cost or fair value
- Fair value may be based on Market, Income or Cost Approach
- Asset are componentized for depreciation purposes
- Depreciation is charged to allocate the depreciable amount over the useful life if the asset in a systematic way with reference to the pattern of consumption of future economic benefit
- All assets in the one class must be revaluated a the same time

2.2.2 AASB 13 Fair Value

AASB13 Fair Value outlines a number of additional requirements to be applied when valuing assets using a fair value approach. These include:

- Revised definition of Fair Value with an emphasis on exit price
“The price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date (an exit price)”
- Application of highest and best use
- Application of hierarchy if fair value inputs

Due to the nature of Local Government Assets as specialist buildings and infrastructure where an active and liquid market does not exist, valuation is generally completed using a cost approach. This approach is commonly referred to as the Depreciated Replacement Cost.

2.3 Asset Thresholds

2.3.1 Capitalisation Threshold

The following asset recognition thresholds have been established within Council:

Asset Category	Threshold
Buildings	\$500
Land	All
Parks Furniture	\$500
Infrastructure Roads Storm Water Water Wastewater Waste Other Infrastructure	\$5000 (those items that form part of a connected network are recorded regardless of value due to the importance of maintaining the connectivity of the network)

2.3.2 Valuation Threshold

Consideration should be given when compiling valuation data to establishing a valuation threshold. The benefit of this approach is to better manage the cost of revaluation without having a material impact on the result. Where only a portion of the class is subject to comprehensive revaluation, the entire class is deemed to be valued at fair value because the final result is not materially incorrect.

The threshold must be established with regard to the number and value of small value, short lived assets and must be established so that the overall impact of the assets would be immaterial. Where specific assets or asset classes are considered immaterial and are not individually valued, an appropriate index may be applied to the current costs.

3 Key Responsibilities and Contacts

Update as required)

Activity	Responsibility
Provide Financial Asset Information	
Provide Asset Specification Information	
Provide GIS Asset Information	
Technical support for valuation, location and condition	
Develop standard Replacement Costs and Unit Rates	
Provision of Asset Condition	
Asset useful lives and remaining lives	
Develop depreciation calculations	
Advise on Impairment	
Prepare valuation spreadsheets	
Revise valuation spreadsheets	
Prepare preliminary valuation report	
Review preliminary valuation report	
Finalize valuation report and valuation spreadsheet	
Upload and reconcile valuation spreadsheet	

4 Timetable

(Update as Required)

Activity	Due Date
Close of Quotes	
Successful Applicant Advised	
Initial Meeting and provision of data	
Progress Meeting	
Draft Valuation Schedules available (provided by asset class as available)	
Draft Report available	
Final Feedback on schedules accepted	
Final Valuation Schedules available	
Final Valuation report available – three signed bound copies available including soft copy of schedules	

5 Definitions

Active Market	A market in which all the following conditions exist: (a) the items traded within the market are homogeneous (b) willing buyers and sellers can normally be found at any time, and (c) prices are available to the public
Component	A significant part of a complex asset that has a different useful life or pattern of consumption of future economic benefit from the other significant parts.
Comprehensive valuation	A revaluation that entails significant levels of physical inspection and evaluation of all appropriate aspects such as methodology, assumptions and unit rates
Depreciable amount	The cost of an asset, or other amount substituted for cost, less its residual value.
Depreciated replacement cost	The gross replacement cost less any accumulated depreciation. It reflects the level of remaining service potential embodied in an asset based on the replacement cost.
Depreciation	The systematic allocation of the depreciable amount of an asset over its useful life, which reflects the pattern in which the asset's future economic benefits are expected to be consumed by the entity.
Fair value	The price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date (an exit price).
Gross replacement cost	The cost of replacing the total potential future economic benefit of the existing asset using either reproduction or modern equivalents after taking into account any differences in the utility of the existing asset and the modern equivalent.
Interim revaluation by indexation	Also referred to as a desktop valuation. This type of valuation is based purely on indexation rates and adjustments for additions, deletions and changes in condition (for example, impairment). It should be limited to a maximum of two or three years between comprehensive valuations
Market value	The price that would be exchanged between a willing buyer and seller in an open and liquid market.
Pattern of consumption of future economic benefit	The pattern in which the asset's future economic benefits are expected to be consumed by the entity. This may be constant, increasing, decreasing or variable.
Residual value	The estimated amount that an entity would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset was already of the age and in the condition expected at the end of its useful life.
Remaining useful life	The time remaining until an asset ceases to provide the required level of service or reaches the end of its economic usefulness.
Useful life	The period over which an asset is expected to be available for use by an entity; or the number of production or similar units expected to be obtained from the asset by an entity.

6 Specific Requirements of the Valuation

(Update to reflect specific requirements)

All assets to be revalued at fair value in full compliance with the prescribed requirements and relevant guides as listed in this document. The valuation is to be completed with an effective date of **30/04/2015** with follow up documentation provided at 30/06/15 outlining any material movements in the valuation between 30/04/2015 and 30/06/2015.

Additionally the quotation is to include provision for the supply of interim indexed valuations for 4 financial years following 2014/15

6.1 Valuation Approach

This includes valuing each asset as appropriate using the market, income or cost approach. With respect to the cost approach, this includes:

- identifying all relevant costs
- splitting complex assets into components (all assets above revaluation threshold)
- Determining gross replacement cost for each component.
- adjusting for the differences in service potential between existing asset and modern equivalent or reference asset
- determining remaining service potential based on condition (provided by RCC), obsolescence, the entity's asset management strategies and other relevant factors

“Fair value” means the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date (an exit price). This is not necessarily the market selling price of the asset. Rather, it should be regarded as the maximum value that agency management would rationally pay to acquire the asset if it did not currently hold it, taking into account:

- the cost of replacing or reproducing the asset, if management intend to replace it
- the remaining useful life and condition of the asset
- cash flows from future use and disposal.

Advice on appropriate asset design life is to be provided as part of the fair value exercise.

Fair value will be determined as follows:

- where there is a quoted or an active and liquid market, using the market approach
- where the value of the asset is primarily driven by its income/profit-generating capability, using the income approach.
- Otherwise, using the cost approach

If appropriate, assets are to be componentised in accordance with the requirements of the accounting standards to a level that enables determination of depreciation for each component, as well as integration into the entity's asset management framework.

All valuations are to be supported by sufficient and appropriate audit evidence to enable our auditors to satisfy their professional requirements.

6.2 Depreciation Method

The valuation and depreciation methodology must comply with all aspects of the accounting standards. In particular the depreciation methodology must:

- be based on the relevant factors that drive the consumption of the asset's future economic benefits
- reflect the asset management lifecycle of the asset
- include allowance for an appropriate residual value
- depreciate the depreciable amount over the useful life
- use a method that matches the pattern of consumption of future economic benefit
- be systematic.

All asset classes currently apply a Straight Line method of depreciation.

6.3 Condition Information

In this instance although comprehensive in nature, the valuation is to be completed with reference to the RCC available condition information in determining remaining future service potential refer section [1.5 Available Data](#). It is expected that a statistical relevant sample is selected to validate the internal condition assessments and remaining life assessments.

6.4 Insurance Valuation

Insurance valuations are also to be provided for the assets indicated in [Section 1.2 Valuation History and Method](#). In determining the insurance valuation, adequate allowances will be made for:

- cost increases during the rebuilding period
- cost of demolition and removal of debris
- cost of all relevant professional fees including, but not limited to, architect's, engineer's, solicitor's, surveyor's and planning consultant's
- any foreseeable associated or incidental costs
- any additional costs due to planning restrictions or changes in regulations relating to fire, flood and occupational health and safety legislation

7 Evaluation Criteria

In addition to price, the evaluation criteria include a range of mandatory and qualitative criteria. The criteria and their respective weightings are as follows. Please ensure your quotation specifically addresses each criterion.

Failure to address and meet any criteria will result in exclusion from further evaluation.

Criteria	Description	Weighting
1	Meets timeframes	y/n
2	Insurance Coverage	y/n
3	Methodology (including full compliance and timeframe)	45%
4	Relevant Skills	20%
5	Relevant Experience	15%
6	Track Record	15%
7	Quality Assurance	5%

The non-price criteria are described

as follows:

7.1 Meets timeframe

The specification requires the draft data to be delivered by XX/XX/XX with the final report to be delivered by XX/XX?XX.

The response for this criterion is either Yes or No.

7.2 Insurance coverage

Tenderers must provide current copies of Certificate of Currencies of insurances for the following. **Please note only a Certificate of Currency will be accepted, not an invoice or receipt.**

Insurances	Minimum Requirements
Public & Product Liability	\$10,000,000 (per claim) [Refer below Notes on Aggregation of Limits of Liability and "Tool of Trade"]
Motor Vehicle Compulsory Third party Insurance (CTP)	As per legislated requirements all vehicles are to be registered and covered by CTP insurance.
Motor Vehicle 3rd Party Property Damage	\$20,000,000 (per claim) All vehicles to have this coverage as a minimum. Full comprehensive insurance is preferred.
Professional Indemnity	\$2,000,000 (per claim)
Workers' Compensation	As per legislated requirements under the Workers' Compensation and Rehabilitation Act 2003 [Queensland]

Personal Accident	Tenderer to insert cover detail (Mandatory Requirement if Sole Trader)
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7.2.1.1 AGGREGATION OF LIMITS OF LIABILITY

Council has requested that the Limit of Liability for Liability Insurances be on a “Per Claim” basis and will generally not accept Liability insurances where the Limits of Indemnity are limited in the aggregate, or in other words an overall total for the insurance policy in any given renewal period.

In respect to Public & Products Liability insurances, for some policies the aggregation applies only to the Products Liability component. If this is the case then you are requested to make this clear in any documentation provided, particularly in any supporting Certificates of Insurance. On receipt of this advice Council is prepared to consider your submission and the suitability of your coverage for the Contract in question.

While aggregation may be considered in respect to Products Liability, it will not be acceptable in respect to Public Liability & Professional Indemnity Insurances.

It should be noted that the primary purpose of Council requiring the successful contractor to hold liability insurances is to ensure that the Contractor is financially capable of meeting its obligations in the event of litigation. The limiting of the Policy indemnification by aggregation removes this protection as Council has no knowledge of or control over the Contractors claims experience.

7.2.1.2 MOBILE PLANT & EQUIPMENT WHILE USED AS A “TOOL OF TRADE”

Mobile plant and Equipment is required to be covered under Public Liability insurance once it is on site and commences being used as a “Tool of Trade”.

It is generally covered under the contractor’s Motor Vehicle Policy whilst in travelling to the worksite but it becomes a “Tool of Trade” once it arrives and commences work as a backhoe, grader etc.

The insurance documentation that you provide to Council should make this aspect clear.

7.3 Methodology

Proposals should include a discussion of the valuation methodology to be used and the proposed process to be followed. Details of all output should be supplied as part of your proposal. Examples of the proposed reporting format should be included as part of the fee proposal. It is critical that this section address the items identified in the Specific Requirements of the Valuation Section.

7.4 Relevant Skills

Proposals should include curriculum vitae detailing relevant qualifications and expertise for all team members including subcontractors. Where subcontractors are used, your quotation should clearly identify that part of the project to be undertaken by the subcontractors.

7.5 Relevant Experience

Proposals should outline your experience and reputation with respect to:

- the valuation of these types of assets;

- this sector;
- provision of advice, consulting and training with respect to asset accounting and asset valuation; and
- contributions (of a professional or technical nature) made for the benefit of the sector as whole.

In particular the proposal should also outline details of any other experience or expertise that may be relevant or provide the potential to add extra value to Redland City Council as a consequence of being awarded this contract.

7.6 Track Record

Proposals should provide details of their track record in successfully completing projects of this nature. In particular, provide details of:

- the number of these types of valuations completed over the past three years;
- details of whether qualified audits resulted due to asset/depreciation/valuation problems;
- contact details for referees; and
- relevant information that provides an indicator of actual performance.

7.7 Quality Assurance

Proposals should indicate the processes they have in place to ensure a high level of quality assurance. Entities with independent third-party ISO:9001 quality management will be afforded full marks.

7.8 Pricing Schedule

All costs are to be quoted as a fixed price (inclusive of travel, ancillary and tax costs) using the following schedule

Activity	Rate	Price Inclusive of Travel ancillary costs and tax
Comprehensive Valuation	Total	
Annual Interim Indexation	Total Per financial year	

8 Deliverables


Type of Information	Details
Report Details	<p>The key valuation data to be produced from the valuation report includes:</p> <ul style="list-style-type: none"> Asset level Gross value (either MV or GRC) Accumulated depreciation Fair value Component level Gross replacement cost, accumulated depreciation and WDV Pattern of consumption of future economic benefit Residual value Useful life and RUL Depreciation rate Depreciation expense Financial Statement Disclosure Information
Specific Disclosures AASB13	<p>Information relevant to disclosures required under AASB13 Fair Value, including information about:</p> <ul style="list-style-type: none"> • level of valuation input, • valuation techniques • significant inputs and • sensitivity of valuations with respect to Level 3 valuation inputs based on confidence levels
Valuation report and certificate	Signed original report setting out the process, results, and limitations, qualification of the valuer, valuation certificate and summary data.
Electronic valuation report	<p>To be provided Microsoft Excel listing each asset, underlying assumptions and results. The Asset Number (Financial Assets) as provided to the valuer is to be the key on all spreadsheets.</p> <p>The ability for the entity to access the electronic data and use it to upload to other systems is critical.</p>
Valuation and depreciation methodology	The valuation is required to be supported by appropriate documentation setting out the underlying methodology, process and evidence used to produce the valuation. This needs to make reference back to the underlying accounting standards and demonstrate full compliance with all aspects of the prescribed requirements.
Audit liaison	The valuer is required to follow up and liaise with the external auditor with respect to any issues relating to their processes, methodology and evidence gathered in relation to the valuation. This may include the provision of source data to the auditor. Any fees associated with this process are to be included in the overall quoted fee.

9.1 Class Structure Identification

(Update As Required)

CSID	Description
1002	MECH ELEC
1012	SWITCHBOARD
1016	FILTER
1017	STRUCTURE
1024	BUILDING
1028	PIPE &ELECTRICAL
1045	CARPARK
1046	FENCE
1047	FURNITURE
1048	INFRASTRUCTURE
1049	IRRIGATION SYSTEMS
1050	LANDSCAPING
1052	PLAY EQUIPMENT
1053	SHELTER
1054	FACILITY SPORTS
1087	BINS
1091	ROAD
1134	WATER METERS
1159	PUMP
1457	SIGNS
1567	PATH STRUCTURE
1623	BARBECUE
1633	TABLE
1640	SEAT
1641	SLABS
1646	GARDEN EDGING
1647	RETAINING WALLS
1652	LIGHTING

11.2 ORGANISATIONAL SERVICES**11.2.1 CONDUCT AND PERFORMANCE OF COUNCILLORS**

Objective Reference:	A1767627 Reports and Attachments (Archives)
Attachments:	<u>POL-3096 Conduct and Performance of Councillors</u> <u>GL-3096-001 Conduct and Performance of Councillors</u>
Authorising/Responsible Officer:	 Nick Clarke General Manager Organisational Services
Report Author:	Nick Clarke General Manager Organisational Services

PURPOSE

The purpose of this report is to seek Council's adoption of an updated policy and guideline for the handling of complaints made about the conduct of councillors.

BACKGROUND

Council has a policy and guideline which contain the principles and processes by which complaints about the conduct of councillors are managed.

There have been some administrative amendments since Council last approved these documents. Those changes resulted from minor amendments to the *Local Government Act 2009* and the *Crime and Corruption Act 2001*.

Following the recent local government election, Council will be invited to review policies and guidelines relating to the councillors. These documents are the first two to be brought to Council for review and adoption, with or without amendments.

ISSUES

Council's policy and guideline 'Conduct and Performance of Councillors' are consistent with the requirements of the *Local Government Act 2009*, the *Local Government Regulation 2012* and other state legislation.

Other than the minor legislative changes that were transferred into these documents earlier this year, there are a small number of suggested changes to the Guideline:

1. In order to improve the efficient use of resources for managing complaints by one councillor against another, it is recommended that the Guideline contain a clause requiring a councillor to have attempted and failed to have the matter resolved informally with his/her colleague prior to lodging formal complaint. This may involve discussion with other colleagues at a Mayor/Councillors meeting.

This requirement would not apply to allegations of corrupt conduct, which must be reported to the CEO immediately. (Guideline paras 5.5 and 5.6)

2. The addition of clarification regarding the role of the General Counsel Group as the administrator of the complaints database. (Guideline paras 6.1, 9.1, 9.2 and 12.1)
3. The delegation of the CEO's powers to the General Manager Organisational Services. (Guideline paras 7.3 and 7.23)

STRATEGIC IMPLICATIONS

Legislative Requirements

The recommended changes are consistent with applicable state legislation.

Risk Management

The recommendation to insert a requirement for attempts at informal resolution of complaints by councillors against other councillors is aimed at reducing the risk of an inefficient use of resources.

Financial

Financial costs relating to officer time and investigations may be reduced if some of the less serious complaints can be resolved between the two parties.

People

Staff may benefit from a less reactive workload.

Environmental

There are no environmental implications.

Social

The recommendation aims to support the supportive nature of a strong team of councillors.

Alignment with Council's Policy and Plans

This aligns with the 'transparent and accountable processes' in Outcome 8 of the Corporate Plan 2015-2010.

CONSULTATION

- General Counsel
- Chief Executive Officer

OPTIONS

1. That Council resolves to adopt the attached Conduct and Performance of Councillors Policy (POL-3096) and Guideline (GL-3096-001).
2. That Council resolves to adopt the attached Conduct and Performance of Councillors Policy (POL-3096) and Guideline (GL-3096-001), as amended.
3. That Council requests further work be done before these documents return to Council for adoption.

**OFFICER'S RECOMMENDATION/
COUNCIL RESOLUTION**

Moved by: Cr P Mitchell
Seconded by: Cr M Edwards

That Council resolves to adopt the attached Conduct and Performance of Councillors Policy (POL-3096) and Guideline (GL-3096-001).

CARRIED 10/1

Crs Boglary, Mitchell, Gollè, Hewlett, Edwards, Talty, Elliott, Huges, Bishop and Williams voted FOR the motion.

Cr Gleeson voted AGAINST the motion.

Conduct and Performance of Councillors

Version Information

Head of Power

Sections 176 to 182 of the Local Government Act 2009 (the Act) detail the requirements for dealing with complaints about the conduct and performance of councillors. This is to ensure that appropriate standards of conduct and performance are maintained.

Complaints about the conduct and performance of councillors fall into four categories: inappropriate conduct; misconduct; corrupt conduct; and complaints about 'another matter'. The Guideline explains how each category of complaint is handled and how frivolous and vexatious complaints are dealt with.

This policy supports Council's priority to deliver inclusive and ethical governance for the community. This includes clear accountabilities, ethical standards of behaviour and a commitment to act in accordance with the 'local government principles' (see Section 4 of the Act).

Policy Objective

This policy has been established to provide a clear administrative method of handling and resolving complaints made about the conduct and performance of councillors. The detailed processes are described in the Conduct and Performance of Councillors Guideline GL-3096-001.

Refer to the Complaints Management Process Policy POL - 3037 for the administrative method of handling and resolving complaints made about the conduct of Council officers.

Policy Statement

1. The complaints process is to be readily accessible to and able to be understood by all people including those with special needs. Information about the complaints process is to be available on Council's website and at its customer service centres.
2. All complaints received by Council will be considered on their merits and addressed in an equitable and unbiased manner through an established complaints process and the observation of the principles of natural justice. Complainants will not suffer any reprisal as a result of making a complaint.
3. Complaints will be categorised and dealt with in accordance with the Act, i.e. as inappropriate conduct, misconduct (including corrupt conduct) or complaints about another matter. Complaints about inappropriate conduct are dealt with by the mayor or the chief executive of the Department of Infrastructure, Local Government and Planning. Complaints of misconduct or corrupt conduct are dealt with by a body that is independent of Council. Complaints about another matter are dealt with at the discretion of the Council's chief executive officer.
4. In the event that a complaint contains allegations in more than one of the categories above, it will be managed in accordance with the process for dealing with the most serious of the allegations made.
5. Complainants will be treated courteously; will receive an acknowledgement of their complaint; will be informed about how it will be dealt with; and will be advised the outcome of their complaint.

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6. All complaints will be treated with appropriate respect for the confidentiality and privacy of the complainant, councillors and third parties involved. It is Council's policy not to notify the subjects of the complainant's name. Publication of information by Council relating to complaints about the conduct and performance of councillors will be limited to that prescribed by legislation.
7. Council will co-operate fully with any investigating authority charged with dealing with a complaint, e.g. the Crime and Corruption Commission, Local Government Remuneration and Discipline Tribunal or a regional conduct review panel.
8. The subjects of complaints will, at the time they are notified of a complaint against them, be informed that it is Council's Policy to disclose information about the progress of the investigation and its outcome to the complainant.
9. Where multiple complaints are received about the same or similar issue an effective and efficient method of dealing with them will be determined. For example, if several complainants independently make the same allegation against a councillor, those matters may be dealt with as a single complaint.
10. Complaints about decisions of Council will not be dealt with under this policy irrespective of whether or not the complaint is made against some or all councillors. This does not prevent the acceptance of complaints where it is alleged that a councillor has breached the Act in relation to making a decision; for example, by failing to disclose a conflict of interest in the matter being decided.
11. The complaint process is not a tool to bring Council business to a halt nor to delay or prevent Council from making decisions.
12. It is an offence (Section 176C(8) of the Act) for a person to make a further complaint that is substantially the same as a complaint that has previously been assessed by the CEO as frivolous or vexatious.
13. This policy and its associated guideline will be reviewed periodically to maintain best practice.
14. If there is any conflict between this policy or associated guideline and the requirements of the Act or any other relevant legislation, the legislative requirements must take precedence.

Version Information

Version No.	Date	Key Changes
3	January 2016	<ul style="list-style-type: none">• Administrative amendment to reflect changes to legislation.
4	May 2016	<ul style="list-style-type: none">• No changes. Just submitted for Council adoption with GL-3096-001 which has been amended.

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CMR Team use only

Department: Organisational Services
Group: Corporate Governance
Approved: General Manager Organisational Services
Date of Approval: 25 May 2016

Effective date: 25 May 2016
Version: 4
Review date: 31 May 2019
Page: 2 of 2

Conduct and Performance of Councillors

Version Information

1. Authorisation

- 1.1 Sections 176 to 182 of the Local Government Act 2009 (the Act) detail the requirements for dealing with complaints about the conduct and performance of councillors to ensure that appropriate standards of conduct and performance are maintained and a councillor who engages in misconduct is disciplined.

2. Scope and Purpose

- 2.1 This guideline has been established to describe the process for handling and resolving complaints made about councillors in accordance with the Conduct and Performance of Councillors Policy POL-3096.
- 2.2 It is irrelevant whether the conduct that constitutes misconduct was engaged in within Queensland or elsewhere, or when the councillor was not exercising the responsibilities of a councillor (Section 176[5] of the Act).
- 2.3 A councillor may be dealt with for an act or omission that constitutes misconduct under the Act, and also be dealt with for the same act or omission as the commission of an offence against the Act, or under the Crime and Corruption Act 2001 (Section 176[8] of the Local Government Act 2009).
- 2.4 This guideline applies only to complaints about a councillor's conduct and performance. It does not apply to complaints about:
- Council officers or the delivery of Council services (see the Complaints Management Process Guideline GL-3037-001); or
 - Complaints about decisions of Council, irrespective of whether or not the complaint is made against some or all councillors. This does not prevent the acceptance of complaints where it is alleged that a councillor has breached the Act in relation to making a decision; for example, by failing to disclose a conflict of interest in the matter being decided.

3. Definitions

Act: Local Government Act 2009

Administrative Action: Action of a local government about a matter of administration including each of the following:

- a decision, or a failure to make a decision, including a failure to provide a written statement of reasons for a decision;
- an act, or failure to do an act;
- the formulation of a proposal or intention; and/or
- the making of a recommendation.

(see the Complaints Management Process Guideline GL-3037-001);

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Another Matter	A complaint made about a councillor that does not fall into the categories of inappropriate conduct, misconduct or corrupt conduct.
CEO:	Chief Executive Officer of Redland City Council (Senior Complaints Officer).
Complaint:	<p>A statement by a person or persons alleging inappropriate conduct, misconduct or corrupt conduct by one or more councillors.</p> <p>A complaint is not the same as a request for service, a request for information or an inquiry seeking clarification of an issue. Examples of communications not classified as complaints under this policy include:</p> <ul style="list-style-type: none">• an inquiry to seek clarification or further information about the amount of a rates bill;• a request to Council to take action on a barking dog, a noisy pool filter, a leaking water pipe or any other services;• an inquiry made to Council on a particular development or compliance matter that is processed in accordance with statutory or administrative timeframes established by Council;• petitions to Council.
Council:	Redland City Council
Councillor:	Includes the mayor, deputy mayor, all currently elected councillors and any person who is no longer a councillor but who was a councillor when the misconduct is alleged to have occurred.
Department's Chief Executive:	The Director-General of the Queensland Department of Infrastructure, Local Government and Planning.
Frivolous:	Trivial, superficial or senseless.
General Complaints System:	Database for recording complaints which contains details required for statutory reporting and other information for managing and reporting on complaints.
General Complaints Number:	A number issued internally for use within the General Complaints system.
Inappropriate Conduct:	Is conduct that is not appropriate conduct for a representative of a local government, but is not misconduct, including for example:

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- a) A councillor failing to comply with the local government's procedures; or
- b) A councillor behaving in an offensive or disorderly way in a meeting of the local government or any of its committees.

Misconduct:

Is conduct or a conspiracy or attempt to engage in conduct, of or by a councillor:

- a) that adversely affects, or could adversely affect, (either directly or indirectly) the honest and impartial performance of the councillor's responsibilities or exercise of the councillor's powers; or
- b) that is, or involves:
 - i. the performance of the councillor's responsibilities, or the exercise of the councillor's powers, in a way that is not honest or is not impartial; or
 - ii. a breach of the trust placed in the councillor; or
 - iii. a misuse of information or material acquired in or in connection with the performance of the councillor's responsibilities, whether the misuse is for the benefit of the councillor or someone else; or
 - iv. a failure by the councillor to comply with a direction to leave a meeting of the local government or its committees by the chairperson presiding at the meeting; or
 - v. a refusal by the councillor to comply with a direction or order of the regional conduct review panel or tribunal about the councillor; or
- c) that is a repeat of inappropriate conduct that the mayor or the department's chief executive has ordered to be referred to the regional conduct review panel under section 181(2); or
- d) that contravenes section 171(3) or 173(4).

Natural Justice:

Making sure that:

- a person who is the subject of a complaint is fully informed of the allegations against them;
- a person against whom the complaint is made is given reasonable opportunity to put forward their case;
- the allegations are properly investigated, all parties heard and relevant submissions considered;
- a person should not be a decision maker in a case in which they are involved;

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- a person against whom an adverse decision may be made should be kept fully informed of all information provided about them and given an opportunity to respond to it;
- the investigator and decision maker act fairly and without bias;
- irrelevant matters are not taken into account and all relevant matters are considered; and
- decisions are made based on fact and evidence that logically shows the findings of fact.

Corrupt Conduct:

Corrupt Conduct is conduct that could, if proved, be:

- a) a criminal offence; or
- b) a disciplinary breach providing reasonable grounds for
- c) terminating the person's services, if the person is or was the holder of an appointment. (Section 15 Crime and Corruption Act 2001)

Oral Complaints:

Complaints made in person or by telephone.

Public Interest Disclosure:

Is a protected disclosure which after initial review is confirmed as showing or tending to show that a public officer or public body:

- has engaged, is engaging or proposes to engage in improper conduct in their capacity as a public officer or public body; or
- has taken, is taking or proposes to take detrimental action contrary to the Act.

Regional Conduct Review Panel:

Is an independent body created under the Act that is responsible for hearing and deciding a complaint of misconduct by a councillor.

Senior Complaints Officer:

Chief Executive Officer of Redland City Council (CEO).

Social Media:

Is a term used to describe the type of media that is based on conversation and interaction between people on-line.

Tribunal:

The Local Government Remuneration and Discipline Tribunal is an independent body created under the Act that is responsible (amongst other things) for hearing and deciding the most serious complaints of misconduct by a councillor.

Vexatious:

In relation to a complaint, this includes: unwarranted persistence in pursuing matters that are being or have been resolved; changing the substance of a complaint or continually raising new issues; unwillingness to accept documented evidence; failure to precisely identify the issues or provide any material to support the allegation; making threats to or harassing any person involved in the matter; a complaint intended for retaliation against a specific councillor for the purpose of harassment; or making unreasonable demands. A complaint that was not initially determined to be vexatious can be determined as such if any of the conditions above occur.

Written Complaints:

Complaints received in writing whether by letter, fax, or email, but not by social media.

4. General

- 4.1 The principles of natural justice apply to the handling, investigation and decision-making in relation to complaints that fall within this Guideline.

5. Receiving Complaints

- 5.1 A complainant should be advised to put his/her complaint in writing and address it to the CEO, including:
- a) the nature of the complaint clearly stated;
 - b) as much detail as possible;
 - c) detail of any loss or detriment they have suffered (if any);
 - d) list any other agencies or authorities they may have also reported the incident to;
 - e) their contact details;
 - f) an outline of the outcome they are seeking; and
 - g) any supporting information and documentation including names and contact details of any other persons who are able to support the complaint.
- 5.2 Oral complaints are discouraged due to the need for the CEO to record the details of the complaint and refer the matter to another authority. An oral complaint may be accepted if the information at 'a' to 'g' in paragraph 5.1 above is provided by the complainant.
- 5.3 A complainant may supply additional information to support his/her complaint. Any such information will be registered by the General Counsel Group; will be referred initially to the CEO; and then sent to the person who has responsibility for the management of the complaint at that time, e.g. the department's chief executive.
- 5.4 Complaints submitted by social media sites will not be accepted or acknowledged by Council. Examples of social media sites include: MySpace, Facebook, Twitter, internet forums, weblogs, social blogs, wikis, podcasts, etc.
- 5.5 In circumstances where a serving councillor wishes to make a complaint about the conduct of another serving councillor, the councillor wishing to make the complaint must attempt to

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have the matter resolved informally with the other councillor in the first instance. This may include discussion at a Mayor/Councillors meeting where assistance may be provided by other members of the team. Only after such an attempt has been unsuccessful in resolving the matter, will the CEO accept the complaint.

- 5.6 The requirement in paragraph 5.5 above does not apply to allegations of corrupt conduct which must be reported to the CEO immediately.

6. Registering Complaints

- 6.1 All written and oral complaints are to be registered with the General Counsel Group as soon as practicable. The General Counsel Group maintains the administrative function for councillor complaints. Written correspondence will be registered in Objective by staff in the General Counsel Group.

7. Assessing Complaints

Initial Assessment:

- 7.1 The CEO must firstly assess each complaint to decide whether the complaint is a frivolous matter, was made vexatiously, or is lacking in substance.
- 7.2 If it is neither of those, the CEO will then assess the complaint to decide if it is one alleging inappropriate conduct, misconduct, corrupt conduct or is about another matter.
- 7.3 The CEO may delegate the management of councillor complaints, including completion of preliminary assessments to another officer. The General Manager Organisational Services has been delegated these powers. All subsequent references to CEO in this document also include the CEO's delegate.

Frivolous or Vexatious Complaints:

- 7.3 If the CEO decides that a complaint is frivolous, vexatious or is lacking in substance, he/she may decide to take no further action in relation to the matter. The CEO will provide the complainant with written advice of the decision and the reasons for it. That advice must contain a warning that it is an offence to make a further complaint about a matter that has previously been decided to have been frivolous, vexatious or lacking in substance.

Inappropriate Conduct:

- 7.4 A complaint alleging inappropriate conduct of a councillor should preferably be a written complaint unless it is a complaint about a councillor's conduct at a meeting and the complaint is made orally at the time of that meeting to the meeting chairperson.
- 7.5 The CEO will send a written acknowledgement to the complainant of receipt of the complaint unless the notification at '7.8' below can occur within the required timeframe (see 'timeframes' below).
- 7.6 The CEO will, if the complaint is about the mayor or deputy mayor, refer the matter to the department's chief executive in writing. If the complaint is about another councillor, the CEO will refer the matter to the mayor in writing.
- 7.7 If the alleged inappropriate conduct is a repeat of previous inappropriate conduct by the same councillor; and the mayor or department's chief executive has previously given an order in relation to that councillor that a repeat of that conduct will be referred to the

department's chief executive as an allegation of misconduct, the chief executive officer will refer the complaint to the department's chief executive. If this occurs, the process for misconduct complaints (below) is to be followed from this point.

- 7.8 The CEO will advise the complainant: that he/she has assessed the complaint as one of inappropriate conduct; and to whom the complaint has been referred.
- 7.9 The CEO will notify the councillor in writing that a complaint of inappropriate conduct about him/her has been received and to whom the complaint has been referred. The CEO will also advise the councillor that it is Council's policy to disclose information about the progress of the investigation and its outcome to the complainant.
- 7.10 The Mayor may seek the assistance of the chief executive officer in acquiring information relevant to assist the Mayor in making a decision about a complaint of inappropriate conduct.
- 7.11 The Mayor, or the department's chief executive, may make either or both of the following orders that they consider to be appropriate in the circumstances:
 - a. an order reprimanding the councillor for the inappropriate conduct; and/or
 - b. an order that any repeat of the inappropriate conduct be referred to the department's chief executive as misconduct.
- 7.12 The department's chief executive or the Mayor will notify the complainant and the councillor subject of the complaint of the outcome.
- 7.13 If inappropriate conduct happens in a meeting of Council or one of its committees, the chairperson of the meeting may make any one or more of the following orders that the chairperson considers appropriate in the circumstances:
 - a. an order that the councillor's inappropriate conduct be noted in the minutes of the meeting;
 - b. an order that the councillor leave the place where the meeting is being held (including any area set aside for the public), and stay out of the place for the rest of the meeting; and/or
 - c. an order that a councillor who fails to leave the place where the meeting is being held when ordered to do so be removed from the place.

Misconduct:

- 7.14 A complaint alleging the misconduct of a councillor should be a written complaint.
- 7.15 The CEO will send a written acknowledgement to the complainant of receipt of the complaint unless the notification at '7.17' below can occur within the required timeframe (see 'timeframes' below).
- 7.16 The CEO will refer the complaint in writing to the department's chief executive.
- 7.17 The CEO will notify the complainant in writing that the complaint has been assessed as one of misconduct and has been referred to the department's chief executive.
- 7.18 The CEO will notify the councillor in writing that a complaint of misconduct about him/her has been received and has been referred to the department's chief executive. The CEO will also advise the councillor that it is Council's policy to disclose information about the progress of the investigation and its outcome to the complainant.

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- 7.19 The department's chief executive will notify the councillor about the hearing of the complaint.
- 7.20 The regional conduct review panel or tribunal hears the complaint and decides whether or not the councillor engaged in misconduct, and if so, what is the appropriate disciplinary action.
- 7.21 Disciplinary action is taken against a councillor who has engaged in misconduct by the regional conduct review panel, the tribunal or the Minister, depending on the severity of the misconduct.
- 7.22 The department's chief executive will notify the complainant, the councillor subject of the complaint and the Council's CEO of the outcome.

Corrupt Conduct:

- 7.23 The CEO has a statutory obligation (that cannot be delegated) [Section 38(2)] under the Crime and Corruption Act 2001 to report a reasonable suspicion of corrupt conduct to the CCC. The threshold for "reasonable suspicion of corrupt conduct" is relatively low, and the CEO has no discretion as to whether to report his/her suspicion. In addition, the CEO has no role or authority to investigate his/her suspicion before reporting it to the CCC.
- 7.24 A complaint alleging corrupt conduct of a councillor should be a written complaint.
- 7.25 The CEO will send a written acknowledgement to the complainant of receipt of the complaint unless the notification at '7.28' below can occur within the required timeframe (see 'timeframes' below).
- 7.26 The CEO will refer the matter in writing to the CCC using the standard referral form. The referral will include a request for approval to notify the councillor subject of the complaint that the complaint has been made and referred.
- 7.27 The CEO will, at the same time, send a copy of the CCC referral to the department's chief executive.
- 7.28 The CEO will notify the complainant in writing that the complaint has been assessed as one of corrupt conduct and has been referred to the CCC and the department's chief executive.
- 7.29 The CEO will delay notifying the councillor that a complaint of corrupt conduct has been made against him/her until written approval of the CCC has been received, and will only do so once that approval is given. The CEO will also advise the councillor that it is Council's policy to disclose information about the progress of the investigation and its outcome to the complainant.
- 7.30 The CCC will either investigate the complaint or will refer it to the department's chief executive.
- 7.31 If the CCC investigates the matter, it will assume responsibility for communication with all parties to the complaint unless advice to the contrary is provided to the department's chief executive.
- 7.32 If the matter is referred to the department's chief executive, he/she will notify the councillor about the hearing of the complaint.
- 7.33 The regional conduct review panel or tribunal hears the complaint and decides whether or not the councillor engaged in corrupt conduct, and if so, what is the appropriate disciplinary action.

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- 7.34 Disciplinary action is taken against a councillor who has engaged in corrupt conduct by the regional conduct review panel, the tribunal or the Minister, depending on the severity of the conduct.
- 7.35 The department's chief executive will notify the complainant, the councillor subject of the complaint and Council's CEO of the outcome.

Anonymous Complaints:

- 7.36 Anonymous complaints will be assessed in the same way as any other complaint. If an anonymous complaint is determined by the CEO to be frivolous, vexatious or lacking in substance, the CEO will record his/her decision and take no further action. If the CEO determines that the complaint is about inappropriate conduct, misconduct or corrupt conduct, the CEO will refer the matter accordingly.

Multiple Complaints Regarding the Same or Similar Issue:

- 7.37 The complaints process is not a tool to bring Council business to a halt, to delay or prevent Council from making decisions, or to interrupt Council's operations.
- 7.38 If multiple complaints are received about the same or similar issue, e.g. if several separate complaints are received about the conduct and performance of one or more councillors arising from the same or similar circumstances:
- The CEO may refer them collectively to the Mayor (for inappropriate conduct) or to the department's chief executive (for misconduct) as appropriate; and
 - a single general complaints number may be allocated to cover all the complaints.
- 7.39 For matters referred to the department's chief executive, it will be for him/her to determine the most effective and efficient method for dealing with the complaints.

Multi-faceted Complaints:

- 7.40 Where a complaint is made about two or more matters which fall into different categories, the referral will be based upon the most serious of the allegations. For example, if a complaint is made about inappropriate conduct, misconduct and corrupt conduct, the whole complaint will be referred to the CCC as corrupt conduct and will be copied to the department's chief executive. This allows full consideration by the CCC, including an assessment of the relationship of the alleged lesser allegations to the more serious aspects of the complaint.
- 7.41 In that example, the CCC may ultimately refer any allegation of misconduct, corrupt conduct or inappropriate conduct to the department's chief executive. The department's chief executive may refer any allegations of inappropriate conduct via the CEO to the mayor.

Complaints Involving Councillors and Council Officers:

- 7.42 A single complaint which is made against both a councillor and a Council officer will be dealt with separately. The process for dealing with 'conduct and performance' complaints against councillors will apply in relation to the allegations made specifically against the councillor.
- 7.43 The process under the 'Complaints Management Process Guideline' (GL-3037-001) will apply to the allegations made against the officer.

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7.44 A complaints officer appointed by the CEO to investigate a complaint against an officer, may work with members of another body (for example a regional conduct review panel) to share information to ensure the investigation processes are managed effectively and efficiently.

Complaint About Another Matter:

7.45 The CEO will deal with the matter at his/her sole discretion.

7.46 A complaint made against one or more councillors in relation to a decision of Council is not a complaint about the conduct and performance of a councillor. A person dissatisfied with a Council decision may take the matter up directly with the Mayor or one or more councillors.

8. Withdrawing a Complaint

8.1 A complainant may withdraw a complaint by writing to the Council's CEO. If the complaint has been referred to the department's chief executive, the CEO will refer the letter of withdrawal to that person.

9. Information about Complaints

Recording Complaints:

- 9.1 Upon receipt of the complaint from the CEO, the officer responsible for the management of the general complaints system (General Counsel Group) will ensure that:
- a. the complaint is recorded in Objective; and
 - b. a general complaint number is allocated to the complaint.

Access to Information and Confidentiality:

- 9.2 A register of all complaints made about the conduct and performance of councillors will be maintained by the person responsible for maintaining the information in Objective (General Counsel Group).
- 9.3 A register will be available for inspection by the public on request, usually by appointment. A written record will be kept of the name and address of anyone who inspects the register and the date on which the register was inspected. A copy of an extract from the register may be provided to any person at the time they inspect the register.
- 9.4 Summary information relating to complaints will be published in Council's annual report as required by the Local Government Regulation 2012.
- 9.5 The identity of a complainant and copies of all relevant documentation, including the original complaint, the investigation report and all correspondence between the complainant and the investigator, will be treated as confidential information and kept in accordance with Council policy.
- 9.6 This policy does not take precedence over state legislation that deals with information, e.g. Right to Information Act, 2009 and Information Privacy Act, 2009.
- 9.7 Should a complainant or councillor wish to obtain a copy of an investigation report relating to a complaint made by, or against him/her, the request should be made by that person to the department's chief executive. It is not the CEO's responsibility to determine such requests.

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10. Timeframes

- 10.1 With regard to sending written acknowledgements to complainants as described above, such letters will be sent within five business days of receipt of the written complaint and will advise the general complaint number and the name of a person who may be contacted about the handling of the complaint. This timeframe may be extended in unusual circumstances, e.g. if a large number of complaints are received about the same matter. If this occurs, written acknowledgements will be sent as soon as is practicable and will include an explanation for the delay.
- 10.2 It shall be the intention of all who handle complaints to deal with the matters without any undue delay. It is important that any person responsible for managing the handling of a complaint (CEO, mayor, meeting chairperson, regional conduct review panel chairperson, tribunal chairperson, CCC or department's chief executive) takes responsibility for keeping the complainant informed of the progress of the matter.

11. Appeals

- 11.1 Any decision made by the CEO, regional conduct review panel, tribunal, mayor, meeting chairperson or the department's chief executive in relation to the matters referred to in this guideline is not appealable (Section 176(9) of the Act). Any dissatisfied complainant may seek advice from the Queensland Ombudsman's Office.

12. Reporting and Reviewing

- 12.1 Public reporting of the handling of complaints will be through the Annual Report in accordance with the requirements of the Act. Additionally, the General Counsel Group will report regularly to the Executive Leadership Team and the Audit Committee at least annually.
- 12.2 The policy and guideline will be subject to review not less than once every three years. Amendments will be proposed at any time if improvements have been identified to achieve best practice.

13. Reference Documents

- 13.1 This Guideline has been developed to support the application of the Performance and Conduct of Councillors Policy POL-3096.

14. Associated Documents

- Local Government Act 2009;
- Local Government Regulation 2012;
- Crime and Corruption Act 2001
- Performance and Conduct of Councillors Policy POL-3037;
- Redland City Council's Councillor Code of Conduct;
- Complaints Management Process Policy POL-3037;
- Complaints Management Process Guideline GL-3037-001;
- Confidential Information Policy POL-3095;
- Confidential Information Guideline GL-3095-001;
- Corruption in Focus – Crime and Corruption Commission.

15. Document Control

This guideline may only be amended by resolution of Council. Any requests to change the content of this document should be sent to the General Manager, Organisational Services and the CEO.

Approved amended documents must be submitted to the Office of the Chief Executive Officer to place the document on the Policy, Guidelines and the Procedures Register.

Version Information

Version No.	Date	Key Changes
3	January 2016	<ul style="list-style-type: none">Administrative amendment to reflect changes to legislation; and transfer of responsibility from Internal Audit to General Counsel.
4	May 2016	<ul style="list-style-type: none">Added new provision requiring councillors to try to resolve matters with each other prior to complaints being lodged.Added reference to role of General Counsel Group in administering the councillor complaints database.Added reference to the CEO being able to delegate powers to conduct preliminary assessments and other actions.Amended reporting requirements.

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Department: Organisational Services
Group: Corporate Governance
Approved: General Meeting
Approval Date: 25 May 2016

Effective date: 25 May 2016
Version: 4
Review date: 31 May 2019
Page: 12 of 12

11.2.2 OPERATIONAL PLAN QUARTERLY PERFORMANCE REPORT MARCH 2016

Objective Reference: A1746700
Reports and Attachments (Archives)

Attachment: [Operational Plan Quarterly Performance Report March 2016](#)

Authorising/Responsible Officer: 
Nick Clarke
General Manager Organisational Services

Report Author: Luke Wallace
Group Manager Corporate Governance

PURPOSE

The purpose of this report is to provide a progress report against the Operational Plan 2015/16 for the third quarter from 1 January to 31 March 2016. This report is the third report for the Operational Plan 2015/16.

BACKGROUND

The *Local Government Act 2009* (the Act) requires Council to adopt an Operational Plan each year. The Operational Plan 2015/16 forms an important part of Council's strategic planning and sets out the work Council plans to deliver towards achievement of the Corporate Plan 2015-2020.

The Act also requires the Chief Executive Officer to present a written assessment of the Council's progress towards implementing the annual operational plan at meetings of Council, at least quarterly.

ISSUES

The report provides a status update for each project, together with a comment outlining progress for the quarter. The information in the report has been provided by the responsible departments for each project.

Projects	Number
Completed	2
On Track	58
Monitor	13
Concern	3
Cancelled	0
Total	76

Overall it is noted that 58 of 76 projects are on track for completion this financial year as planned. Two projects have already been completed, 13 are being monitored, indicating they are slightly behind target with their progress, and just two projects are listed as being of concern indicating they are highly unlikely to be completed this financial year and will most likely be carried forward into 2016/17. For more precise information on each project the attached operational plan report should be read.

STRATEGIC IMPLICATIONS

Legislative Requirements

Council's Operational Plan 2015/16 is an important statutory plan which sets out Council's plans to deliver the Corporate Plan 2015-2020 to achieve the vision, outcomes and goals of the Redlands 2030 Community Plan. The Operational Plan 2015/16 includes a wide range of projects which directly contribute to the delivery of Council's agreed outcomes. Tracking progress against this plan provides an important assessment of Council's performance in delivering against its plans.

The Local Government Regulation 2012 (section 174) states that *"the chief executive officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals not more than 3 months"*. Under the same section of the regulation, Council is allowed to amend the plan at any time before the end of the financial year.

Risk Management

The risk of not delivering against Council's operational plan is that Council does not achieve the commitments set out in the longer term corporate and community plans. Each project would have associated risks which would be managed by the relevant area of Council.

Financial

The Operational Plan 2015/16 is funded from the annual budget.

People

Projects listed in the Operational Plan 2015/16 are managed by the individual area in Council responsible for the project. The status and comments of projects in the attached report have been provided by the relevant officer for each project and compiled by Council's Corporate Governance Group. Although delivery of the plan itself is dependent on staff resources and some projects relate to people issues, there are no direct impacts on people resulting from this report.

Environmental

Some projects within the Operational Plan 2015/16 directly contribute to Council's environmental commitments. However, this report does not have any direct environmental impacts.

Social

Some projects within the Operational Plan 2015/16 directly contribute to Council's social commitment. However, this report does not have any direct social impacts.

Alignment with Council's Policy and Plans

Council's Operational Plan 2015/16 outlines planned activities and projects against the eight outcomes in the Corporate Plan 2015-2020. As such, it is a key planning document and consistent with both the Corporate Plan 2015-2020 and the Redlands 2030 Community Plan.

CONSULTATION

The Corporate Governance Group has prepared the attached report in consultation with relevant officers and managers within Council. The status and comments have been provided by the officers involved in delivering the particular projects within the Operational Plan 2015/16.

OPTIONS

1. That Council resolves to note the Quarterly Operational Plan Performance Report for March 2016 and approves the changes to the Operational Plan 2015/16 listed in this report.
2. That Council requests additional information in relation to the proposed changes to the Operational Plan 2015/16 or the attached progress report.

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

Moved by: Cr P Mitchell
Seconded by: Cr M Edwards

That Council resolves to note the Quarterly Operational Plan Performance Report for March 2016 and approves the changes to the Operational Plan 2015/16 listed in this report.

CARRIED 11/0

Crs Boglary, Mitchell, Gollè, Hewlett, Edwards, Talty, Elliott, Huges, Gleeson, Bishop and Williams voted FOR the motion.



Operational Plan 2015 - 16

March 2016



Summary

Outcome	Complete	On Track	Monitor	Concern	Cancelled	Total
1 Healthy natural environment	0	12	0	0	0	12
2 Green living	0	5	2	0	0	7
3 Embracing the bay	1	7	1	0	0	9
4 Quandamooka Country	0	4	1	1	0	6
5 Wise planning and design	0	5	4	0	0	9
6 Supportive and vibrant economy	0	5	1	0	0	6
7 Strong and connected communities	0	10	1	0	0	11
8 Inclusive and ethical governance	1	10	3	2	0	16
Total:	2	58	13	3	0	76

On Track:

The project is progressing on time and on budget and is on track for delivery by 30 June, 2016.

Monitor:

There are issues with timeframes and/or budget but it is still expected that with close monitoring the project can be delivered by 30 June, 2016.

Concern:

There are significant delays or budget issues and it is unlikely that the project will be delivered by 30 June, 2016.

1. Healthy natural environment

Strategies

1.1 Redland City's natural assets including flora, fauna, habitats, biodiversity, ecosystems and waterways are managed, maintained and monitored.

1.2 Threatened species are maintained and protected, including the vulnerable koala species.

1.3 Community and private landholder stewardship of natural assets increases.

1.4 Visitors experience our natural assets through high standard facilities, trails, interpretation and low impact commercial ventures.

Project	Op Plan Ref	Lead	Status	Comment
S Rehabilitate riparian corridors on Council land to prevent entry of sediments and nutrients to waterways.	1.1.2	City Spaces	On Track	Works continuing as planned with regeneration projects being undertaken and large revegetation projects being completed in March. With the warmer temperatures further revegetation projects are planned to be completed in April.
S Create new maps for conservation areas with horse, bike, walking and canoe trails and upload new web pages for easy public access.	1.4.1	City Spaces	On Track	1. A range of trails are being captured by GPS for inclusion in councils mapping systems. 2. New tracks are currently being revised in ArcReader for printing of new maps for Redlands Trackpark and Bayview Conservation Area. 3. New web content and new pages are being constructed and written for BCA (Bayview Conservation Area), RTP (Redlands TrackPark), Eastern Escarpment, Don and Christine Burnett and Ford Rd.
S Improve parking access safety at four popular conservation areas, and update interpretive information and signage.	1.4.2	City Spaces	On Track	1. New safety and one way signage installed on specific trails in the BCA for safety purposes. 2. Three new trails being planned for construction in April - BCA to Valley Way Conservation Area. 3. Maintenance planned for Socceress and Wolf Peach Trails in April. 4. New horse trail planned for BCA. 5. Fire Rd in BCA being reconstructed. 6. Horse stiles installed at Eastern Escarpment.
S Investigate and monitor water bodies to improve conditions and prevent downstream inputs of sediments and nutrients.	1.1.1	Environment & Regulation	On Track	Report findings on artificial water bodies presented to key internal staff and final report received by Council. In stream fish passage improvement project for Hillards Creek completed with Catchment Solutions and City Spaces. Commenced Stage 1 of Victoria Point wastewater treatment plant nutrient offset project.
S Promote and facilitate recruitment and participation in bushcare activities.	1.1.3	Environment & Regulation	On Track	A Bushcare Group Conveners workshop held on 28 February for 27 conveners. Two bushcare open days were hosted for recruitment to existing bushcare groups at Tipuana Drive Capalaba, and Helen Street Thorneside. Coordinated 65 bushcare group working bees.

1. Healthy natural environment

Project	Op Plan Ref	Lead	Status	Comment
S Coordinate major community plantings and partner with conservation groups to undertake restoration activities.	1.1.4	Environment & Regulation	On Track	Coordinated activities of Conservation Volunteers Australia to undertake preparation of the site for the Koala Community Planting day at Victoria Point. This group also undertook weed control works at Egret Colony Wetland. Facilitated restoration activities by Japanese students (from University of Queensland) at the Helen Street site.
S Undertake works with community bushland care groups in threatened ecological communities and community planting for koalas and glossy black cockatoos.	1.2.1	Environment & Regulation	On Track	12 of the community bushcare groups currently undertake restoration works in threatened ecological communities. Preparatory works were undertaken for the community Koala planting to be held on 3 April.
S Provide community education programs for wildlife protection and management.	1.2.2	Environment & Regulation	On Track	Hosted the 20th Annual Coochie Curlew Count and celebratory event held with 60 volunteers from mainland and Coochiemudlo Island on 13 February. Provided community education displays and extension on flying fox issue as requested at Lotus Close Thornlands, Lawn Terrace Alexandra Hills and Egret Colony Victoria Point. Provided interviews to local radio, on line media and a Japanese documentary film team on wildlife rescue, bird feeding, flying foxes and koalas respectively.
S Monitor sites for threatened species.	1.2.3	Environment & Regulation	On Track	Undertook monthly flying fox roost monitoring at 14 sites across the Redlands mainland. Based on monitoring feedback undertook maintenance work on Osprey and Glossy Black Cockatoo nests at Wellington Point and Macleay Island.
S Review koala area provisions and mapping within Local Law 2 including consultation with community.	1.2.4	Environment & Regulation	On Track	Local Law 2 koala area provisions were on display for public comment during this period.
S Provide education programs and training events at IndigiScapes.	1.3.1	Environment & Regulation	On Track	The centre facilitated education activities and programs for school holiday activities, Chinese student study tours, fire management, walking the catchment (hydrology) workshop, weeds recycling, Embrace your waterway, Rethink Your Rubbish, turtle awareness, wildlife monitoring and native fish.
S Provide training program opportunities and property visits for private landholders managing their land for improved environmental outcomes.	1.3.2	Environment & Regulation	On Track	Council undertook 43 habitat protection property visits and achieved 25 new signings to habitat protection programs. Workshops on fire management on private land; and introduced Myna management were also hosted.

2. Green living

Strategies

- 2.1 Council's policies and plans support ecologically sustainable development and respond to climate change issues.
- 2.2 Sustainable building design (including solar panels and water tanks) is supported through education and advocacy.
- 2.3 Council's waste management plans address current and future needs, and include plans for closed landfills and regional collaboration.
- 2.4 Council and the community actively recycle and reduce waste.
- 2.5 Transport planning reflects a desire to maximise economic, environmental and liveability outcomes through quality road design, public transport, pedestrian and cycling strategies.

Project	Op Plan Ref	Lead	Status	Comment
S Monitor and review asset and service management plans for active and public transport infrastructure, to ensure all necessary community engagement, permits and approvals are in place to allow delivery of current and future capital and operational programs.	2.5.1	City Infrastructure	On Track	The asset and service management plan for active and public transport infrastructure have been completed for this year.
S Undertake a joint investigation with Brisbane City Council and Department of Transport and Main Roads to develop an integrated transport plan that determines cross-boundary transport and infrastructure priorities for road and public transport.	2.5.2	City Infrastructure	On Track	This project is generally on track - a meeting has been organised with the technical working group on 7 April to discuss the workshop report and draft project plan (inc. cost estimates). There was a slight delay in progressing this project due to dependence on consultant to provide draft report and subsequent Local Government elections.
S Consider climate change issues in the new Redland City Plan, including safety and resilience to hazards, by managing risks as a result of storm tide inundation relating to changes associated with climate change.	2.1.3	Economic Sustainability & Major Projects	On Track	Relevant provisions are contained in the draft Redland City Plan 2015.
S Include performance outcomes promoting a sub-tropical and climate responsive design character in the Redland City Plan residential zone codes.	2.2.1	Economic Sustainability & Major Projects	On Track	Relevant provisions are contained in the draft Redland City Plan 2015.
S Undertake a comprehensive review of Council's Climate Change Action Plan in line with Council's new Green Living Policy Statement.	2.1.1	Environment & Regulation	Monitor	Initial work has commenced on the review of the climate change action plan. An internal stakeholders workshop is scheduled for April 2016.
S Investigate additional community garden spaces for the Runnymede site.	2.1.2	Environment & Regulation	On Track	Additional community garden spaces are being considered in the concept planning processes for the Indigi and Runnymede site.
S Engineered landfill capping solution and rehabilitation of the approval area of Birkdale landfill remediation.	2.3.1	Water & Waste Infrastructure	Monitor	Work is continuing. Contractor going slower than they forecast. Expect finish in July.

3. Embracing the bay

Strategies

- 3.1 Council collaborates with partners to understand, nurture and protect Moreton Bay's marine health and values.
- 3.2 Communities on the islands and foreshores enjoy equitable access to development opportunities and community services.
- 3.3 Our community is ready for and adapting to changing coastlines, storm tide and severe weather.
- 3.4 Redland City's residents and visitors can easily access the foreshore and use recreation infrastructure for boating and non-boating activities.
- 3.5 Priority Development Areas support equitable outcomes for island residents, such as access to transport and facilities.

Project	Op Plan Ref	Lead	Status	Comment
S Monitor and review asset and service management plans for stormwater infrastructure, to implement strategies that facilitate delivery of current and future capital and operational programs to improve waterway health.	3.1.1	City Infrastructure	On Track	Ongoing improvements for quality include: currently reviewing LGIP for potential changes. A new policy is in the works to ensure funding of projects can occur and restrict development works to what's deemed best practice only. Operationally we have established cyclic maintenance of all structures in our database. Also developing a new policy to help educate the community, through signage.
S Undertake development of a coastal adaptation strategic plan to establish high level policy for management of the extensive city coastline.	3.3.1	City Infrastructure	On Track	LGAQ presented to Council in late 2015 outlining the coastal hazard funding program and advised the guidelines for funding would be released early 2016. These guidelines are still yet to be released. We intend to apply for funding to undertake either community engagement across the city or an economic & social analysis of the identified management options - which is why there has been a wait for the release of guidelines.
S Monitor and review asset and service management plans for marine and canal infrastructure, to implement strategies that facilitate delivery of current and future capital and operational programs to improve access to waterways and the bay.	3.4.2	City Infrastructure	On Track	The asset and service management plans for canal infrastructure have been completed for this year. Key canal infrastructure projects are well underway and include revetment wall repair projects and a large dredging campaign due to start next financial year.
S Promote and encourage safe use of bathing reserves at North Stradbroke Island.	3.4.1	City Spaces	On Track	All Beaches (Main, Adder, Cylinder, Wellington Pt) 2016 - 42,492 visitations, 0 rescues, 163 first aid treatments 2015 - 28,094 visitations, 7 rescues, 299 first aid treatments No comparison stats for Adder Rock as Easter was later in year in April. Adder Rock closed for 12 hours of long weekend, due to submerged logs and trees 8am to 12pm each day on Good Friday Easter Saturday and Sunday Main Beach closed most of month due to dangerous conditions.

3. Embracing the bay

Project	Op Plan Ref	Lead	Status	Comment
§ Engage with the Healthy Waterways partnership to promote the values of the bay and publicise annual waterways ecosystem health conditions for the bay.	3.1.2	Environment & Regulation	On Track	Council continues to work with Healthy Waterways to encourage uptake of catchment management and land management behaviours to promote ecosystem health and economic returns from the bay. Council is working on the Logan Albert Catchment Action Plan, with Healthy Waterways and other Local Government stakeholders. Council is also promoting Connect to your Creek week which will take place in early April 2016.
§ Finalise identification of opportunities for transport and services at Toondah Harbour and Weinam Creek.	3.2.1	Redlands Investment Corporation	On Track	Toondah Harbour agreement signed. Weinam Creek workshop in May 2016 to progress.
§ Undertake assessment and negotiate the Development Management Agreement that is prepared by the preferred developer in order to obtain approval from State and Council.	3.5.1	Redlands Investment Corporation	Completed	Toondah Harbour Development Management Agreement signed.
§ Undertake the assessment and negotiate the Environmental Impact Study that is prepared by the preferred developer in order to obtain approval from State and Council.	3.5.2	Redlands Investment Corporation	Monitor	Environmental Impact Study will commence Q3 and will take 18 months to complete.
§ Assess development applications lodged by the preferred developer and negotiate outcomes in accordance with the Priority Development Area Scheme to decide the applications.	3.5.3	Redlands Investment Corporation	On Track	Developer is expected to lodge application mid 2016.

4. Quandamooka Country

Strategies

- 4.1 Council's organisational and staff capacity to deliver positive outcomes for Aboriginal communities, including the Quandamooka People, is improved through policy, cultural awareness training and cultural heritage training for elected members and Council staff.
- 4.2 Council's and the community's respect and understanding of the Quandamooka peoples' relationship with their traditional land and waters continue to improve.
- 4.3 Council continues to support and resource the delivery of commitments under the Indigenous Land Use Agreement (ILUA) with the Quandamooka People.
- 4.4 Council works with the Quandamooka Traditional Owners to help them achieve their goal of establishing North Stradbroke Island (Minjerribah) as a global eco-cultural tourism destination.

Project	Op Plan Ref	Lead	Status	Comment
§ Promote Indigenous cultural tourism.	4.4.1	Communication, Engagement & Tourism	On Track	Worked with Quandamooka on range of projects including promotion of Indigenous AllStars at North Stradbroke Island; Indigenous language and artwork on 11 whale trail plaques/seats at Pt Lookout; communication plan and promotional items for second annual Quandamooka Festival; production of Indigenous acknowledgement card to assist speakers at events to acknowledge traditional owners and cultural acknowledgement; and funded Quandamooka dancers at Indigenous AllStars community event.
§ Distribute information to staff to increase level of understanding and cultural awareness.	4.1.1	Corporate Governance	On Track	Distributed information to all staff regarding Close the Gap, as well as key information from Aboriginal organisations on media, events and funding opportunities to internal networks.
§ Engage Quandamooka Yoolooburrabee Aboriginal Corporation (QYAC) to undertake two training sessions for Redland City Council staff and elected members.	4.1.2	Corporate Governance	On Track	QYAC advised Cultural Heritage training would need to take place mid-late 2016. Draft attendee lists in place pending advice from QYAC on dates.
§ Observe protocols of Welcome to Country and the acknowledgement of Country.	4.2.1	Corporate Governance	On Track	Arranged production of 200 'Acknowledgement of Country' cards for distribution to staff and community. Maintained Welcome to Country Elders list for Council event needs.
§ Develop a Cultural Heritage policy and guideline in line with the draft Cultural Heritage Management Plan from QYAC.	C/F	Corporate Governance	Monitor	On hold due to the 2016 Local Government Election, State Government NSI Transition Strategy and the associated availability of resources and stakeholders.
§ Develop and implement an Indigenous education, training and employment strategy and action plan.	4.3.1	Human Resources	Concern	No further engagement from QYAC with HR on this project since workshops conducted in mid 2015. Contacted QYAC in March 2016 to seek response and to inform of budget implications if work not delivered this financial year. No response received yet from QYAC. Amanda Daly advised Di Andrews.

5. Wise planning and design

Strategies

- 5.1 Growth and development in the city is sustainably managed through the adoption and implementation of the Redland City Plan and Local Government Infrastructure Plan.
- 5.2 Redland City's character and liveability are enhanced through a program of master planning, place-making and centre improvement strategies, including maximising opportunities through the catalyst Toondah Harbour Priority Development Area and Redlands Health and Wellbeing Precinct projects to build a strong and connected Cleveland.
- 5.3 An effective and efficient development assessment process delivers quality development that is consistent with legislation, best practice and community expectations.
- 5.4 Regional collaboration and targeted advocacy drives external funding for key infrastructure upgrades and enhanced community outcomes.

Project	Op Plan Ref	Lead	Status	Comment
S Provide expert advice to internal and external stakeholders on transport, stormwater drainage and marine infrastructure networks by monitoring and reviewing asset and service management standards.	5.3.1	City Infrastructure	On Track	Black Spot Program - Wellington and Queen Streets, Cleveland construction completed. Wellington and Coburg Streets, Cleveland commenced 18 November 2015 and is under construction.
S Submit grant applications to secure external funding from State and Federal agencies for works that improve safety, usability and integration of the city's marine, road, public and active transport networks.	5.4.2	City Infrastructure	On Track	All current recurring funding stream submissions are up-to-date. All current acquittals are up to date and variations for required projects are underway or already submitted. Anticipated that all recurring funding streams will be acquitted on time by 30 May or 30 June as required for 15/16 agreements.
S Develop the amendment, financial sufficiency analysis and compliance review of the Local Government Infrastructure Plan.	5.1.1	City Planning & Assessment	Monitor	Ongoing development of draft LG Infrastructure Plan consultant providing expert technical assistance, financial sufficiency analysis & statutory third party compliance reviews. Reviewed demographic forecasts from Urbis finalised for input in network infrastructure demand modelling corroborated by draft Treasury demographic forecasts. Potential risk of slippage due to delay in Treasury forecasts being finalised as part of regional plan review; LGIP preparation proceeding on interim no's released.
S Deliver Development Concept Plan for the Commonwealth owned land in Birkdale.	5.2.2	City Planning & Assessment	Monitor	Project experiencing some delays pending receipt of advice from ASA regarding any potential land use limitations that may be imposed on the land as a result of the proposed retention of the existing ground radar facility. Advice also being sought with regards to the appropriate indigenous cultural heritage body Council should consult with .
S Develop and deliver a comprehensive e-planning tool.	5.3.2	City Planning & Assessment	Monitor	PLAN browse module has been completed. TRACK module (Planning & Development Online replacement) due for release on 27 April. LODGE module contract terminated with Tech One and IM obtaining quotes for alternative options through new website developer. PLAN enquire is likely to commence in 16/17.

5. Wise planning and design

Project	Op Plan Ref	Lead	Status	Comment
§ Implement agreed recommendations from the Infrastructure Charges Review Project.	C/F	City Planning & Assessment	Monitor	P&R charges system solution continues to be delayed due to IM resourcing. A stakeholder review of the scope of works is being undertaken to assess the value in proceeding with a Policy Charges Solution. This includes reviewing off the shelf solutions.
§ Finalise completion of the new planning scheme for Redland City.	5.1.2	Economic Sustainability & Major Projects	On Track	All properly made submissions are currently being assessed. Councillor workshop planned for Jun/Jul 2016.
§ Deliver Development Concept Plan for the Redlands Health and Wellness Precinct.	5.2.1	Economic Sustainability & Major Projects	On Track	Metro South CEO is currently reviewing the project brief and will discuss with his counterpart at Mater to determine project scope and financial contributions.
§ Undertake actions as required within Netserv Plan.	5.4.1	Water & Waste Infrastructure	On Track	Actions have been completed in accordance with the plan. New Netserv has been developed as a draft but waiting on PIA to be defined.

6. Supportive and vibrant economy

Strategies

- 6.1 Council supports infrastructure that encourages business and tourism growth.
- 6.2 Redland City delivers events, activities and performances that bring economic and social benefits to the community.
- 6.3 Council's involvement in the state government's North Stradbroke Island Economic Transition Committee supports and aligns with Council's strategic objectives, which help deliver long-term economic sustainability for North Stradbroke Island (Minjerribah).
- 6.4 Council receives a return on the community's investment in land to enhance economic and community outcomes.
- 6.5 Growth in key sectors identified in Council's economic development framework is supported through the development and implementation of action plans by the Industry Economic Development Advisory Board.
- 6.6 Development will be facilitated specifically in the Toondah Harbour Priority Development Area (PDA) and the Weinam Creek PDA with a focus on economic growth.

Project	Op Plan Ref	Lead	Status	Comment
S Deliver and attract events to Redland City in accordance with the Events Strategy.	6.2.1	Communication, Engagement & Tourism	On Track	New events were delivered in Redland City including Australia Day Retro Eat Boutique Markets (Cleveland), 4WD Show & Shine (Cleveland), and Redlands Rockabilly Revival (Cleveland).
S Work with event organisers to streamline permits and processes with Council engagement.	6.2.2	Communication, Engagement & Tourism	On Track	Three event strategy workshops with community and several internally in Council to develop five year strategy and action plan that will include improvements to processes and practices. Inception and debrief meetings with event organisers to assist and gain feedback.
S Advocate to the State, and where necessary, federal governments, to ensure funding is provided for infrastructure projects.	6.1.1	Economic Sustainability & Major Projects	On Track	Continue to advocate to State and Federal Governments for priority infrastructure funding.
S Revitalise Cleveland CBD area in conjunction with Priority Development Area development plans.	6.1.2	Economic Sustainability & Major Projects	On Track	Priority CBD projects have been identified.
S Deliver an action plan for each of the industry and employment sectors represented on the Economic Development Advisory Board.	6.5.1	Economic Sustainability & Major Projects	Monitor	To be delivered in 2016/17 due to the delay in appointing the Chair and Board.
S The developer of Toondah Harbour will need to obtain the required development approvals before development can commence. Council will complete the roles allocated to Council under the Economic Development Act Queensland.	6.6.1	Redlands Investment Corporation	On Track	Local Representative Committee (LRC) has been formally established.

7. Strong and connected communities

Strategies

- 7.1 Festivals, event and activities bring together and support greater connectivity between cross-sections of the community.
- 7.2 Council maximises community benefit from the use of its parklands and facilities by improving access to, and the quality and share use of, public spaces and facilities by groups for sporting, recreational and community activities.
- 7.3 Council's assessment of community issues and needs provides timely opportunities to pursue grants and partnerships that realise long-term benefits.
- 7.4 Council supports volunteerism and participation in civic projects through clear and supportive Council processes to reduce red-tape, and engage and recruit volunteers for Council projects.
- 7.5 The community's preparedness for disasters is improved through community education, training and strong partnerships between Council and other agencies.

Project	Op Plan Ref	Lead	Status	Comment
S Improve the management of access to parks and facilities through implementation of a Venue Management System.	7.2.1	City Spaces	On Track	Commenced configuring system training staff and documenting procedures for all processes. Held Vector mapping demonstration with IM
S Conduct planning for the Surf Lifesaving Queensland Operations Hub and joint SES emergency response centre for Point Lookout, including Native Title and design relating to the establishment of a greenfield site located on East Coast Road.	C/F	City Spaces	Monitor	Project on Hold
S Implement Redland Libraries Strategy and state government funded program 'First 5 Forever'.	7.1.1	Community & Cultural Services	On Track	The First 5 Forever Program is a state government grant funded (\$560,000) program across 4 years 2015-2018 with the expectation of funding to continue in this support to local government. The program is a language and literacy program for children 0-5 years. The program is already well underway. Partnerships with speech pathologists, health care and early childhood centres have been established.
S Develop and launch Redland Libraries Connect program.	7.1.2	Community & Cultural Services	On Track	There are three programs implemented under the Redland Libraries Connect program. 1. Libraries 2U is a grant supported program to assist older adults in the community to become "tech savvy". 2. Redland Libraries Connecting to You - Home Library Service Expansion. 3. Redland Libraries Connecting to You - First 5 Forever- a grant funded language and literacy program for children 0-5yrs. All programs have established partnerships across the community.

7. Strong and connected communities

Project	Op Plan Ref	Lead	Status	Comment
§ Implement new Redland Youth Strategy.	7.1.3	Community & Cultural Services	On Track	Implementation of the Youth Strategy is ongoing and an implementation plan to support delivery is under development. Many services across Council support the delivery of the five commitments within the strategy: safe spaces, safe places; things to do; advocacy for young people in the Redlands; Learning and earning opportunities; and participation and connection to community.
§ Attract grant funding to Redland City for events and festivals that support creative arts and economic benefit.	7.3.1	Community & Cultural Services	On Track	\$60,000 received from Arts Queensland for the Pacific Tides Festival; \$5000 from Multicultural Affairs Queensland for the Pacific Tides Festival; \$18,000 from the Australia Council for the Arts for Redland Art Gallery Exhibition initiative.
§ Conduct a joint exercise to test both the Disaster Management Plan and the Business Continuity Plan.	7.5.1	Disaster Planning & Operations	On Track	2016 Exercise 'Sodor Surprise' to be conducted on 16 June 2016 with multi-agency involvement and full test for council's Business Continuity Plan.
§ Inform and prepare the community through community engagement and education.	7.5.2	Disaster Planning & Operations	On Track	Community engagement continues with planned monthly events. The following community displays and engagements have occurred for Q3: January 28 - Capalaba Library; February 11 - Cleveland Library and 22 - Healthy Slimmers Fellowship Support Group and March 28 - Easterfest Cleveland.
§ Develop and implement a Disaster Recovery Plan.	7.5.3	Disaster Planning & Operations	On Track	Recovery Plan comments and amendments received and included in document. Currently, the Recovery Plan is with our graphic designer. Endorsement anticipated and release to the community prior to June 2016.
§ Investigate compatible services that would be managed by community based or government funded organisations to create a seniors precinct and general community hub.	7.4.1	Economic Sustainability & Major Projects	On Track	Design procured and underway. Project Board has been established and first meeting held.
§ Investigate options for a Redland Aquatic and Emergency Precinct.	7.5.4	Redlands Investment Corporation	On Track	Redland Investment Corporation (RIC) assisting RCC with tenure options.

8. Inclusive and ethical governance

Strategies

- 8.1 Council's Information Management Strategy and technology systems are engineered to increase efficiency and provide excellent customer service outcomes.
- 8.2 Council produces and delivers against sustainable financial forecasts as a result of best practice Capital and Asset Management Plans that guide project planning and service delivery across the city.
- 8.3 Implementation of the Corporate Plan is well coordinated across Council and through a delivery mechanism that provides clear line of sight, accountability and performance measurement for all employees.
- 8.4 A continuous improvement focus underpins the organisation, creating a supportive environment for ideas and positive, well-managed change that enhances internal and external outcomes.
- 8.5 Council uses meaningful tools to engage with the community on diverse issues so that the community is well informed and can contribute to decision making.

Project	Op Plan Ref	Lead	Status	Comment
S Achieve a return on training and coaching investment through increased knowledge and involvement for staff and leaders who are responsible to deliver improvements that improve customer value.	8.4.3	Business Transformation	On Track	50 staff trained this quarter in Lean Basics, with 384 staff trained in total. 12 staff went through Lean Learners, with 8 nearing completion of their 3 month improvement project. WinLog Audit to be completed this quarter to further show programme savings. Lean Educator appointed and first Lean Business Partner (rotating role) commenced. Lean Operations currently being developed and will be rolled out to external workforce this quarter.
S Monitor and review asset and service management plans for roads and bridges, car parks, traffic facilities and street lighting infrastructure, to implement strategies that facilitate delivery of current and future capital and operational programs.	8.2.2	City Infrastructure	On Track	A review of the asset management and service plan for traffic facilities and street lighting was completed in December 2015 and the draft document has been submitted for peer review. The current 10 year CAPEX and OPEX Programs are based on this ASMP review and were also submitted for approval in December 2015
S Implement a planning and development portal.	8.1.4	City Planning & Assessment	Monitor	This project depends on outcomes of the Council website redevelopment project. Work has hastened on the website redevelopment and regular meetings are being held to develop content and functionality requirements.
S Implement phase one of Council's new internet site.	8.1.2	Communication, Engagement & Tourism	On Track	Rewriting web copy continues for new website - launch due July 2016.
S Deliver community engagement training to officers within Council.	8.5.1	Communication, Engagement & Tourism	Completed	Training completed for 2015-16 as part of City Plan. The next round of community engagement training will be offered in July /August 2016.
S Undertake a review of Council's performance reporting policy and guideline to ensure alignment to the new Corporate Plan 2015-2020.	8.3.1	Corporate Governance	On Track	Review underway with continued consultation with stakeholders.

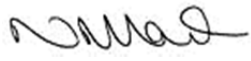
8. Inclusive and ethical governance

Project	Op Plan Ref	Lead	Status	Comment
§ Embed Council's new vision, mission and values through a range of communication and engagement activities.	8.3.3	Corporate Governance	On Track	A roster has been developed for distribution of the Corporate Plan banners which will be circulated quarterly. Corporate Plan desk calendars were distributed throughout the organisation in January.
§ Undertake a comprehensive review of Council's plans and strategies to assess alignment to the new Corporate Plan 2015-2020, and recommend changes and create a framework for future strategy development.	8.3.4	Corporate Governance	Concern	Due to staffing issues, this project has not progressed as planned. However, work will continue in Q3 in consultation with internal stakeholders. It is likely that this project will need to extend into 2016/17 for completion.
§ Provide an integrated asset management solution to enable achievement of strategic asset management within Council.	8.2.1	Financial Services	Concern	The asset management project was put on hold during December 2015 to provide an opportunity to review the current approach and forecast spend. A working group has been created, a review of project scope is being undertaken and a report will be provided to the Executive Leadership Team with options on how the project could recommence. The Working Group is considering alignment with the IM Strategy and has also commissioned QTC to conduct an asset maturity assessment by 30 June 2016.
§ Develop a new people strategy that responds to current and emerging workforce issues, enabling Council to attract and retain the best people, cultivate the best leaders and allow our people to thrive.	8.3.2	Human Resources	Monitor	Resourcing directed to establishing Workforce Planning Project and involvement in leadership development activities in last quarter, however project to be given priority focus to complete in remaining 2015/2016 financial year.
§ Implement a robust Integrated Leadership Framework and Program to build strong, visible and capable leadership that will enable leaders to work at level to deliver on business objectives and outcomes.	8.3.5	Human Resources	On Track	The Integrated Leadership Development Strategy 2016-2020 has been endorsed and is currently being implemented through Inspired, Connected and Enabling Leaders - Leadership Development Program.
§ Build internal change capability throughout the organisation.	8.4.1	Human Resources	On Track	Continuing
§ Establish and employ a workforce planning methodology to ensure Council has the right people in the right roles at the right time.	8.4.2	Human Resources	On Track	In February 2016, Mercer award contract and project team established. Project well underway in pilot department Community and Customer Services
§ Implement and further develop business intelligence tools within Council to provide accessible, accurate and timely data to assist with management of services and decision making.	8.1.1	Information Management	On Track	Phase one is complete (go live) with Phase two on track for completion end of 2016. About to commence deep dive with Finance and release new scorecard capability.
§ Achieve full implementation of the Objective System within Council.	8.1.3	Information Management	Monitor	Delayed due to data migration performance. Final cutover will be completed May 2016 with CP&A the final group to migrate across.

8. Inclusive and ethical governance

Project	Op Plan Ref	Lead	Status	Comment
S Implement the Portfolio Management Office development including the Project Management Framework and supporting recommendations.	8.4.4	Portfolio Management Office	On Track	Project planning training currently being rolled out to business areas. Program and project management Centre of Excellence staff currently being recruited.

11.2.3 POL-3076 EXPENSES REIMBURSEMENT AND PROVISION OF FACILITIES FOR COUNCILLORS POLICY

Objective Reference:	A1771256 Reports and Attachments (Archives)
Attachment:	<u>POL-3076 Expenses Reimbursement and Provision of Facilities for Councillors Policy</u>
Authorising/Responsible Officer:	 Nick Clarke General Manager Organisational Services
Report Author:	Nick Clarke General Manager Organisational Services

PURPOSE

The purpose of this report is to seek Council approval for proposed amendments to the Expenses Reimbursement and Provision of Facilities Policy and Guideline (POL-3076 and GL-3076-001), combining their content into a new single document.

BACKGROUND

Councillors have asked that these documents be reviewed. A local government must adopt an expenses reimbursement policy (section 250 *Local Government Regulation 2012*) and may amend it by resolution at any time.

The Regulation also requires that Council must publish the policy and that any decisions relating to adopting or amending the policy must be made in public, i.e. at a general meeting of Council in open session.

The policy must contain information about:

- the payment of reasonable expenses incurred, or to be incurred, by councillors for discharging their duties and responsibilities as councillors; and
- the provision of facilities to councillors for that purpose.

ISSUES

Councillors are being asked to review all the key policies that relate to them at the commencement of this term of office. The others will be presented over the next few meetings of Council.

It is important that councillors are provided with all the resources required to enable them to perform their roles and responsibilities without having to incur personal costs for official council-related business. Similarly, costs incurred by councillors in carrying out their duties that would not otherwise be paid, should be subject to reimbursement.

The draft policy attached covers both the facilities to be provided and the types of expenses to be reimbursed. The single document replaces the two existing documents to locate all the relevant information in a single place and is consistent with the Executive Leadership Team's drive to streamline policy documents.

STRATEGIC IMPLICATIONS

Legislative Requirements

The proposal fulfils legislative requirements.

Risk Management

The proposal seeks to mitigate any risks of councillors not having access to the resources required to conduct their work.

Financial

Future budgets will ensure provision for the facilities and reimbursement detailed in the policy.

People

The simplified policy provides clarity to councillors and staff.

Environmental

There are no environmental implications.

Social

There are no social implications.

Alignment with Council's Policy and Plans

The proposal is aligned with Corporate Plan Outcome 8 – 'Inclusive and Ethical Governance'.

CONSULTATION

Councillors

Executive Officer, Office of Mayor and Councillors

Chief Executive Officer

OPTIONS

Option 1:

That Council resolves to:

1. Adopt the Expenses Reimbursement and Provision of Facilities Policy (POL-3076) as attached to this report; and
2. Revoke the Expenses Reimbursement and Provision of Facilities Guideline (GL-3076-001).

Option 2:

That Council resolves to:

1. Adopt the Expenses Reimbursement and Provision of Facilities Policy (POL-3076) with amendments; and
2. Revoke the Expenses Reimbursement and Provision of Facilities Guideline (GL-3076-001).

Option 3:

That Council resolves to retain the Expenses Reimbursement and Provision of Facilities Policy and Guideline (POL-3076 and GL-3076-001) without amendment.

Option 4:

That Council resolves to defer a decision about this matter until further information has been obtained.

**OFFICER'S RECOMMENDATION/
COUNCIL RESOLUTION**

Moved by: Cr P Gollè
Seconded by: Cr J Talty

That Council resolves to:

1. Adopt the Expenses Reimbursement and Provision of Facilities Policy (POL-3076) as attached to this report; and
2. Revoke the Expenses Reimbursement and Provision of Facilities Guideline (GL-3076-001).

CARRIED 11/0

Crs Boglary, Mitchell, Gollè, Hewlett, Edwards, Talty, Elliott, Huges, Gleeson, Bishop and Williams voted FOR the motion.

Expenses Reimbursement and Provision of Facilities for Councillors

Version Information

Policy Objective

The objective of this policy is to ensure the payment of legitimate and reasonable expenses incurred by councillors for discharging their duties and responsibilities as councillors; and to provide facilities to councillors for those purposes. This is to ensure that councillors are not financially disadvantaged as a result of carrying out their official duties. The policy is also aimed at reflecting the community's expectations about the extent of a councillor's duties and responsibilities and its expectations about the resources and reimbursement provided to councillors from the public purse. This Policy does not deal with the provision of remuneration, nor does it cover non-business-related expenses or facilities incurred by other people, including a councillor's partner.

The policy objective is aligned with the local government principles in section 4, *Local Government Act 2009* (the Act).

Provision of Facilities

Councillors are entitled to the following facilities for discharging their duties and responsibilities as councillors:

1. A dedicated office for each councillor's exclusive use.
2. Access to corporate meeting rooms
3. Shared administrative support
4. Computer and communications equipment (generally consistent with that provided to the Executive Leadership Team). Limited private use of computer equipment and telephones is permitted providing that the use is lawful and that the use is appropriate (would not bring Council or the councillor into disrepute, e.g. pornography, gambling or operating a business). Private use of Council's landline and mobile phones (calls and texts) will be reimbursed by each councillor by means of salary deduction (\$11.50 per fortnight).
5. Stationery and printing. This excludes use for personal promotion.
6. Newspapers and journals (shared access).
7. Personal protective equipment.
8. Insurance, including: public liability, professional indemnity, personal accident and travel insurance (domestic and international).
9. Newsletters. Council may publish divisional newsletters up to four times per year. None will be published in the period of three months prior to a local government election.
10. Parking space for a motor-vehicle.
11. Salary sacrificing into superannuation, subject to Australian Taxation Office rulings and any other relevant policy.
12. Salary sacrificing to lease a motor-vehicle.
13. Vehicle: Councillors may select one of the following options:

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- a. The option of a fully maintained motor-vehicle* (owned or leased by Council) for official business use, with access to private use of that vehicle. A councillor using a Council supplied vehicle for private purposes, will make a contribution to Council to reimburse it for the private use of that vehicle. The private use component is valued at 10% of the annual cost of the vehicle to Council, inclusive of Fringe Benefits Tax, and will be deducted from the councillor's post-tax salary on a fortnightly basis. Councillors choosing this option will select a vehicle from the range offered by Council; or
- b. The option of reimbursement for the business-related mileage of a privately owned or privately leased vehicle, based upon 90% of the total distance travelled (from odometer readings based on the first three months usage and then averaged out over the remainder of the four-year term), using the ATO rate applicable at the time. Payments will be made through payroll fortnightly, following the initial three months data gathering period.

(* A Council supplied vehicle will be limited to 4 cylinder, petrol or diesel, and must meet all criteria required for use by Council employees, e.g. safety standards and whole of life costs. The vehicle will be chosen from the approved list for managers. The list is based upon a purchase price range set for managers at executive level. The vehicle type must be consistent with community expectations.

A Council vehicle approved for private use may be driven by any driver with a full class C licence, with the prior approval of the councillor. Members of the councillor's immediate family who are currently provisional drivers on 'P' plates may drive the vehicle, however the vehicle must not be driven by anyone on 'L' plates. Councillors will be expected to comply with Council's guidelines relating to motor-vehicle use to the extent that is relevant to their roles, e.g. safety requirements and restrictions on the use of a fuel card.)

No councillor may use any Council-provided facility for any purpose in connection with an election campaign, including the use of Council equipment to contribute to social media sites containing election material. A Council provided motor-vehicle shall not have any election-related material applied to it. Adhesive temporary signs that do not damage paintwork, may be applied to indicate the name of the councillor, his/her division, the council name and the councillor's photograph. No other information, including slogans, is permitted on the vehicle.

These facilities remain the property of Council and must be looked after and, where appropriate, returned at the conclusion of the electoral term.

Reimbursement of Expenses

Councillors are entitled to reimbursement of expenses legitimately incurred for discharging their duties and responsibilities as councillors:

1. Parking charges relating to attendance at meetings and other functions. This includes paid parking related to travel to and from the islands.
2. Travel by air, other public transport, hire car or taxi. Air travel must be booked through Council's Travel Coordinator. Taxi vouchers, Go Cards and ferry/barge vouchers are available upon request.
 - a. Domestic air travel will be in economy class. International air travel may be in premium economy or business class where offered.
 - b. The CEO or delegate may approve a councillor's request to extend a business trip to include a private component subject to all the costs relating to the private component being paid for by the councillor.

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- c. International travel requires the prior approval of Council.
 - d. The CEO or delegate may approve reimbursement of business-related expenses (within budget) incurred by a councillor while on a privately-funded overseas trip. This is limited to costs incurred for travel, accommodation and the cost of attending a conference (if applicable). If a claim relates to a conference or other training, the councillor's discretionary training budget shall be used.
3. Travel to/from the islands. This does not include the cost of ferry/barge transport for a councillor who lives on one of the islands and who is travelling between his/her home and the mainland.
 4. Accommodation associated with attending training, conferences, etc (must be booked through the Travel Coordinator).
 5. Meals associated with overnight stays or full-day activities where a meal is not provided.
 6. Professional development. 'Core training' and 'industry-specific training' are listed in Attachment A.
 - a. Councillors undertaking 'core and industry-specific training' will have the costs met by Council. Training that does not fall within either list will have the costs met by Council, using the councillor's discretionary training budget until that fund is exhausted.
 - b. The discretionary training budget for each councillor is set at \$8,000 per term. The budget includes payment for costs associated with the training, e.g. travel and accommodation. The training must be approved in advance and the content must be relevant to the duties of a councillor.
 - c. Where the training involves attendance at a conference, the councillor must present a report to a Council meeting within three months of their attendance.
 7. Hospitality.
 - a. This includes councillors attending events and functions as a representative of Council. This also includes councillor attendance at events where they have been invited solely or mainly due to their role as a councillor, albeit not in an official capacity. Examples include: fundraising events (for charity), festivals, celebratory dinners (for community groups/members) and other community events. This does not include any event, whether fundraising or not, intended to promote a candidate for election to any level of government;
 - b. Reasonable costs incurred will be reimbursed. Minor expenditure to pay for raffle tickets is acceptable, however any prizes won will be returned to be redrawn or will become the property of Council. Requests from the community for donations of gifts for raffle prizes, etc will not be refunded. Applicants can use Council's small grants programme for such requests.
 - c. A shared pool of funds, set each year in the budget, will be used for reimbursing councillors' hospitality expenses. Other examples of expenses that are not covered include: personal costs associated with being away from home, e.g. kennel fees, in-flight movies, hotel mini bar; and the payment of infringements.
 8. The Mayor is entitled to a corporate credit card because of the larger number of transactions due to the role. The same rules apply to its use as are applied to employees with a corporate credit card.

9. A councillor travelling on business internationally may apply to be issued with a corporate credit card for the period of travel. These cards may only be used to pay for expenses that can be claimed under this policy.
10. Tax receipts must be provided for each claim. If a tax receipt is lost, a statutory declaration will be required prior to reimbursement.
11. No expenses related to any election campaign (not just local government) may be claimed.
12. For reimbursement of expenses relating to motor-vehicles, see the 'Provision of Facilities' section above.

Authorisation of the provision of facilities and the reimbursement of expenses to any councillor is by the CEO or his/her delegate.

The CEO or delegate may use discretion to determine a request that falls outside of this policy, making any decision in accordance with the policy objective.

Related Policies/Legislation/Documents

- *Local Government Act 2009*
- *Local Government Regulation 2012*
- *Redland City Council Procurement Manual*
- *Income Tax Assessment Act 1997*
- *Taxation Rulings issued by the Australian Taxation Office*
- *Redland City Council Procedure PR-2812-001-002 Driver Responsibilities for Use, Care and Maintenance of Council's Passenger Fleet Vehicles*
- *Redland City Council Guideline GL-3043-003 Fuel Card Use*

Reporting Requirements

- Disclosure of publicly funded overseas travel – Annual Report
- Domestic and international travel – Council reports and Annual Report (international only)
- Resolutions made during the year authorising the payment or provision of remuneration, including expenses paid or facilities provided to Councillors or members of committees of the local government – Annual Report
- Particulars of the total remuneration paid or provided, including expenses paid or facilities provided to each Councillor during the year and the total superannuation contributions paid for each Councillor during the year – Annual Report
- A copy of POL-3076 Expenses Reimbursement and Provision of Facilities for Councillors – Annual Report and Council's website
- Changes to POL-3076 – update on Council's website

Version Information

Version number	Date	Key changes
6	October 2012	<ul style="list-style-type: none">• Removal of reference to DLG published guideline
7	May 2016	<ul style="list-style-type: none">• Amalgamates policy and guideline into a single document• Redefinition of training categories• Simplification of facilities and reimbursement types• Broadening of options relating to vehicle expenses

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Attachment A

Core & Industry Specific Training Expenses Reimbursement and Provision of Facilities for Councillors Policy POL-3076

The following is a list of **core training requirements** which usually require attendance by at least one, and in some cases all Councillors. Guidance is provided alongside each item. Payment of expenses incurred in attending these events does not affect each Councillor's discretionary training budget:

1. Australian Local Government Association - National General Assembly (It is usual for one or more Councillors to attend this event. The most senior Councillor, usually the Mayor, attending the event will be the official voting delegate of Council.)
2. Local Government Association of Queensland - State Conference (It is usual for one or more Councillors to attend this event. Council will decide by resolution, prior to the event, which one or more of its attendees will have delegated voting authority as it is usual for Council to have several votes on each motion before the Conference.)
3. Australian Local Government Womens' Association – National Conference (It is usual for one or more female councillors to attend this event, which is also open for male councillors to attend.)
4. Local Government Association of Queensland - Civic Leaders and Financial Summit (It is usual for the Mayor, Deputy Mayor and CEO only to be invited to attend this event.)
5. Local Government Association of Queensland - Elected Member Professional Development (All Councillors attend this training.)
6. Quandamooka Country Cultural Heritage Training – Delivered through QYAC on North Stradbroke Island.
7. Australian Institute of Company Directors – Completion of the Company Directors Course facilitates a high level understanding of the role of a director.
8. Courses provided by providers other than the Local Government Association of Queensland (e.g. the Department of Infrastructure, Local Government and Planning), which relate to updating Councillors with regard to their core responsibilities, e.g. changes to legislation. (All Councillors attend this training.)
9. Redland City Council training programmes which are required to enable Councillors to fulfil their core responsibilities, e.g. information technology/software, occupational health and

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safety, Councillor induction, code of conduct and meeting procedures. (All Councillors attend this training.)

The following is a list of other local government **industry-specific training opportunities** which are of sufficient relevance to a Councillor's responsibilities to be of significant potential benefit to each elected member, and it is likely that a Councillor will wish to attend and present his/her learnings back to the full Council. In that regard, attendance, whilst not mandatory, will not require the use of a Councillor's discretionary training budget to meet the associated costs:


1. Local Government Association of Queensland – Infrastructure Summit
2. Local Government Association of Queensland – Disaster Management Conference
3. Local Government Association of Queensland – Community Wellbeing Symposium
4. Local Government Association of Queensland – Diploma in Local Government Course
5. Local Government Managers Australia – National Congress
6. Local Government Managers Australia (Queensland) – Queensland State Conference
7. Planning Institute of Australia – National Congress
8. Planning Institute of Australia – Queensland State Conference
9. Queensland Environmental Law Association – State Conference
10. Australian Local Government Women's Association – National Conference
11. Australian Local Government Women's Association – Queensland State Conference

Other training, not mentioned above will be funded from each councillor's discretionary training budget.

11.3 COMMUNITY & CUSTOMER SERVICES**11.3.1 DECISIONS MADE UNDER DELEGATED AUTHORITY FOR CATEGORY 1,2 & 3 DEVELOPMENTS**

Objective Reference: A1767242
Reports and Attachments (Archives)

Attachment: [Decisions Made Under Delegated Authority 24.04.2016 to 07.05.2016](#)

Authorising Officer: 
Louise Rusan
General Manager Community & Customer Services

Responsible Officer: David Jeanes
Group Manager City Planning & Assessment

Report Author: Natalie Manning
Senior Business Support Officer

PURPOSE

The purpose of this report is for Council to note that the decisions listed below were made under delegated authority for Category 1, 2 and 3 development applications.

This information is provided for public interest.

BACKGROUND

At the General Meeting of 27 July, 2011, Council resolved that development assessments be classified into the following four Categories:

Category 1 – Minor Complying Code Assessments and Compliance Assessments and associated administrative matters, including correspondence associated with the routine management of all development applications;

Category 2 – Complying Code Assessments and Compliance Assessments and Minor Impact Assessments;

Category 3 – Moderately Complex Code & Impact Assessments; and

Category 4 – Major and Significant Assessments

The applications detailed in this report have been assessed under:-

- Category 1 criteria - defined as complying code and compliance assessable applications, including building works assessable against the planning scheme, and other applications of a minor nature, including all accelerated applications.
 - Category 2 criteria - defined as complying code assessable and compliance assessable applications, including operational works, and Impact Assessable applications without submissions of objection. Also includes a number of process related delegations, including issuing planning certificates, approval of works on and off maintenance and the release of bonds, and all other delegations not otherwise listed.
-

- Category 3 criteria that are defined as applications of a moderately complex nature, generally mainstream impact assessable applications and code assessable applications of a higher level of complexity. Impact applications may involve submissions objecting to the proposal readily addressable by reasonable and relevant conditions. Both may have minor level aspects outside a stated policy position that are subject to discretionary provisions of the Planning Scheme. Applications seeking approval of a plan of survey are included in this category. Applications can be referred to General Meeting for a decision.

**OFFICER'S RECOMMENDATION/
COUNCIL RESOLUTION**

Moved by: Cr J Talty
Seconded by: Cr T Huges

That Council resolves to note this Report.

CARRIED 11/0

Crs Boglary, Mitchell, Gollè, Hewlett, Edwards, Talty, Elliott, Huges, Gleeson, Bishop and Williams voted FOR the motion.

Decisions Made Under Delegated Authority 24.03.2016 to 30.04.2016

Application	Description	Category	Applicant	Property Address	Application Type	Decision Date	Decision	Division
Category 1								
OPW001951	Advertising Device	Category1	Rigalv Pty Ltd As Trustee	1 Allenby Road, Alexandra Hills QLD 4161	Code Assessment	29/04/2016	Development Permit	8
ROL006010	Standard Format - 4 into 8 Lots	Category1	Carndale Pty Ltd	Redlands Business Park, 40-42 Jardine Drive, Redland Bay QLD 4165	Permissible Change	28/04/2016	Development Permit	6
MCU013669	Dwelling House and Secondary Dwelling	Category1	The Certifier Pty Ltd	405 Old Cleveland Road East, Birkdale QLD 4159	Code Assessment	28/04/2016	Development Permit	8
MCU013713	Home Business - Indoor ADA	Category1	Dragonfly Horticulture	29 Orana Esplanade, Victoria Point QLD 4165	Code Assessment	26/04/2016	Development Permit	4
MCU013717	Dual Occupancy	Category1	Javica Pty Ltd	18 Meredith Place, Redland Bay QLD 4165	Code Assessment	26/04/2016	Development Permit	4
ROL006027	Standard Format 1 into 2 Lots	Category1	Bartley Burns Certifiers & Planners	9 Bee Street, Ormiston QLD 4160	Code Assessment	26/04/2016	Development Permit	1
BWP003481	Domestic Outbuildings - Carport, Shed and Deck	Category1	Ashcroft Architects Pty Ltd (Redland Bay)	18 Manhattan Avenue, Thornlands QLD 4164	Code Assessment	26/04/2016	Development Permit	3
MCU013718	Dwelling House	Category1	Professional Planning Group	70 Buckland Street, Wellington Point QLD 4160	Code Assessment	27/04/2016	Development Permit	1
MCU013720	Dwelling House	Category1	Professional Planning Group	70 Buckland Street, Wellington Point QLD 4160	Code Assessment	27/04/2016	Development Permit	1
MCU013721	Dwelling House	Category1	Professional Planning Group	70 Buckland Street, Wellington Point QLD 4160	Code Assessment	27/04/2016	Development Permit	1
BWP003508	Design and Siting - Carport	Category1	Totalspan (Ispwich)	141 Orchid Drive, Mount Cotton QLD 4165	ConRef	26/04/2016	Approved	6
BWP003509	Design and Siting - Carport	Category1	DBR Certification	9 Pampas Court, Capalaba QLD 4157	ConRef	26/04/2016	Approved	7

Decisions Made Under Delegated Authority 24.03.2016 to 30.04.2016

BWP003510	Design and Siting - Carport	Category1	Fastrack Building Certification	3 Glenda Court, Capalaba QLD 4157	ConRef	26/04/2016	Approved	9
BWP003511	Design & Siting - Dwelling House	Category1	Mark Adam Peterson	32A Erobin Street, Cleveland QLD 4163	ConRef	26/04/2016	Approved	2
BWP003512	Design & Siting - Carport	Category1	The Certifier Pty Ltd	94 Vienna Road, Alexandra Hills QLD 4161	ConRef	26/04/2016	Approved	7
BWP003513	Design & Siting - Deck	Category1	All Approvals Pty Ltd	121 Spurs Drive, Wellington Point QLD 4160	ConRef	29/04/2016	Approved	1
BWP003514	Design & Siting - Garaport	Category1	All Approvals Pty Ltd	7 Wallaroo Court, Capalaba QLD 4157	ConRef	28/04/2016	Approved	9
BWP003515	Design & Siting - Carport	Category1	DBR Certification	1 Petaluma Court, Victoria Point QLD 4165	ConRef	28/04/2016	Approved	4
BWP003516	Design & Siting - Carport	Category1	DBR Building Certification	23 Cunningham Street, Capalaba QLD 4157	ConRef	29/04/2016	Approved	9
BWP003517	Design & Siting - Dwelling	Category1	Henley Properties Qld Pty Ltd	10 Arctic Street, Thornlands QLD 4164	ConRef	29/04/2016	Approved	3
BWP003518	Design & Siting - Dwelling	Category1	Kurrajong Steel Homes Pty Ltd	17 Sarsenet Circuit, Mount Cotton QLD 4165	ConRef	27/04/2016	Approved	6
Category 2								
MCU013338	Multiple Dwellings x 5	Category2	Five Point Holdings Pty Ltd	126 Mount Cotton Road, Capalaba QLD 4157	Permissable Change	26/04/2016	Development Permit	9
MCU013407	Apartment Building (22 Units)	Category2	Coopz Properties Pty Ltd As Trustee	232-234 Birkdale Road, Birkdale QLD 4159	Negotiated Decision	28/04/2016	Development Permit	10
MCU013595	Apartment Building - 47 Units	Category2	Jiree International Investment Pty Ltd	196 Middle Street, Cleveland QLD 4163	Code Assessment	28/04/2016	Development Permit	2
OPW001960	Combined OPW - Operational & Landscaping Works -10 Units	Category2	Star Constructions Pty Ltd	291 Main Road, Wellington Point QLD 4160	Code Assessment	28/04/2016	Compliance Certificate	1

Decisions Made Under Delegated Authority 24.03.2016 to 30.04.2016

OPW001960	Combined OPW - Operational & Landscaping Works -10 Units	Category2	Star Constructions Pty Ltd	291 Main Road, Wellington Point QLD 4160	Compliance Assessment3	28/04/2016	Compliance Certificate	1
OPW002004	Operational Works - ROL 1 into 3 Lots	Category2	HCE Engineers	2 Danielle Street, Cleveland QLD 4163	Code Assessment	27/04/2016	Development Permit	2
OPW002006	Operational Work - filling/spreading of top	Category2	Melissa Faye Brooks Isaac James Prior	48 Korsman Drive, Thornlands QLD 4164	Code Assessment	27/04/2016	Development Permit	3
OPW002007	Landscaping Works - Retirement Village - Renaissance Stage 33	Category2	Renaissance Victoria Point Pty Ltd	36-40 Bunker Road, Victoria Point QLD 4165	Compliance Assessment2	26/04/2016	Approved	4
OPW002008	Operational Works - Retirement Village - Renaissance Stage 33	Category2	Renaissance Victoria Point Pty Ltd	36-40 Bunker Road, Victoria Point QLD 4165	Compliance Assessment2	26/04/2016	Approved	4
OPW002014	Operational Works - Domestic Driveway Crossover	Category2	Mark Edwin Stone	117 Island Street, Cleveland QLD 4163	Code Assessment	28/04/2016	Development Permit	2

Decisions Made Under Delegated Authority 01.05.2016 to 07.05.2016

Application	Description	Category	Applicant	Property Address	Application Type	Decision Date	Decision	Division
Category 1								
ROL006031	Standard Format - 1 into 2 lots	Category1	Michell Town Planning & Development	27 Bainbridge Street, Ormiston QLD 4160	Code Assessment	4/05/2016	Development Permit	1
ROL006030	Boundary Realignment - 2 into 2 lots	Category1	The Certifier Pty Ltd	71-73 Passage Street, Cleveland QLD 4163	Code Assessment	5/05/2016	Development Permit	2
BWP003524	Design & Siting - Open Carport	Category1	JDC Designs & Planning	29 Waterville Drive, Thornlands QLD 4164	ConRef	4/05/2016	Approved	3
BWP003453	Domestic Outbuilding	Category1	Bronwyn Van Ryn Henri Van Ryn	110 Western Road, Macleay Island QLD 4184	Code Assessment	4/05/2016	Development Permit	5
BWP003502	Design and Siting - Dwelling House	Category1	The Certifier Pty Ltd	26 Magnetic Place, Redland Bay QLD 4165	ConRef	5/05/2016	Approved	6
BWP003520	Design & Siting - Dwelling House	Category1	The Certifier Pty Ltd	4 Potts Place, Redland Bay QLD 4165	ConRef	4/05/2016	Approved	6
BWP003525	Design and Siting - Dwelling	Category1	Powell Constructions Pty Ltd	19 Golden Wattle Avenue, Mount Cotton QLD 4165	ConRef	4/05/2016	Approved	6
MCU013619	Multiple Dwellings x 5 Units	Category1	Fryar Property Investments Pty Ltd As Trustee	160 Finucane Road, Alexandra Hills QLD 4161	Code Assessment	3/05/2016	Development Permit	8
BWP003464	Combined Domestic Additions - Patio and Private Swimming Pool	Category1	Lucli Pty Ltd As Trustee	15 Boom Court, Birkdale QLD 4159	Code Assessment	4/05/2016	Development Permit	10
Category 2								
MCU013630	Apartments x8	Category2	East Coast Surveys Pty Ltd	28 Taylor Crescent, Cleveland QLD 4163	Code Assessment	4/05/2016	Development Permit	2

11.3.2 APPEALS LIST CURRENT AS AT 09 MAY 2016

Objective Reference: A1768534
Reports and Attachments (Archives)

Authorising Officer:



Louise Rusan
General Manager Community & Customer
Services

Responsible Officer:

David Jeanes
Group Manager City Planning & Assessment

Report Author:

Emma Martin
Senior Planner Planning Assessment

PURPOSE

The purpose of this report is for Council to note the current appeals.

BACKGROUND

Information on appeals may be found as follows:

1. Planning and Environment Court

- a) Information on current appeals and declarations with the Planning and Environment Court involving Redland City Council can be found at the District Court web site using the "Search civil files (eCourts) Party Search" service: <http://www.courts.qld.gov.au/esearching/party.asp>
- b) Judgements of the Planning and Environment Court can be viewed via the Supreme Court of Queensland Library web site under the Planning and Environment Court link: <http://www.sclqld.org.au/qjudgment/>

2. Department of Infrastructure, Local Government and Planning (DILGP)

The DILGP provides a Database of Appeals (<http://www.dlg.qld.gov.au/resources/tools/planning-and-environment-court-appeals-database.html>) that may be searched for past appeals and declarations heard by the Planning and Environment Court.

The database contains:

- A consolidated list of all appeals and declarations lodged in the Planning and Environment Courts across Queensland of which the Chief Executive has been notified.
- Information about the appeal or declaration, including the appeal number, name and year, the site address and local government.

ISSUES

1.	File Number:	Appeal 2675 of 2009. (MC010624)
Applicant:		L M Wigan
Application Details:		Material Change of Use for residential development (Res A & Res B) and preliminary approval for operational works. 84-122 Taylor Road, Thornlands.
Appeal Details:		Applicant appeal against refusal.
Current Status:		A minor change to the application was allowed by the Court on 4 November 2015. Mediation held on 26 April 2016. The matter is listed for review on 27 May 2016.

2.	File Number:	Appeals 178, 179, 180 & 181 of 2015 (ROL005722 – ROL005725 inclusive)
Applicant:		Villa World Development Pty Ltd
Application Details:		Reconfiguring a Lot - 1 into 37 lots (Stage 4), 1 into 32 lots (Stage 5), 1 into 32 lots (Stage 6) and 1 into 33 lots (Stage 7).
Appeal Details:		Applicant appeals against refusal of request for Negotiated Infrastructure Charges Notices.
Current Status:		Court review set down for 2 June 2016.

3.	File Number:	Appeal 3474 of 2015 (ROL005815)
Applicant:		Palacio Property Group Pty Ltd
Application Details:		Reconfiguring a Lot (1 into 5 Lots) 188 – 200 Waterloo Street, Cleveland
Appeal Details:		Applicant appeal against refusal of conversion application.
Current Status:		Appeal filed in Court on 4 September 2015. Notice of discontinuance was filed by the Appellants 29 April 2016.

4.	File Number:	Appeal 3641 of 2015 (MCU012812)
Applicant:		King of Gifts Pty Ltd and HTC Consulting Pty Ltd
Application Details:		Material Change of Use for Combined Service Station (including car wash) and Drive Through Restaurant 604-612 Redland Bay, Road, Alexandra Hills
Appeal Details:		Applicant appeal against refusal.
Current Status:		Appeal filed in Court on 16 September 2015. Without Prejudice meeting held December 2015. Direction orders obtained 18 February 2016. Mediation held on 9 March 2016 with matter listed for review 24 June 2016.

5.	File Number:	Appeal 3988 of 2015 (MCU013389)
Applicant:		Yajoc Pty Ltd
Application Details:		Material Change of Use for 12 Multiple Dwelling Units 48 - 50 Little Shore St Cleveland
Appeal Details:		Applicant appeal against conditions.
Current Status:		Appeal filed in Court on 13 October 2015. Settled by consent 29 April 2016

6.	File Number:	Appeal 4541 of 2015 (ROL005873)
Applicant:		Loncor Properties Pty Ltd
Application Details:		Reconfiguring a Lot (1 into 43 lots) 35-41 Wrightson Road, Thornlands
Appeal Details:		Applicant appeal against refusal.
Current Status:		Appeal filed in Court on 20 November 2015. Orders to progress to August 2016 hearing.

7.	File Number:	Appeals 4940 of 2015, 2 of 2016 and 44 of 2016 (MCU013296)
Applicant:		Lipoma Pty Ltd, Lanrex Pty Ltd and Victoria Point Lakeside Pty Ltd
Application Details:		Preliminary Approval for Material Change of Use for Mixed Use Development and Development Permit for Reconfiguring a Lot (1 into 2 lots) 128-144 Boundary Road, Thornlands
Appeal Details:		Submitter appeals against approval.
Current Status:		Appeals filed in Court on 18 December 2015, 4 January 2016 and 6 January 2016. Directions orders obtained 19 February 2016. Trial will be held in August 2016.

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

Moved by: Cr J Talty
Seconded by: Cr M Edwards

That Council resolves to note this Report.

CARRIED 11/0

Crs Boglary, Mitchell, Gollè, Hewlett, Edwards, Talty, Elliott, Huges, Gleeson, Bishop and Williams voted FOR the motion.

Cr Gleeson declared a perceived conflict of interest in the following item, stating that he is a member of Capalaba Sports Club and his house sits nearby the address in this item. Cr Gleeson chose to remain in chambers and vote in the best interests of the community.

11.3.3 ROL005982 – STANDARD FORMAT: DEGEN ROAD PARK, 1-21 DEGEN ROAD, CAPALABA

Attachments: [ROL005982 - Attachment 1 - Zone Map](#)
[ROL005982 - Attachment 2 - Aerial Map](#)
[ROL005982 - Attachment 3 - Layout Plan](#)



Authorising Officer:

Louise Rusan
General Manager Community and Customer Services

Responsible Author:

David Jeanes
Group Manager City Planning & Assessment

Report Author:

Isabel Lockwood
Planning Officer City Planning & Assessment

PURPOSE

1-21 Degen Road is owned by Council. On 12 November 2014 the General Meeting resolved to instruct the preparation and submission of an application for the reconfiguration of this lot into three lots (i.e. this application), it was also resolved that this application should be assessed by Council.

This application is therefore referred to Council for determination.

The development has been assessed and is considered consistent with the strategic intent of the relevant planning instruments as detailed in this report. It is therefore recommended that the application be granted a **Development Permit** subject to conditions.

BACKGROUND

Council has received an application seeking a Development Permit for Reconfiguring a Lot on land at 1-21 Degen Road, Capalaba for the purpose of a one into three lots subdivision. The site is in the Community Purposes –Subarea CP2 and Open Space zone.

The subject site is owned by Council's City Spaces and currently accommodates the Capalaba Sports Club, Cerebral Palsy League and an area of Open Space and is a collective 4.479 hectares in area. The proposal is to separate off Capalaba Sports Club with its associated car park into one lot and the building for the Cerebral Palsy League into another lot and the third lot will consist of the balance of the area which is zoned as Open Space.

The Capalaba Sports Club has been a long established use on the site. The building currently occupied by the Cerebral Palsy League (CPL) was constructed by the Council in 1991 and operated as a child care centre until 2014.

Within both the Open Space Zone and the Community Purpose Zone, reconfiguration undertaken by the local government is code assessable. No construction works are proposed and therefore no clearing is envisaged.

The application has been assessed against the relevant provisions of the Redlands Planning Scheme and the proposed development is considered to comply.

The key issues identified in the assessment are:

- Principle of subdivision and continuation of the site for Community Purposes and Open Space.
- Habitat Protection.

All these matters are addressed within the application and it is therefore recommended that the application be granted Development Permit subject to conditions.

PLANNING HISTORY

In November 2014 Council resolved to:

1. Authorise the surrender of the existing lease to the Gowrie Incorporated of the Degen Road Childcare Centre from a date mutually agreed upon (31st October 2014);
2. Authorise the lease of the subject site to Cerebral Palsy League of Queensland (CPL) for a period of 4 years divided into 2 year lease with 2 year option period;
3. Make an application for the change of tenancy from Child Care Centre to Education Facility;
4. Approve the subdivision of Lot 1 SP193524 (and provide budgetary approval to allocate funds to make the application) into 3 separate allotments:
 - a) Childcare Centre Site
 - b) Capalaba Bowls Club
 - c) Vacant freehold Council land.
5. Delegate authority to the Chief Executive Officer, under s.257(1)(b) of the Local Government Act 2009, to negotiate, make, vary, discharge and sign all necessary documentation relating to the above, with the exception of the reconfiguration of lots; and
6. That the reconfiguration of lots be assessed by Council.

ISSUES

Development Proposal & Site Description

Proposal

The application is for a reconfiguration of an existing lot into 3. The subject site is owned by Redland City Council and managed by Council's City Spaces Group and currently accommodates the Capalaba Sports Club, Cerebral Palsy League and an area of Open Space and is a collective 4.479 hectares in area. The proposal is to reconfigure the parent parcel into three separate lots in order to facilitate future dealings in respect to optimising the use of Council land. The reconfiguration will result in the creation of the following proposed lots:

- Lot 1: Childcare Centre Site (0.7939 ha).
- Lot 2: Vacant freehold Council land (1.56ha).
- Lot 3: Capalaba Sports/Bowls Club (2.12ha) – wholly containing the Sports Club and associated car park.

A 5m wide drainage easement is proposed along the south western boundary within lots 1 and 3.

Site & Locality

The Capalaba Sports Club is located at the corner of Ney Road and Macquarie Street at the northern part of the site. The Sports Club is situated within a two storey building. There are lawn bowl greens, car parking and driveway areas border the building. Access to the car park is from both Ney Road and Macquarie Street.

The other existing building on the site is located at the south-western corner of the site. The parking area for this building is accessed from Degen Road.

The balance of the site is heavily vegetated with the exception of a disused borrow pit located towards the Degen Road frontage.

Standard residential housing adjoins the site to its west and opposite the site in both Ney Road and Macquarie Street. Houses on larger sized rural lots are located opposite the site to the south in Degen Road.

Application Assessment

Sustainable Planning Act 2009

The application has been made in accordance with the *Sustainable Planning Act 2009* Chapter 6 – Integrated Development Assessment System (IDAS) and constitutes an application for Reconfiguration of Lots under the Redlands Planning Scheme.

SEQ Regional Plan 2009-2031

The site is located within the Urban Footprint in the SEQ Regional Plan 2009-2031.

State Planning Policies & Regulatory Provisions

State Planning Policy/Regulatory Provision	Applicability to Application
SEQ Koala Conservation SPRP	The site falls within the Priority Assessable Area of the South East Queensland State Planning Regulatory Provisions. The site is mapped as containing <i>High Value Bushland</i> and <i>High Value Rehabilitation</i> areas. The application is for a reconfiguration of a lot which at this stage will not result in the clearing of any non-juvenile habitat trees and provides for safe koala movement opportunities. Furthermore there is no requirement under the SPRP to replant or pay offsets for this classification
SPRP (Adopted Charges)	In accordance with the SPRP (adopted charges) and Council's adopted resolution, infrastructure charges apply to reconfigurations. However the credits for the existing lawful uses on the site exceed the contribution that would apply to the subdivision. Therefore in this instance no charges are applicable to the development.
State Planning Policy July 2014	There are no components requiring assessment against the SPP.

Redlands Planning Scheme

The application has been assessed under the Redlands Planning Scheme version 7.

The application is subject to code assessment and the following codes and overlays are applicable to the assessment:

- **Open Space Zone Code**
- **Community Purposes -Zone Sub Area CP2**
- **Reconfiguration Code**
- **Development near Underground Infrastructure**
- **Excavation and Fill Code**
- **Infrastructure Works Code**
- **Stormwater Management Code**
- **Bushfire Hazard Overlay**– The entire site is mapped as *Medium Bushfire Hazard* under the Bushfire Hazard Overlay.
- **Habitat Protection Overlay**– Part of the site is mapped as *Bushland Habitat* under the Habitat Protection Overlay.
- **Landslide Hazard Overlay**
- **Road and Rail Noise Impact Overlay**

The proposed development is considered to comply with the applicable codes in the Redlands Planning Scheme. Areas of non-compliance with probable solutions and/or matters that require further examination are discussed below.

- Principle of subdivision and continuation of the site for Community Purposes and Open Space.

S1.2 of the Community Purposes Zone Code seeks to ensure that the uses service the community by providing a range of facilities and services. The reconfiguration does not prejudice the intended use as proposed Lot 1 is of sufficient size to accommodate building and car park areas whether for a child care centre or other use.

S1.3 and Overall Outcome 4.16.7(2) (a) (iii) of the Open Space Zone Code seeks for the reconfiguration to facilitate dedication of open space land to Council and ensure that the use of the land for open space purposes is not prejudiced. The reconfiguration reflects existing land use and does not compromise the ongoing operation of existing uses. It appropriately responds to the landscape setting and topography with the proposed Lots 1 & 3 containing the existing buildings on site and proposed Lot 2 containing the balance of the vegetated area. In doing so, Proposed Lot 2 contains that part of the site that exhibits the higher environmental values and functions within the site.

The size and configuration of the lots facilitates the uses expected in the zones and maintains and enhances the social and environmental values appropriate to the zone.

Based on the above, the application complies with the overall outcomes of each of the zones.

- Habitat Protection.

The proposed boundary reflects existing land uses and seeks to include the vast majority of the site that contains non juvenile trees within proposed Lot 2. There is no construction works and the applicant is not proposing to remove any vegetation. It should be noted that clearing along boundary lines under Council's current Local Law No.6 to create fence lines will be possible once the reconfiguration is implemented.

The proposed reconfiguration won't inhibit connectivity values although future fencing may limit movement.

Based on the above, the application complies with the specific outcomes for Habitat Protection.

Infrastructure Charges

The proposed development is not subject to infrastructure charges.

Public Consultation

The proposed development is code assessable and did not require public notification.

Deemed Approval

This application has not been deemed approved under Section 331 of the *Sustainable Planning Act 2009*.

STRATEGIC IMPLICATIONS

Legislative Requirements

In accordance with the *Sustainable Planning Act 2009* this development application has been assessed against the Redlands Planning Scheme Version 7 and other relevant planning instruments. The decision is due on 31 May 2016.

Risk Management

Standard development application risks apply. In accordance with the *Sustainable Planning Act 2009* the applicant may appeal to the Planning and Environment Court against a condition of approval or against a decision to refuse.

Financial

There are no financial implications if the development is approved. If the development is refused, there is potential that an appeal will be lodged and subsequent legal costs may apply.

People

Not applicable. There are no implications for staff.

Environmental

Environmental implications are detailed within the assessment in the "issues" section of this report.

Social

Not applicable. There are no social implications.

Alignment with Council's Policy and Plans

The assessment and officer's recommendation align with Council's policies and plans as described within the "issues" section of this report.

CONSULTATION

The assessment manager has consulted with other internal assessment teams where appropriate. Advice has been received from relevant officers and forms part of the assessment of the application. Officers have also consulted with the relevant asset owners in City Spaces, City Infrastructure and Redland Water.

A copy of the proposal was provided to the Divisional Councillor.

OPTIONS

The development application has been assessed against the Redlands Planning Scheme and relevant State planning instruments. The development is considered to comply with the instruments and it is therefore recommended that the application be approved subject to conditions.

Council's options are to:

1. Adopt the officer's recommendation to approve the application subject to conditions; or
2. Resolve to approve the application, without conditions or subject to different or amended conditions; or
3. Resolve to refuse the application (grounds of refusal will need to be established).

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

Moved by: Cr J Talty
Seconded by: Cr M Elliott

That Council resolves to issue a Development Permit Approval for the Reconfiguring a Lot application for the subdivision into three lots on land described as Lot 1 of SP193524 and situated at 1-21 Degen Road, Capalaba, subject to the following conditions:

<u>ASSESSMENT MANAGER CONDITIONS</u>	<u>TIMING</u>
1. Comply with all conditions of this approval, at no cost to Council, at the timing periods specified in the right-hand column. Where the column indicates that the condition is an ongoing condition, that condition must be complied with for the life of the development.	
<u>Approved Plans and Documents</u>	
2. Undertake the development in accordance with the approved plans and documents referred to in Table 1, subject to the conditions of this approval and any notations by Council on the plans.	Prior to Council approval of the Survey Plan.

Plan/Document Title	Reference Number	Prepared By	Plan/Doc. Date
Proposal Plan	7901 P01PPB RevB	Saunders Havill Group	06/10/15

Table 1: Approved Plans and Documents

3. Submit to Council a Survey Plan for Compliance Certificate approval, in accordance with the approved plans, following compliance with all relevant conditions and requirements of this approval.	Prior to expiry of the relevant period for the approved development.
<u>Existing Structures</u>	
4. Remove any existing fences and/or incidental works that straddle the new boundaries, or alter to realign with the new property boundaries or to be wholly contained within one of the new properties.	Prior to Council approval of the Survey Plan.
<u>Utility Services</u>	
5. Relocate any services (eg water, sewer, electricity, telecommunications and roofwater) that are not wholly located within the lots that are being serviced.	Prior to Council approval of the Survey Plan.
6. Pay the cost of any alterations to existing public utility mains, services or installations due to building and works in relation to the proposed development, or any works required by conditions of this approval. Any cost incurred by Council must be paid in accordance with the terms of any cost estimate provided to perform the works.	At the time the works occur, or prior to Council approval of the Survey Plan, whichever is the sooner.
<u>Land Dedication and Design</u>	
7. Grant easements for the following and submit the relevant easement documentation to Council for approval. Once approved by Council, register the easements on the property title. a) Stormwater drainage purposes as shown on Approved Plan 7901 P01PPB Rev B.	As part of the request for compliance assessment of the Survey Plan.
<u>Split Valuation</u>	
8. Pay a contribution to Council for the purposes of paying the State Government Split Valuation Fees. The current value of the contribution is \$34.10 per allotment (2015/2016 Financial Year). The amount of contribution must be paid at the rate applicable at the time of payment. A Split Valuation Fee is required for each allotment contained on the Plan(s) of Survey, including balance lots.	Prior to Council approval of the Survey Plan.
<u>Access and Roadworks</u>	
9. Remove all redundant vehicle crossovers and reinstate kerb and channel, road pavement, service and footpaths as specified in accordance with the standards in the Redlands Planning Scheme Policy 9 – Infrastructure Works.	Prior to Council approval of the Survey Plan.
<u>Stormwater Management</u>	
10. Convey roof water and surface water in accordance with the Redlands Planning Scheme Policy 9 Chapter 6 – Stormwater Management to: • A lawful point of discharge being Degen Road and Ney Road.	Prior to on maintenance or Council approval of the Survey Plan, whichever is the sooner. Ongoing condition.

<p>11. Manage stormwater discharge from the site in accordance with the Redlands Planning Scheme Policy 9 Chapter 6 – Stormwater Management, so as to not cause an actionable nuisance to adjoining properties.</p>	<p>Prior to on maintenance or Council approval of the Survey Plan, whichever is the sooner.</p> <p>Ongoing condition.</p>
<p><u>Water and Wastewater</u></p>	
<p>12. Remove any redundant sewerage connections within the site or servicing the development and provide documentary evidence to Council or its delegate that this has occurred.</p>	<p>Prior to Council approval of the Survey Plan</p>
<p><u>Survey Control Information</u></p>	
<p>13. Submit Survey Plan(s) that include connections to at least two separate corners from two RCC control marks with a valid Department of Natural Resources and Mines Order or RCC Accuracy. These must be shown on the face of the Survey Plan(s) within the Reference Mark or Permanent Survey Mark tables. List the mark number and coordinate in the cover letter.</p>	<p>As part of the request for compliance assessment of the Survey Plan.</p>
<p>14. Survey and present all asset infrastructure in accordance with the Redlands Planning Scheme Part 11 Policy 9 – Infrastructure Works. The horizontal datum for all work must be Redland City Council Coordinates (RCC) and the vertical datum must be Australian Height Datum (AHD).</p>	<p>As part of the request for compliance assessment of the Survey Plan.</p>
<p><u>Environmental Management</u></p>	
<p>15. Provide any fencing proposed along the open space boundaries to be constructed of Koala Friendly Material as identified in Option A or B in the Koala Safety Fencing and Measures Guideline (A Guideline for the draft South East Queensland Koala Conservation State Planning Regulation Provisions)</p>	<p>Prior to Council approval of the Survey Plan.</p>
<p><u>Landscaping Works</u></p>	
<p>16. Pay to Council a monetary contribution for street tree planting for six (6) street trees. The contribution must be calculated in accordance with the Redlands Planning Scheme Policy 3 Chapter 3 – Landscaping and must be paid at the rate current at the time of payment under Council's Fees and Charges Schedule. The current rate is \$164 per tree (2015/2016 Financial Year).</p>	<p>Prior to Council approval of the Survey Plan.</p>
<p>17. Remove all weed species, as identified in Part B of Council's Pest Management Plan 2012-2016.</p>	<p>Prior to Council approval of the Survey Plan.</p>
<p>18. Turf all areas of disturbance within the road verge with turf cut from a weed free source containing no viable weed seed.</p>	<p>Prior to Council approval of the Survey Plan.</p>
<p><u>Trees</u></p>	
<p>19. In accordance with both Section 9.11.6.3(4) of the Redlands Planning Scheme Policy 9 and AS4970-2009 Protection of Trees on Development Sites, submit to Council an Arborist report identifying any significant trees within the proposed allotment survey lines that may be impacted by the ROL works. The report must outline protection measures for all significant trees identified within the proposed allotment survey lines.</p>	<p>As part of the application for Operational Works</p>

ADDITIONAL APPROVALS

There are no further Development Permits and/or Compliance Permits necessary to allow the development to be carried out.

Please be aware that further approvals, other than a Development Permit or Compliance Permit, may still be required for your development.

ASSESSMENT MANAGER ADVICE

- **Live Connections**
Redland Water is responsible for all live water and wastewater connections. Contact *must* be made with Redland Water to arrange live works associated with the development.

Further information can be obtained from Redland Water on 1300 015 561.

- **Coastal Processes and Sea Level Rise**
Please be aware that development approvals issued by Redland City Council are based upon current lawful planning provisions which do not necessarily respond immediately to new and developing information on coastal processes and sea level rise. Independent advice about this issue should be sought.

- **Hours of Construction**
Please be aware that you are required to comply with the *Environmental Protection Act* in regards to noise standards and hours of construction.

- **Survey and As-constructed Information**
Upon request, the following information can be supplied by Council to assist survey and engineering consultants to meet the survey requirements:

- a) A map detailing coordinated and/or levelled PSMs adjacent to the site.
- b) A listing of Council (RCC) coordinates for some adjacent coordinated PSMs.
- c) An extract from Department of Natural Resources and Mines SCDM database for each PSM.
- d) Permanent Survey Mark sketch plan copies.

This information can be supplied without charge once Council received a signed declaration from the consultant agreeing to Council's terms and conditions in relation to the use of the supplied information.

Where specific areas within a lot are being set aside for a special purpose, such as building sites or environmental areas, these areas should be defined by covenants. Covenants are registered against the title as per Division 4A of the *Land Title Act 1994*.

- **Services Installation**
It is recommended that where the installation of services and infrastructure will impact on the location of existing vegetation identified for retention, an experienced and qualified arborist that is a member of the Australian Arborist Association or equivalent association, be commissioned to provide impact reports and on site supervision for these works.

- **Fire Ants**
Areas within Redland City have been identified as having an infestation of the Red Imported Fire Ant (RIFA). It is recommended that you seek advice from the Department of Agriculture, Fisheries and Forestry (DAFF) RIFA Movement Controls in regards to the movement of extracted or waste soil, retaining soil, turf, pot plants, plant material, baled hay/straw, mulch or green waste/fuel into, within and/or out of the City from a property inside a restricted area. Further information can be obtained from the DAFF website www.daff.qld.gov.au

- **Cultural Heritage**
Should any aboriginal, archaeological or historic sites, items or places be identified, located or exposed during the course or construction or operation of the development, the *Aboriginal and Cultural Heritage Act 2003* requires all activities to cease. For indigenous cultural heritage, contact the Department of Environment and Heritage Protection.

- **Fauna Protection**
It is recommended an accurate inspection of all potential wildlife habitats be undertaken prior to removal of any vegetation on site. Wildlife habitat includes trees (canopies and lower trunk) whether living or dead, other living vegetation, piles of discarded vegetation, boulders, disturbed ground surfaces, etc. It is recommended that you seek advice from the Queensland Parks and Wildlife Service if evidence of wildlife is found.
 - **Environment Protection and Biodiversity Conservation Act**
Under the Commonwealth Government's *Environment Protection and Biodiversity Conservation Act* (the EPBC Act), a person must not take an action that is likely to have a significant impact on a matter of national environmental significance without Commonwealth approval. Please be aware that the listing of the Koala as vulnerable under this Act may affect your proposal. Penalties for taking such an action without approval are significant. If you think your proposal may have a significant impact on a matter of national environmental significance, or if you are unsure, please contact Environment Australia on 1800 803 772. Further information is available from Environment Australia's website at www.ea.gov.au/epbc

Please note that Commonwealth approval under the EPBC Act is independent of, and will not affect, your application to Council.
-

CARRIED 10/1

Crs Boglary, Mitchell, Gollè, Hewlett, Edwards, Talty, Elliott, Huges, Bishop and Williams voted FOR the motion.

Cr Gleeson voted AGAINST the motion.

Attachment 1 Zone Map



	OPEN SPACE
	COMMUNITY PURPOSES
	URBAN RESIDENTIAL

Attachment 2 - Aerial Map



NOTES

This plan was prepared as a provisional layout to accompany a development application. The information on this plan is not suitable for any other purpose.

Property dimensions, areas, numbers of lots and contours and other physical features shown have been compiled from existing information and may not have been verified by field survey. These may need verification if the development application is approved and development proceeds, and may change when a full survey is undertaken or in order to comply with development approval conditions.

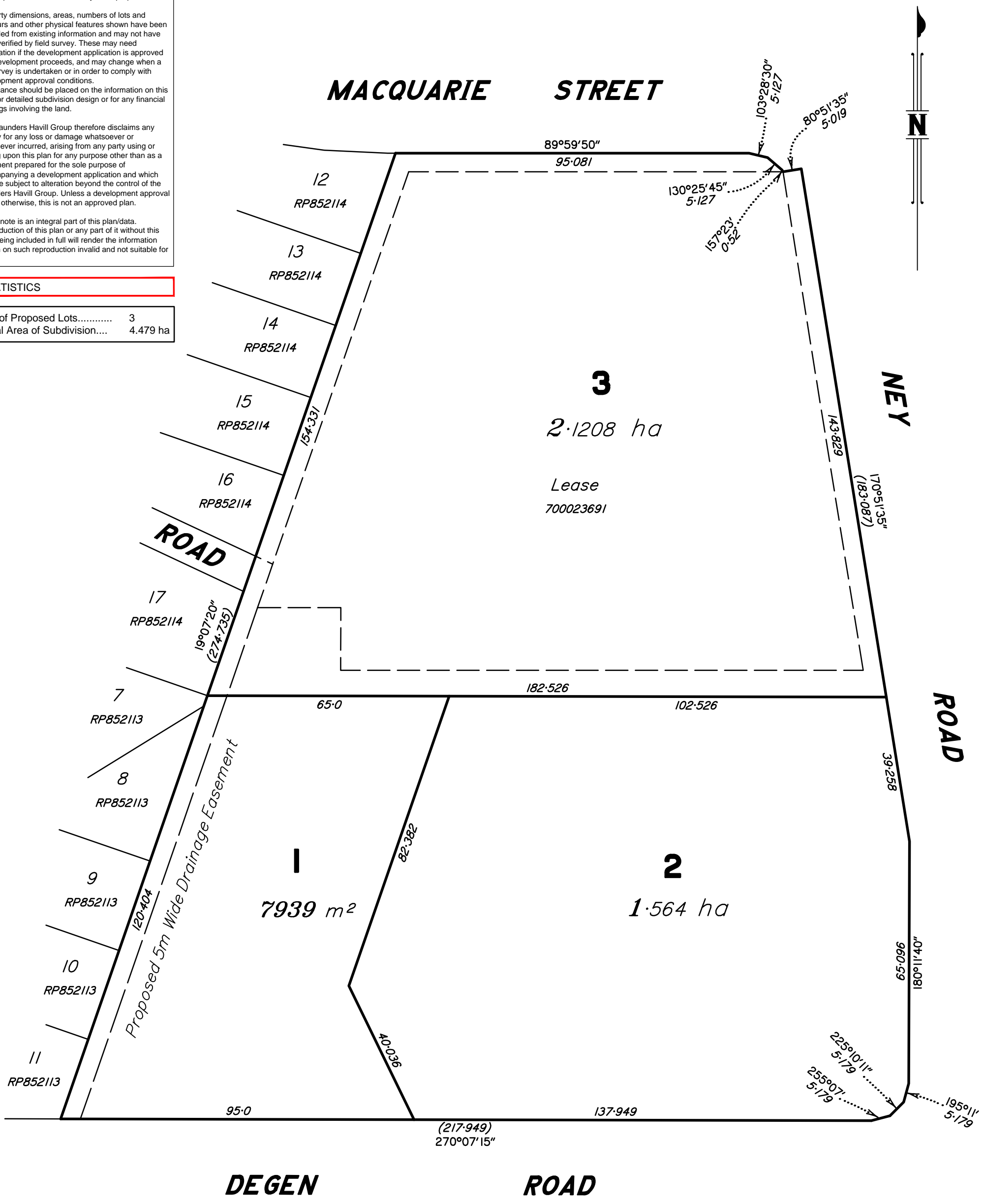
No reliance should be placed on the information on this plan for detailed subdivision design or for any financial dealings involving the land.

The Saunders Havill Group therefore disclaims any liability for any loss or damage whatsoever or howsoever incurred, arising from any party using or relying upon this plan for any purpose other than as a document prepared for the sole purpose of accompanying a development application and which may be subject to alteration beyond the control of the Saunders Havill Group. Unless a development approval states otherwise, this is not an approved plan.

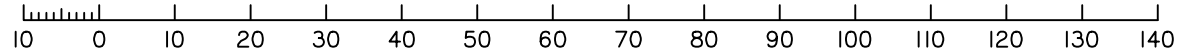
* This note is an integral part of this plan/data. Reproduction of this plan or any part of it without this note being included in full will render the information shown on such reproduction invalid and not suitable for use.

STATISTICS

No. of Proposed Lots.....	3
Total Area of Subdivision....	4.479 ha



Scale 1:1000 - Lengths are in Metres.




No.	by	Date	Description	Lot Description
A	MD	23/09/15	Original Issue	Lot 1 on SP193524
B	MD	06/10/15	Change Bdy Layout	
				Locality of Capalaba
				Parish of Capalaba
				County of Stanley

SH saunders havill group
 web www.saundershavill.com
 phone (07) 3251 9444 fax (07) 3251 9455
 address 9 Thompson St Bowen Hills Q 4006
 ■ surveying ■ town planning ■ urban design ■ environmental management ■ landscape architecture

Design EV	Plan of	PROPOSAL PLAN
Date 23/09/2015		
Drawn MD	Project	
Date 23/09/2015	Client	
Checked EV		1-21 Degen Road, Capalaba Redland City Council

town planning
 Scale @A3 1: 1000
 Dwg No. 7901 P 01 PP B

11.4 INFRASTRUCTURE & OPERATIONS**11.4.1 BUICK CAR CLUB LEASE REQUEST**

Objective Reference:	A1574560 Reports and Attachments (Archives)
Attachment:	Buick Car Club Inc. Site Plan
Authorising Officer:	 Gary Soutar General Manager Infrastructure & Operations
Responsible Officer:	Tracey Walker Acting Group Manager City Spaces
Report Author:	Leah Moir Acting Senior Leasing Officer

PURPOSE

The purpose of this report is to seek Council approval for a new lease to Buick Car Club of Australia Inc at Cascades Hall, 314 Link Road, Victoria Point.

BACKGROUND

The Buick Car Club of Australia Inc has occupied Cascades Hall since early 2002 on a non-exclusive Permit to Occupy (PTO) basis. Though the PTO gives non-exclusive use, the hall has not been occupied by any other clubs during this time. The hall is used for regular club meets and over the years has been filled with a lot of history and memorabilia.

The Buick Car Club of Australia Inc has requested a 10-year lease to occupy Cascades Hall and given the history of the club's occupation of the hall and their ongoing commitment to maintenance etc, Council recommends this.

ISSUES

The hall has limited potential for other groups due to its size, layout, and the furniture and memorabilia which fills the hall. The Buick Car Club of Australia Inc has, however, offered the space free-of-charge to the nearby Meals on Wheels group for meetings and is open to other clubs using the space for the same purpose, however there have not been any requests for the site for some time.

STRATEGIC IMPLICATIONS**Legislative Requirements**

The *Local Government Regulation 2012* s.236(1)(b)(ii) requires that Council agree by resolution that it is appropriate to dispose of an interest in land to a community organisation, other than by tender or auction. As the Buick Car Club of Australia Inc meets the definition of a community organisation, s.236(1)(b)(ii) applies and allows this lease of Council land.

Risk Management

The club's new lease requires building and public liability insurance to be maintained by the club. This has also been the case under the PTO.

Facility Services will conduct regular inspections to ensure compliance with occupant safety and building condition, and there are clauses under the lease to address any non-compliance to these.

Financial

Council will not incur any expenses as lease preparation costs, survey, registration in Titles Office etc. will be met by the club. The club is already paying for rates and water charges.

People

This recommendation does not have Council staff implications.

Environmental

The Buick Car Club of Australia Inc has invested volunteer time and funding to maintain the building and has kept it free of litter and graffiti, ensuring the area looks neat and tidy and reducing maintenance costs for Redland City Council (RCC).

Social

The Buick Car Club of Australia Inc coordinated the "Cleveland Autospectacular" for 10 years from 1999 to 2009. The event attracted around 7,000 visitors to the Cleveland Showgrounds each year, however due to constraints of the venue, it needed to relocate the event to Ipswich in 2010.

In the club's request for a 10-year lease they have suggested they could hold a free, low key car "Show & Shine" event for the public on a date which would not conflict with similar events.

The Buick Car Club of Australia's objectives are as follows:

- a) to form groups of owners of Buick built vehicles, irrespective of the year of manufacture, and enthusiasts of Buick built vehicles;
- b) to collect and disseminate as widely as possible information relative to Buick built vehicles and/or productions;
- c) to encourage the collection and restoration of Buick built vehicles;
- d) to promote and encourage safe and courteous driving techniques;
- e) to promote and encourage proper maintenance techniques;
- f) to establish libraries to contain all available literature relative to Buick products, particularly early models;
- g) to affiliate with kindred bodies;
- h) to extend Club membership;
- i) to protect the interests of the Club and its members generally and to do all such other things as are incidental or conducive to the attainment of the above aims and objects.

Alignment with Council's Policy and Plans

Council Policy POL-3071 Leasing of Council Land & Facilities supports leases to not-for-profit community organisations.

The RCC Corporate Plan 2015-2020 is supported by this proposal, particularly:

7. Strong and connected communities

- 7.2 Council maximises community benefit from the use of its parklands and facilities by improving access to, and the quality of shared use of, public spaces and facilities by groups for sporting, recreational and community activities.

CONSULTATION

The Acting Senior Leasing Officer has consulted with:

- Community Land & Facilities Panel;
- Divisional Councillor;
- Acting Service Manager Facility Services;
- Service Manager Sport & Recreation;
- Acting Group Manager City Spaces; and
- Business Partnering Service team.

OPTIONS

Option 1

That Council resolves to:

1. Make, vary or discharge a new 10-year lease to Buick Car Club of Australia Inc over Part Lot 1 RP198374 as shown on the attached site plan;
2. Agree in accordance with s.236(2) of the *Local Government Regulation 2012* that s.236(1)(b)(ii) of the *Local Government Regulation 2012* applies allowing the proposed lease to a community organisation, other than by tender or auction; and
3. Delegate authority to the Chief Executive Officer under s.257(1)(b) of the *Local Government Act 2009* to sign all documents in regard to this matter.

Option 2

That Council refuse a new lease to Buick Car Club of Australia Inc.

OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION

Moved by: Cr L Hewlett
Seconded by: Cr M Elliott

That Council resolves to:


1. Make, vary or discharge a new 10-year lease to Buick Car Club of Australia Inc. over Part Lot 1 RP198374 as shown on the attached site plan;
2. Agree in accordance with s.236(2) of the *Local Government Regulation 2012* that s.236(1)(b)(ii) of the *Local Government Regulation 2012* applies allowing the proposed lease to a community organisation, other than by tender or auction; and
3. Delegate authority to the Chief Executive Officer under s.257(1)(b) of the *Local Government Act 2009* to sign all documents in regard to this matter.

CARRIED 11/0

Crs Boglary, Mitchell, Gollè, Hewlett, Edwards, Talty, Elliott, Huges, Gleeson, Bishop and Williams voted FOR the motion.

11.4.2 RESPONSE TO PETITION - TOILET FACILITIES FOR CLEVELAND CEMETERY

Objective Reference: A1740647
Reports and Attachments (Archives)

Authorising Officer: 
Gary Soutar
General Manager Infrastructure & Operations

Responsible Officer: Tracey Walker
Acting Group Manager City Spaces

Report Author: Tim Goward
Service Manager City Sport and Venues

PURPOSE

A petition was presented to the Divisional 2 Councillor on 27 January 2016, requesting the installation of a toilet facility at the Cleveland Cemetery located in Russell Street, Cleveland.

This report responds to Council's resolution that the petition be received and referred to the Chief Executive Officer for consideration and a report to the local government to enable a decision, in respect to this request.

BACKGROUND

At the General Meeting of 27 January 2016, Council resolved:

That the petition, which reads as follows, is of an operational nature and be received and referred to the Chief Executive Officer for consideration:

Request that Council builds a public toilet facility at the Cleveland Cemetery

ISSUES

The closest public amenity is located within the Cleveland Aquatic Centre during opening hours or Cleveland Showgrounds, Norm Price Park. The location of these facilities represents an inconvenience to visitors of the cemetery, in particular when a large funeral may be taking place. Toilet facilities are provided in other Council cemeteries, including Dunwich and Redland Bay.

The positioning of a public facility within the Cleveland Cemetery would provide for amenities complementing the trailhead network for the Redlands Track Park, located opposite the cemetery as part of the Scribbly Gums Conservation Area. The Redlands Track Park provides commuter and recreation cycling and pedestrian links within the local area.

A strategic review of public toilets in the Redlands completed in 2011 made several recommendations including noting a lack of provision for public toilets across key sites and that the growing network of tracks and trails had limited toilet facilities.

STRATEGIC IMPLICATIONS

Legislative Requirements

There is no legislative requirement to build a public toilet facility at the Cleveland Cemetery. Should a facility be built, the facility would be required to meet relevant standards for accessibility.

Risk Management

No risks have been identified.

Financial

Currently there is no budget to build a toilet facility at the Cleveland Cemetery. The cost to build the facility is approximately \$120,000 which would require connection of services and accessibility provisions.

People

No implications for staff have been identified.

Environmental

No environmental implications have been identified.

Social

It is identified that there is a lack of public facilities at the Cleveland Cemetery which has a high visitation rate by the public and would assist contractors who work within the cemetery.

Alignment with Council's Policy and Plans

The proposal aligns to Council's policies – POL-3118 Enterprise Asset and Services Management and POL 3122 Public Toilet Provision.

CONSULTATION

Consultation has occurred with:

- Service Manager Facilities Services;
- Service Manager Public Place Projects Unit;
- Councillor for Division 2;
- Infrastructure and Operations – Portfolio 5 – Councillor Division 9
- Business Partnering Unit

OPTIONS

1. That Council resolves to:
 1. Refer the request for a toilet facility at the Cleveland Cemetery to a future capital works budget review process for Council's consideration and prioritisation against other projects; and
 2. Advise the principal petitioner in writing, accordingly.
2. To decline the petitioned request and not construct a toilet facility at the Cleveland Cemetery.

**OFFICER'S RECOMMENDATION/
COUNCIL RESOLUTION**

Moved by: Cr T Huges
Seconded by: Cr M Elliott

That Council resolves to:

1. Refer the request for a toilet facility at the Cleveland Cemetery to a future capital works budget review process for Council's consideration and prioritisation against other projects; and
2. Advise the principal petitioner in writing, accordingly.

CARRIED 11/0

Crs Boglary, Mitchell, Gollè, Hewlett, Edwards, Talty, Elliott, Huges, Gleeson, Bishop and Williams voted FOR the motion.

12 MAYORAL MINUTE

Nil.

13 NOTICES OF MOTION TO REPEAL OR AMEND RESOLUTIONS

Nil.

14 NOTICES OF MOTION

Nil.

15 URGENT BUSINESS WITHOUT NOTICE

Nil.

16 CONFIDENTIAL ITEMS**16.1 OFFICE OF CEO****16.1.1 ACQUISITION OF VALUELESS LAND FOR OVERDUE RATES AND CHARGES**

Objective Reference: A1571828
Reports and Attachments (Archives)

Authorising Officer: 
Deborah Corbett-Hall
Acting Chief Financial Officer

Responsible Officer: Noela Barton
Finance Manager, Financial Operations

Report Author: Thomas Turner
Team Leader Accounts Receivable and Payments

EXECUTIVE SUMMARY

A confidential report from Acting Chief Financial Officer was presented to Council for consideration in accordance with Section 275(1) of the *Local Government Regulation 2012*.

COUNCIL RESOLUTION

Moved by: Cr W Boglary
Seconded by: Cr M Elliott

That Council resolves to:

- 1. Acquire the land identified in the attached *Schedule 62* under Chapter 4, Part 12, Division 3, Subdivision 3 of the *Local Government Regulation 2012* for overdue rates and charges; and**
- 2. Note that this report and attachment remain confidential.**

CARRIED 11/0

Crs Boglary, Mitchell, Gollè, Hewlett, Edwards, Talty, Elliott, Huges, Gleeson, Bishop and Williams voted FOR the motion.

16.1.2 FEES AND CHARGES 2016-2017

Objective Reference: A1571828
Reports and Attachments (Archives)

Authorising Officer: 
Deborah Corbett-Hall
Acting Chief Financial Officer

Responsible Officer: Richard Cahill
Finance Manager, Business Partnering

Report Author: Helen Griffith
Management Accountant

EXECUTIVE SUMMARY

A confidential report from Acting Chief Financial Officer was presented to Council for consideration in accordance with Section 275(1) of the *Local Government Regulation 2012*.

COUNCIL RESOLUTION

Moved by: Cr W Boglary
Seconded by: Cr M Elliott

That Council resolves as follows:

- 1. To adopt the Fees & Charges Schedule 2016-2017; and**
- 2. That this report and attachment remain confidential until the commencement of the financial year, 1 July 2016.**

CARRIED 11/0

Crs Boglary, Mitchell, Gollè, Hewlett, Edwards, Talty, Elliott, Huges, Gleeson, Bishop and Williams voted FOR the motion.

16.1.3 REDLAND INVESTMENT CORPORATION – REPORTS FOR COUNCIL NOTING**Objective Reference:** A1774179**Authorising Officer:****Bill Lyon**
CEO Redland City Council**Responsible Officer:** **Peter Kelley**
CEO Redland Investment Corporation**Report Author:** **Grant Tanham-Kelly**
A/CFO Redland Investment Corporation

EXECUTIVE SUMMARY

A confidential report from Acting Chief Financial Officer was presented to Council for consideration in accordance with Section 275(1) of the *Local Government Regulation 2012*.

COUNCIL RESOLUTION**Moved by:** Cr M Elliott**Seconded by:** Cr P Gleeson**That Council resolves to note:**

- 1. The Quarterly Financial Report December 2015;**
- 2. The amended Business Plan 2015-17; and**
- 3. That this report and attachments remain confidential.**

CARRIED 10/1

Crs Boglary, Mitchell, Gollè, Hewlett, Edwards, Talty, Elliott, Huges, Gleeson and Williams voted FOR the motion.

Cr Bishop voted AGAINST the motion.

17 MEETING CLOSURE

There being no further business, the Mayor declared the meeting closed at 10.25am.

Signature of Chairperson: _____**Confirmation date:** _____