



Redland
CITY COUNCIL

AGENDA

GENERAL MEETING

Wednesday, 7 June 2017
commencing at 9.30am

The Council Chambers
35 Bloomfield Street
CLEVELAND QLD

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1 DECLARATION OF OPENING

On establishing there is a quorum, the Mayor will declare the meeting open.

Recognition of the Traditional Owners

Council acknowledges the Quandamooka people who are the traditional custodians of the land on which we meet. Council also pays respect to their elders, past and present, and extend that respect to other indigenous Australians who are present.

2 RECORD OF ATTENDANCE AND LEAVE OF ABSENCE

Motion is required to approve leave of absence for any Councillor absent from today's meeting.

3 DEVOTIONAL SEGMENT

Member of the Ministers' Fellowship will lead Council in a brief devotional segment.

4 RECOGNITION OF ACHIEVEMENT

Mayor to present any recognition of achievement items.

5 RECEIPT AND CONFIRMATION OF MINUTES**5.1 GENERAL MEETING MINUTES 24 MAY 2017**

Motion is required to confirm the Minutes of the General Meeting of Council held on 24 May 2017.

6 MATTERS OUTSTANDING FROM PREVIOUS COUNCIL MEETING MINUTES

There are no matters outstanding.

7 PUBLIC PARTICIPATION

In accordance with s.31 of POL-3127 Council Meeting Standing Orders:

1. In each meeting (other than special meetings), a period of 15 minutes may be made available by resolution to permit members of the public to address the local government on matters of public interest relating to the local government. This period may be extended by resolution.
2. Priority will be given to members of the public who make written application to the CEO no later than 4.30pm two days before the meeting. A request may also be made to the chairperson, when invited to do so, at the commencement of the public participation period of the meeting.
3. The time allocated to each speaker shall be a maximum of five minutes. The chairperson, at his/her discretion, has authority to withdraw the approval to address Council before the time period has elapsed.
4. The chairperson will consider each application on its merits and may consider any relevant matter in his/her decision to allow or disallow a person to address the local government, e.g.
 - a) Whether the matter is of public interest;
 - b) The number of people who wish to address the meeting about the same subject

- c) The number of times that a person, or anyone else, has addressed the local government previously about the matter;
 - d) The person's behaviour at that or a previous meeting; and
 - e) If the person has made a written application to address the meeting.
5. Any person invited to address the meeting must:
- a) State their name and suburb, or organisation they represent and the subject they wish to speak about;
 - b) Stand (unless unable to do so);
 - c) Act and speak with decorum;
 - d) Be respectful and courteous; and
 - e) Make no comments directed at any individual Council employee, Councillor or member of the public, ensuring that all comments relate to Council as a whole.

8 PETITIONS AND PRESENTATIONS

Councillors may present petitions or make presentations under this section.

9 MOTION TO ALTER THE ORDER OF BUSINESS

The order of business may be altered for a particular meeting where the Councillors at that meeting pass a motion to that effect. Any motion to alter the order of business may be moved without notice.

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

Councillors are reminded of their responsibilities in relation to a Councillor's material personal interest and conflict of interest at a meeting (for full details see sections 172 and 173 of the *Local Government Act 2009*). In summary:

If a Councillor has a material personal interest in a matter before the meeting:

The Councillor must—

- *inform the meeting of the Councillor's material personal interest in the matter; and*
- *leave the meeting room (including any area set aside for the public), and stay out of the meeting room while the matter is being discussed and voted on.*

The following information must be recorded in the minutes of the meeting, and on the local government's website—

- *the name of the Councillor who has the material personal interest, or possible material personal interest, in a matter;*
- *the nature of the material personal interest, or possible material personal interest, as described by the Councillor.*

A Councillor has a **material personal interest** in the matter if any of the following persons stands to gain a benefit, or suffer a loss, (either directly or indirectly) depending on the outcome of the consideration of the matter at the meeting—

- (a) the Councillor;
 - (b) a spouse of the Councillor;
 - (c) a parent, child or sibling of the Councillor;
-

- (d) a partner of the Councillor;
- (e) an employer (other than a government entity) of the Councillor;
- (f) an entity (other than a government entity) of which the Councillor is a member;
- (g) another person prescribed under a regulation.

If a Councillor has a conflict of interest (a *real conflict of interest*), or could reasonably be taken to have a conflict of interest (a *perceived conflict of interest*) in a matter before the meeting:

The Councillor must—

- *deal with the real conflict of interest or perceived conflict of interest in a transparent and accountable way.*
- *Inform the meeting of—*
 - (a) *the Councillor's personal interests in the matter; and*
 - (b) *if the Councillor participates in the meeting in relation to the matter, how the Councillor intends to deal with the real or perceived conflict of interest.*

The following must be recorded in the minutes of the meeting, and on the local government's website—

- (a) *the name of the Councillor who has the real or perceived conflict of interest;*
- (b) *the nature of the personal interest, as described by the Councillor;*
- (c) *how the Councillor dealt with the real or perceived conflict of interest;*
- (d) *if the Councillor voted on the matter—how the Councillor voted on the matter;*
- (e) *how the majority of persons who were entitled to vote at the meeting voted on the matter.*

A *conflict of interest* is a conflict between—

- (a) *a Councillor's personal interests (including personal interests arising from the Councillor's relationships, for example); and*
- (b) *the public interest;*

that might lead to a decision that is contrary to the public interest.

11 REPORTS TO COUNCIL**11.1 OFFICE OF CEO****11.1.1 REQUEST FOR CHIEF EXECUTIVE OFFICER UNDER DELEGATED AUTHORITY TO ESTABLISH PREFERRED SUPPLIER ARRANGEMENTS UNDER S.233 LGR – REFERENCE NUMBER BUS 237-0313 RETAIL ELECTRICITY FOR COUNCIL SITES**

Objective Reference: A124442
Reports and Attachments (Archives)

Authorising Officer:



Andrew Chesterman
Chief Executive Officer

Responsible Officer:

Claire Lovejoy
Acting General Counsel

Report Authors:

Tracey Justice
Senior Procurement Officer

Trish Thomson
Procurement Transformation Manager

PURPOSE

The purpose of this report is to seek Council resolution to delegate authority to the Chief Executive Officer to make, vary and discharge contracts over \$2,000,000.00 under the joint Council arrangements established through Local Buy Pty Ltd for the Register of Pre-qualified Suppliers for the Supply of Retail Electricity for Small Metered Sites, Large Metered Sites and Streetlights.

BACKGROUND

Following a public invitation to tender which closed on 24th April 2013 Local Buy established a panel of providers for retail electricity. This tender was called as a collaborative tender with 10 SE Qld Councils participating in the joint tender process. Three (3) contracts (Large, Small and Streetlights) were established under joint arrangements and each contract will become due for renewal between now and 31 December 2018.

Council currently has approximately 350 Small sites with an estimated annual budget spend of \$798,030 inclusive of GST. It is envisaged the new contract will run for a three (3) year period.

Council currently has 21 Large sites with an estimated annual budget spend of \$2,393,411 inclusive of GST. The new contract term will be determined when the tender is called in 2018.

Council currently has 15,923 sites classified as Streetlights with an estimated annual budget spend of \$2,998,656 inclusive of GST. The new contract term will be determined when the tender is called in 2018.

ISSUES

Council's current Small Sites arrangement is due for renewal on 01 July 2017 with Streetlights due to follow by 30 September 2018 and the Large Sites by 31 December 2018. Full tender evaluations and methodology to support recommendations and decisions will be available to the Chief Executive Officer prior to signing contracts.

The fluctuating nature of the electricity market means that tendered tariffs are only available for Council acceptance for a matter of days hence the request to seek delegated authority for the Chief Executive Officer to commit Council to particular contracts.

STRATEGIC IMPLICATIONS

Risk Management

The joint tender with other South East Queensland Councils increases Council's buying power and the ability to negotiate competitive rates for the benefit of all participants. Should Council choose not to participate in the joint electricity agreement, a separate tender process would need to be undertaken directly with the market and Council would not have sufficient consumption on its own to better the collaborative offering.

Financial

Electricity retails costs are increasing and by Council entering into the joint agreement, it will be able to demonstrate the best value for money outcome.

Whilst Council is expecting significant increases in electricity costs as a result of the upcoming expiry of the current contract, those costs will be offset to a large degree by a proposed reduction in network charges by Energex for the 2017-18 financial year.

Based on current usage consumption, the estimated net budget savings for Council for the new financial year (2017-18) amount to \$25,130.00 albeit without the new tariffs for Large Sites and Streetlights being known until the tenders are completed next year.

Environmental

Council has a Climate and Energy Action Plan and the electricity retailers offer a range of options including the purchase of Green Power.

Social

Community organisations are permitted to utilise Council's bulk electricity rates as an initiative to provide savings for the benefit of the community.

CONSULTATION

Consultation has occurred with the following during preparation of this report:

- Group Manager, General Counsel
- Procurement Transformation Manager
- Senior Procurement Officer, Procurement Services Unit
- Category Manager, Local Buy Pty Ltd
- Representatives from four SE Qld Councils

OPTIONS

1. Approval of the request to delegate authority to the Chief Executive Officer to enter into electricity agreements over \$2,000,000.00 to a maximum of \$20,000,000.00 in total with the preferred retailers to secure the best value for money for Council;
2. Decline the request to delegate authority to the Chief Executive Officer to enter into electricity agreements with the preferred retailers following due process resulting in not securing the best price for Council and continued increases in costs.

OFFICER'S RECOMMENDATION

That Council resolves to delegate authority to the Chief Executive Officer, under s.257(b) of the *Local Government Act 2009*, to:


1. **Enter into electricity agreements over \$2,000,000.00 with the preferred retailers at the time of tender;**
2. **Make, vary and discharge the agreements; and**
3. **Note the total expenditure for all three agreements combined is not expected to exceed \$20,000,000.00 over the terms of the new arrangements.**

11.2 ORGANISATIONAL SERVICES

11.2.1 OPERATIONAL PLAN REPORT QUARTERLY PERFORMANCE REPORT – MARCH 2017

Objective Reference: A2360707
Reports and Attachments (Archives)

Attachment: [Operational Plan Quarterly Performance Report March 2017](#)

Authorising Officer: 
John Oberhardt
General Manager Organisational Services

Responsible Officer: Andrew Hurford
Group Manager Corporate Governance

Report Author: Lorraine Lee
Senior Adviser Strategic and Community Planning

PURPOSE

The purpose of this report is to provide a progress report against the Operational Plan 2016/17 for the third quarter from 1st January to 31st March, 2017.

BACKGROUND

The *Local Government Act 2009* (the Act) requires Council to adopt an Operational Plan each year. The Operational Plan 2016/17 forms an important part of Council's strategic planning process 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 significant activity, together with a comment outlining progress for the quarter. The information in the report has been provided by the responsible departments for each significant activity.

Status of Significant Activities Defined within the 8 Outcomes	
Completed	1
On Track	63
Monitor	9
Concern	0
Cancelled	0
Total	73

Summary

Overall it is noted that 63 of 73 significant activities are on track for completion this financial year as planned. One significant activity has already been completed, nine significant activities are being closely monitored, indicating they are slightly behind target with their progress.

No significant activities have been cancelled or are of concern. More detailed information on each significant activity is outlined in the attached Operational Plan Quarterly Performance Report March 2017.

STRATEGIC IMPLICATIONS

Legislative Requirements

Council's Operational Plan 2016/17 is an important statutory document which sets out the significant activities that Council plans to deliver in 2016/17. The significant activities directly contribute to outcomes specified in the Corporate Plan 2015-2020. Tracking progress against this plan provides a useful 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 significant activity would have associated risks which would be managed by the relevant area of Council.

Financial

The Operational Plan 2016/17 is funded from the annual budget.

People

Significant activities listed in the Operational Plan 2016/17 are managed by the individual area in Council responsible for the significant activity. The status and comments of significant activities in the attached report have been provided by the relevant officer for each significant activity and compiled by Council's Corporate Planning and Transformation Group. Although delivery of the plan itself is dependent on staff resources and some significant activities relate to people issues, there are no direct impacts on people resulting from this report.

Environmental

Some significant activities within the Operational Plan 2016/17 directly contribute to Council's environmental commitments. However, this report does not have any direct environmental impacts.

Social

Some significant activities within the Operational Plan 2016/17 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 2016/17 outlines planned significant activities 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 Planning and Transformation Group have 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 significant activities within the Operational Plan 2016/17.

OPTIONS

1. That Council resolves to note the Operational Plan Quarterly Performance Report March 2017.
2. That Council requests additional information in relation to the attached Operational Plan Quarterly Performance Report March 2017.

OFFICER'S RECOMMENDATION

That Council resolves to note the Operational Plan Quarterly Performance Report March 2017.



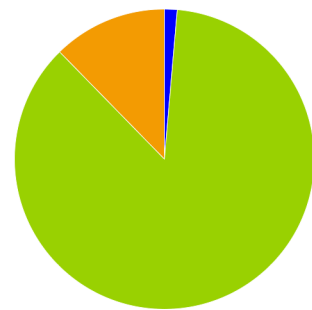
Operational Plan 2016 - 2017

January to March 2017

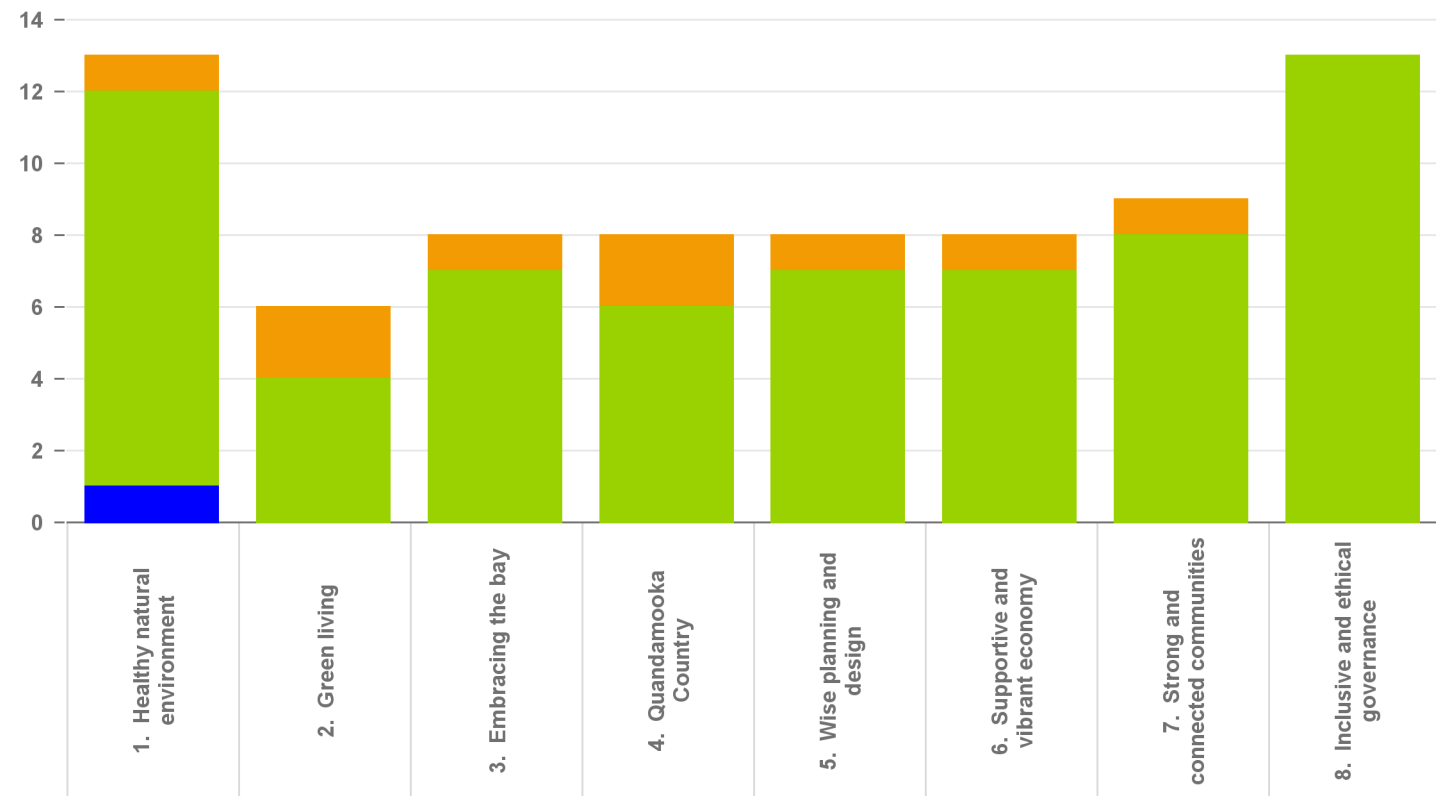


Summary

Vision Outcome	Complete	On Track	Monitor	Total
1 Healthy natural environment	1	11	1	13
2 Green living	0	4	2	6
3 Embracing the bay	0	7	1	8
4 Quandamooka Country	0	6	2	8
5 Wise planning and design	0	7	1	8
6 Supportive and vibrant economy	0	7	1	8
7 Strong and connected communities	0	8	1	9
8 Inclusive and ethical governance	0	13	0	13
Total	1	63	9	73



Progress Status
■ Complete
■ On Track
■ Monitor

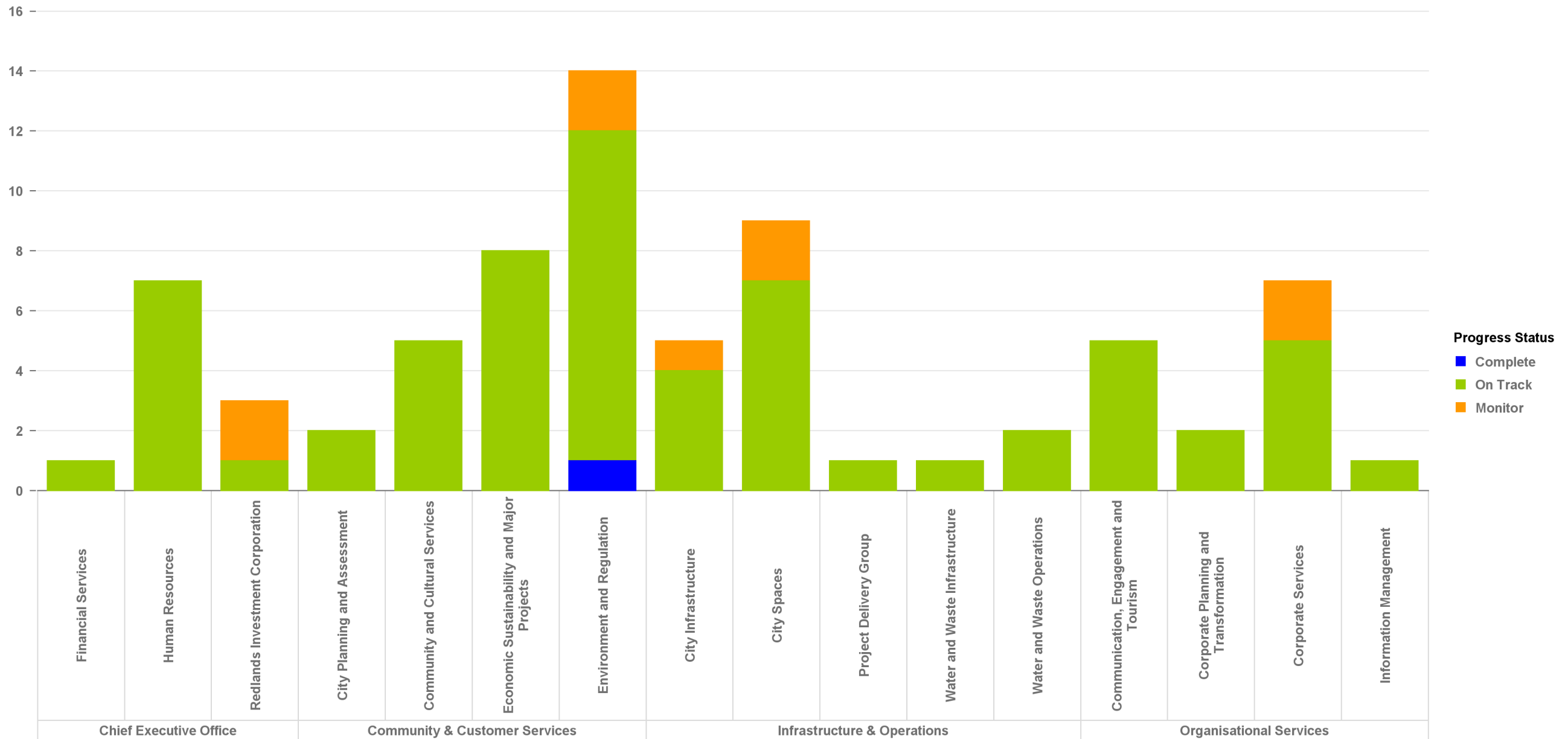


Progress Status
■ Complete
■ On Track
■ Monitor

- On Track** The significant activity is progressing on time and on budget and is on track for delivery
- Monitor** There are issues with timeframes and/or budget but it is still expected that with close monitoring the significant activity can be delivered
- Concern** There are significant delays or budget issues and it is unlikely that the significant activity will be delivered

Organisational Summary

Department	Complete	On Track	Monitor	Total
Chief Executive Office	0	9	2	11
Community & Customer Services	1	26	2	29
Infrastructure & Operations	0	15	3	18
Organisational Services	0	13	2	15
Total	1	63	9	73



1. Healthy natural environment

2020 Strategic Outcomes

1.1 Redland'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.

Significant Activity	Op Plan Ref	Key Accountable	Status	Comment
Manage Council owned water bodies for improved environmental outcomes.	1.1.1	Community & Customer Services	On Track	Testing - ambient (monthly), event based (capturing rainfall) and fish monitoring of waterways continuing. Tilapia (pest species) management program being developed based on ongoing presence in waterways. Rapid assessment tool being used for water body conditions to inform ongoing actions. Council's Total Water Cycle Plan, first adopted in 2013, is due for review and an audit has commenced on the status of implementation and matters to be included in a revised plan.
Plan and deliver conservation restoration activities.	1.1.2	Infrastructure & Operations	On Track	Undertaking restoration activities across catchment areas in Redland City including Coolnwynpin, Tarradarrapin, Hilliard's, Eprapah and Moogurrapum.
Engage and deliver restoration through partnership with community and external groups.	1.1.3	Community & Customer Services	On Track	Bushcare - Conducted 76 working bees, six extension visits (no visits in January as many volunteers are away and the weather is too hot) and several community talks. the Green Army project has commenced.
Develop and commence implementing a program to plant one million native plants in the Redlands by 2020.	1.1.4	Community & Customer Services	Monitor	Approximately 60,000 plantings in 2016/17, including approximately 6,000 trees. Future planting timetable of the One Million Native Plant project is currently being refined.
Develop natural environment strategies under the Natural Environment Policy.	1.2.1	Community & Customer Services	On Track	The Koala Conservation Strategy and Action Plan was adopted by Council in December 2016. Subject to budget review, implementation is being considered for 2017/18. The Coochiemudlo Island Integrated Weed Management Plan to assist in restoring island ecosystems, is in development with community consultation in progress. Other strategies to compliment the policy are currently being scoped.
Improve accessibility of protected areas for health and wellbeing, while conserving biodiversity.	1.2.2	Infrastructure & Operations	On Track	Trailhead huts have been installed in Don and Christine Burnett and Ford Road conservation areas. Fire trails have been resurfaced. Trailcare maintenance days have occurred. Signage has been reviewed in the Don and Christine Burnett Conservation Area and the Koala Bushland Coordinated Conservation Area at Daisy Hill. Emergency access systems for the Redland Trackpark are being developed. Canoe trail access points are nearing installation stage at various sites across the Redlands. New trail markers installed at the Redland Track Park. New fire management and recreational trails are being planned. Re-route and upgrade planned of 'Hilliards Squeeze' trail to protect an Aboriginal Cultural Heritage landscape adjacent to Weippin St Cleveland.

Plan and deliver community education programs to protect native wildlife.	1.2.3	Community & Customer Services	On Track	1,273 phone calls to the Redlands Wildlife Rescue services were received for the quarter. Attendance at Coochie Curlew count. Wildlife ambulance vehicle and display for Cleveland Library event to raise awareness of wildlife protection.
Plan and support the development of habitats for threatened species.	1.2.4	Community & Customer Services	On Track	Glossy Black Cockatoo conservancy meetings remain ongoing with a survey to be conducted in May 2017. Raptor nest on-line citizen science survey is on-going with new nests being recorded by the community to provide data for planning purposes. Flying-fox roost monitoring completed. Council remains engaged with State Koala Expert Panel.
Review koala area provisions and mapping within Local Law 2 including consultation with community.	1.2.5	Community & Customer Services	Complete	
Partner with community for improved environmental outcomes.	1.3.1	Community & Customer Services	On Track	Various workshops and training including school holiday programs, clean up Australia Day, Nature Play, nature weaving and plastic recycling talks. 15 school visits this quarter (with the exception of January) and three field visits with 816 participants.
Deliver land management extension programs within the community.	1.3.2	Community & Customer Services	On Track	81 Habitat Protection (Environmental Partnerships) property visits.
Enhance the visitor experience of Redland's natural assets.	1.4.1	Infrastructure & Operations	On Track	Bayview Conservation area - Resurfacing of Teviot Road entrance. Resurfacing and repair of German Church Road entrance - Don and Christine Burnett Conservation Area. Resurfacing of fire trails - Pear Street. Access prevention installed to block entry points at Wellington Point Reserve. Repairs to stairs at Wellington Point Esplanade, Judy Holt Reserve and track maintenance from Men's Shed to Cricket Club. Significant feedback received from trail users regarding the progress and improved facilities in the major reserves.
Manage the customer experience at IndigiScapes.	1.4.2	Community & Customer Services	On Track	Approximately 9659 visitors to the centre. Nature Journaling workshop, walkabout the Redlands library talk and Good Gardening Expo held this quarter with 52 functions held at the Centre. The IndigiScapes Café has revised their menu.

2. Green living

2020 Strategic Outcomes

2.1 Council's policies and plans support ecologically sustainable development and respond to climate change issues.

2.2 Sustainable building design (for example, 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.

Significant Activity	Op Plan Ref	Key Accountable	Status	Comment
Manage implementation of the Redland City Council Climate Change Action Plan.	2.1.1	Community & Customer Services	Monitor	Climate and Energy Action Plan 2017-2021 is in draft and under internal review.
Provide information to raise community awareness and education.	2.2.1	Community & Customer Services	On Track	The IndigiScapes website is planned for upgrade in collaboration with Council's Communication, Engagement & Tourism Group, and to be completed in 2016/17 financial year. This will enhance access to education opportunities for the community with enhanced linkages with RCC main website. Scoping of a Smart Living website in collaboration with CET and other Council's is currently occurring as a potential cost effective way of providing the community with access to current Green Living information and resources, eg Food Waste, Energy Efficiency, building design, gardening and composting.
Plan and deliver waste management services to meet current and future needs of the city.	2.3.1	Infrastructure & Operations	On Track	Regional collaboration continues with Brisbane City Council to identify future options for waste disposal beyond 2020 when the existing waste disposal agreement expires. Work continues on a new waste collection contract. The closed landfill program continues to identify and manage environmental risks.
Reduce the amount of waste going into landfill.	2.4.1	Infrastructure & Operations	On Track	January - March 2017 waste landfilled per capita was 275kg, compared against a year to date target of 279kg.
Develop and manage active and public transport assets and services.	2.5.1	Infrastructure & Operations	On Track	City Infrastructure is working closely with Project Delivery Group to ensure delivery of Minimum Boarding Point Upgrade and Bus Shelter Renewal programs for 2016/17
Plan and develop access on the bay islands and connections to the mainland.	2.5.2	Infrastructure & Operations	Monitor	City Infrastructure is working with Transport and Connectivity Program Manager to progress this project.

3. Embracing the bay

2020 Strategic Outcomes

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.

Significant Activity	Op Plan Ref	Key Accountable	Status	Comment
Partner with Healthy Waterways and SEQ Catchments to monitor and improve the values of the bay and enhance the communities experience of the bay.	3.1.1	Community & Customer Services	On Track	Ongoing activity. Water quality monitoring on Mainland and Island sites for the current cycle has been completed and data is being collated to produce the 2017 Annual Waterways Recovery Report - scheduled to be released in late October. As part of this program Council successfully captured ex Cyclone Debbie rainfall event sharing information with Healthy Land and Water. Interpretation Signage has been installed at the Hilliards Creek Fishway.
Partner with and support community organisations to build the capacity to deliver services and projects on the islands.	3.2.1	Community & Customer Services	On Track	Continued to provide support to organisations involved in the SMBI Outreach Hub. Work has commenced establishing a community resilience program on SMBI.
Develop a coastal adaptation strategic plan.	3.3.1	Infrastructure & Operations	On Track	Phase 1 - Current hazards is in draft form Community engagement of the coastal adaptation strategy commenced in April and will be rolled out across the city until mid-June (weather permitting). Phase 2 - Emerging risks is in procurement phase and the tender will be awarded in May 2017. Funding for phase 2 has been secured under the QCoast 2100 funding program (managed by LGAQ).
Build community resilience to ensure residents have capacity to prepare, respond and recover from severe weather events.	3.3.2	Organisational Services	On Track	In partnership with our Multi-agency Community Engagements Redland City is also providing programs to our residents for involvement in Disaster Management Chaplaincy Training and the Community Champions program. Both these programs engage local members to be nominated in the first instance by faith organisations for the Chaplaincy and community organisations for example Progress Association, Chamber of Commerce for the Community Champions. Training provided for these programs include Queensland Disaster Management Arrangements, Psychological First-Aid, Managing Spontaneous Volunteers, Managing Evacuation Centres and this includes but not limited to the opening of the centre, set-up, registration etc. These measures will provide residents with the capacity to be prepared, be able to respond with confidence knowing they have the skills and knowledge and this will assist with recovery following an event.
Manage Redland City Council's marine and canal infrastructure.	3.4.1	Infrastructure & Operations	On Track	All asset management planning, future planning and projects take into account Embracing the Bay vision as a key driver for these activities.
Manage risk hazards to the public.	3.4.2	Infrastructure & Operations	On Track	Foreshore aquatic hazard signage has been identified and will be renewed as part of the asset renewal program as required.
Establish the Redland Canoe and Kayak Trail.	3.4.3	Infrastructure & Operations	On Track	Budget to be expended by end of June 2017.

Progress development of Priority Development Area (PDA) activities that support equitable access.

3.5.1

Redlands Investment Corporation

Monitor

Walker Corporation Toondah Harbour Environmental Application is to be withdrawn and a new application submitted.

4. Quandamooka Country

2020 Strategic Outcomes

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.

Significant Activity	Op Plan Ref	Key Accountable	Status	Comment
Increase Redland City Council elected members and staff awareness of cultural heritage.	4.1.1	Organisational Services	On Track	<p>Senior Adviser Indigenous Partnerships provided advice and information to Councillors and staff to increase cultural awareness. The Redland City Council National Reconciliation Week and NAIDOC Steering Committee met regularly to develop activities to increase Councillor and staff awareness.</p> <p>There are no 2017 dates fixed for the Aboriginal Cultural Heritage training component, delivered by sole supplier QYAC.</p>
Embed Indigenous cultural awareness training at Redland City Council.	4.1.2	Human Resources	On Track	<p>Cultural Awareness training is now incorporated into Corporate Induction for new staff members. E-Learning options are currently being investigated.</p>
Develop a Cultural Heritage policy and guideline in line with the draft Cultural Heritage Management Plan from QYAC. This activity has been carried forward from 2014/15.	4.1.3	Organisational Services	Monitor	<p>An information session on the Aboriginal Cultural Heritage Act 2003 will be delivered for staff in May 2017 and to Councillors in June 2017.</p> <p>A resource is required to develop the Aboriginal Cultural Heritage policy, guideline, templates and uploading of the data contained within the Aboriginal Cultural Heritage Management Plans and surveys for North Stradbroke Island.</p>
Promote awareness and understanding of the local Aboriginal and Torres Strait Islander culture through events.	4.2.1	Organisational Services	On Track	<p>The National Reconciliation Week (NRW) / NAIDOC Steering Committee, led by the Group Manager of Communications, Engagement and Tourism, has planned four awareness sessions during NRW for staff and Councillors.</p> <p>An additional session is planned for Operational Leadership Group during the NRW to discuss whether Council should develop a Reconciliation Action Plan.</p>

Deliver programs, events, displays and exhibitions through Council's libraries, art galleries and performing arts centre to showcase Aboriginal history, art and culture and enhance community understanding of these aspects.	4.2.2	Community & Customer Services	On Track	<p>Libraries commenced planning for events to be held during National Reconciliation Week and NAIDOC week. Awaiting delivery of NAIDOC shirts designed by Shara, an Australian Aboriginal contemporary artist from Quandamooka Country. Work continues in the space of developing a continuing program of indigenous storytelling program partnering with QYAC and First 5 Forever.</p> <p>Redland Art Gallery's public art project exploring aboriginal history through cartographic records was installed at two sites as part of the second Quandamooka Festival. These were on display from September 2016 to March 2017.</p> <p>Lola Greeno's Cultural Jewels exhibition is on display from 26 March 2017. Lola Greeno is an internationally respected, Tasmanian Indigenous artist and her visual and textural works each uniquely championing the traditions and culture of the Indigenous women of Tasmania's Cape Barren and Flinders Islands.</p>
Partner with QYAC to plan and monitor commitments under the ILUA.	4.3.1	Organisational Services	Monitor	<p>The ILUA Capital Works Forum discussions recommenced in January with QYAC, under the leadership of Mr Peter Best, General Manager, Infrastructure and Operations. As agreed at a joint meeting in February, Council and QYAC will trial three meetings to streamline efficiencies.</p> <p>The first meeting occurred on 23rd March 2017. Many of the ILUA commitments were discussed and progress is being made on those commitments.</p> <p>The future dates for the Consultative Committee will need to be set once the Executive Leadership within Council is established.</p>
Plan and deliver commitments under the ILUA in partnership with QYAC.	4.3.2	Organisational Services	On Track	<p>Meeting dates for the various ILUA committees will be determined in the fourth quarter.</p>
Support the development of eco-cultural tourism.	4.4.1	Organisational Services	On Track	<p>Work continues with Redlands Tourism Subcommittee to identify and where possible, progress eco-tourism opportunities as identified through the Global Eco Tourism Asia Pacific Summit in November 2016. Identification of potential walking trails on Macleay Island and the mainland at Mount Cotton have been raised by Subcommittee members. A trail for North Stradbroke Island may eventuate through the State-funded North Stradbroke Island Economic Transition Strategy. Collaboration to establish the trails for promotion will continue between Council and the Redlands Tourism Subcommittee. Establishment of walking trails is complementary to the Enhancing the Visitor Experience program, outlined in the Redland City Tourism Strategy and Action Plan 2015-2020. Work has also begun on the 2017 Quandamooka Festival.</p>

5. Wise planning and design

2020 Strategic Outcomes

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

Significant Activity	Op Plan Ref	Key Accountable	Status	Comment
Finalise the Local Government Infrastructure Plan.	5.1.1	Community & Customer Services	On Track	Draft Local Government Infrastructure Plan (LGIP) amendment was submitted on 24 March 2017 to the Planning Minister for first State review and approval to publicly consult. The mandatory third party reviewer compliance check of the draft LGIP against Statutory Guideline 03/14 and Standard Planning Scheme Provisions indicated no corrective actions were required. It is therefore anticipated progress to the next milestone of public consultation in the following quarter will proceed in a timely fashion.
Service development demands.	5.1.2	Infrastructure & Operations	On Track	Council approval to send revised Netserv Planning to the Queensland Planning Minister gained on 22 March 2017.
Finalise the Redland City Plan.	5.1.3	Community & Customer Services	On Track	Submission review has been finalised with a resolution from Council to send an amended Redland City Plan to the Planning Minister seeking approval to adopt. The Planning Scheme Policies that support the Redland City Plan have been finalised. Council approval to go to Public Consultation.
Coordinate a Redlands master planning and place making program.	5.2.1	Community & Customer Services	On Track	Council installed deckchairs and coordinated a community yoga program in Bloomfield Street Park, Cleveland as activation initiatives. Planning is underway for a Cleveland 7 Day Makeover with Place Maker David Engwicht. A Cleveland CBD breakfast was held to seek trader engagement with a positive outcome from 60 traders who attended. Toondah Harbour Priority Development Area consultants are re-submitting the development project under the Environmental Protection and Biodiversity Conservation Act 1999.
Develop master plan for Redland Aquatic Redevelopment.	5.2.2	Infrastructure & Operations	Monitor	Project schedule delayed pending decision by SLSQ Board. Outlook positive for a successful resumption of program activities by end of April 2017.
Maintain effective systems and processes that underpin quality, timely decision making for development applications.	5.3.1	Community & Customer Services	On Track	Information Management collaborated with 14 Council's for Property and Rating update to assist with Council specific configuration. Updated Fees and Charges is almost complete ready for Group Manager approval. Internal procedural documents are being updated to match new legislation. Website review is complete and Communication, Engagement and Tourism has been engaged to assist with updates. Innovation funding has been released by the Department of Infrastructure Local Government and Planning and Redland City is expected to submit an application in quarter 4. Decision has been made to implement an e-lodgement portal in-house over several iterations to meet full functionality requirements, customer expectations and deliver cost savings and greater efficiency gains for Council. Implemented workflow to inherit Property and Rating meta-data is saving considerable time in application processing.

Advocate for key city building infrastructure including identifying funding paths for delivery.	5.4.1	Community & Customer Services	On Track	Consultants appointed by Metro South to undertake a Masterplan for the Redlands Health and Wellbeing Precinct. The project is a collaboration between Queensland Health, Mater and Council. Advocacy continues for regional infrastructure including transport and communications through SEQ Council of Mayors.
Plan and develop cross-boundary transport and infrastructure priorities.	5.4.2	Infrastructure & Operations	On Track	The Cross Boundary project is continuing. A Committee Meeting is set for late May 2017 to discuss project progress. Officers are seeking to integrate the Transport & Connectivity Program with the Cross Boundary project.

6. Supportive and vibrant economy

2020 Strategic Outcomes

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 (Minjerrabah).

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 Weinam Creek PDA with a focus on economic growth

Significant Activity	Op Plan Ref	Key Accountable	Status	Comment
Partner with external stakeholders to deliver key city building infrastructure to support Council's priorities.	6.1.1	Community & Customer Services	On Track	Council is collaborating with other agencies, including Regional Development Australia, Logan City and Griffith University on a grant application for Advance QLD Regional Innovation Fund. Work has begun on formulating an approach to the Federal Governments Smart Cities funding opportunities.
Develop tourism infrastructure.	6.1.2	Organisational Services	On Track	A briefing note is being prepared by Finance with input from the Marine Infrastructure Planning Unit and Communication, Engagement and Tourism Group outlining three recommendations, including funding requirements, on the way forward to upgrade jetty infrastructure for the Southern Moreton Bay Islands. Costs are based on the concept design phase. Concept designs were shared with key stakeholders including QYAC, SeaLink and community groups from the islands. Once the brief is finalised and feedback/approval received, public consultation will be planned and undertaken for the preliminary design stage.
Develop strategies and activities to support key events.	6.2.1	Organisational Services	On Track	Work has commenced to implement actions of the Redland City Events Strategy and Action Plan 2017-2022. Council support was provided to key events including Australia Day at Wellington Point, Gatorade Queensland Triathlon Series at Raby Bay, Redlands Rockabilly Revival at Cleveland, Optus Yestival at Point Lookout and Intrust Super Cup at Dunwich. The Intrust Super Cup Game was televised on Channel 9 with a 90-second promotional video about the Redlands and North Stradbroke Island included in the TV broadcast. To date, it is the highest rating Intrust Super Cup Game of the season, with 75,066 viewers.
Plan and coordinate Redland's participation in the Gold Coast Commonwealth Games legacy events.	6.2.2	Community & Customer Services	On Track	Monthly meetings of the RCC Commonwealth Games Coordination Committee continue to be held working with the Department of Tourism, Major Events, Small Business and the Commonwealth Games on the City's legacy program to encourage community participation and visitation to the Redlands pre, during and post Commonwealth Games. Planning for the Queens Baton Relay through Cleveland and related events is underway.
Support economic transition for North Stradbroke Island (NSI).	6.3.1	Community & Customer Services	On Track	Council continues to work with the Department of State Development to support the economic transition of North Stradbroke Island.
Develop strategic opportunities for Redland City Council land holdings.	6.4.1	Redlands Investment Corporation	On Track	The Oakland's Street development commences April 2017. Other sites are currently under investigation.

Develop action plans for key industry sectors.	6.5.1	Community & Customer Services	On Track	Consultants engaged to prepare Action Plans for Healthcare and Social Assistance and Education and Training Industry sectors. Workshops are scheduled for April/May with the Economic Development Advisory Board and Councillors to discuss draft Action Plans.
Facilitate process with Economic Development Queensland.	6.6.1	Redlands Investment Corporation	Monitor	Walker Corporation Toondah Harbour Environmental Application is to be withdrawn and a new application submitted. Weinam Creek revised Master Plan is currently being reviewed to be presented to Council.

7. Strong and connected communities

2020 Strategic Outcomes

7.1 Festivals, events 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 shared 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

Significant Activity	Op Plan Ref	Key Accountable	Status	Comment
Design and deliver an annual calendar with a range of festivals, events and activities across the city.	7.1.1	Community & Customer Services	On Track	<p>The 2017 Creative Arts Redland program was launched and includes major partnerships across a number of festivals and events in the city. Venues will include both the Redland Performing Arts Centre and the Redland Art Gallery and other city community venues and locations.</p> <p>Program includes two new boutique festivals at Redland Performing arts Centre in the CBD:</p> <ul style="list-style-type: none"> - Nandeebie Screen is a film festival weekend of indigenous produced films from around the world. -The Cleveland Contemporary Music event is three weekends of high quality music in the RPAC Concert Hall. <p>Through Regional Arts Development funding grants, Creative Arts is assisting and supporting community arts events and projects across cultural groups and diverse communities in the city.</p>
Develop a public art strategy for Council that maximises community benefits from grant funding and ensures a vibrant public art program across the city.	7.1.2	Community & Customer Services	On Track	<p>Public Art projects are now active in Cleveland, Dunwich, Wellington Point, SMI and Stradbroke Island.</p> <p>We are currently in the final stages of finalising the draft revised Public Art Policy and new Public Art five year Implementation Plan.</p>
Plan for effective sport and recreation areas.	7.2.1	Infrastructure & Operations	On Track	<p>Sport Land Demand Study completed, Officers now investigating recommendations that have come out of this report including the acquisition on new land for sport and recreation purposes.</p>
Develop master plan for Cleveland skate park renewal.	7.2.2	Infrastructure & Operations	On Track	<p>The project schedule is on track with community consultation complete. Consultants are on track to deliver concept plan and balance of project documentation this financial year.</p>
Undertake planning to align library services to changing customer needs.	7.2.3	Community & Customer Services	On Track	<p>The Library Services Unit is reviewing the Library Policy and preparing a new library strategy to outline the plan for the next five years, to respond to trends and meet customer needs. We are currently finalising a draft strategy that has been developed and internal consultation is underway.</p>
Conduct planning for the Surf Lifesaving Qld Operations Hub and joint SES Emergency Response Centre for Point Lookout, including Native Title and design relating to the establishment of a greenfield site on East Coast Rd. Carried forward from 2015/16.	7.2.4	Infrastructure & Operations	Monitor	<p>Working with stakeholders on feasibility and identifying specific sites.</p>

Partner with community organisations and the private sector to deliver social infrastructure supporting community needs.	7.3.1	Community & Customer Services	On Track	Construction of the Horizon Foundation Disability Centre on Runnymede Road, Capalaba was completed in February 2017. Work is continuing to establish a Cleveland Community Hub with alternative site options analysis being undertaken.
Provide opportunities for volunteers to participate in a range of existing Council projects and activities.	7.4.1	Community & Customer Services	On Track	IndigiScapes Centre's nursery, cafe, after hours Wildlife Ambulance, wildlife volunteer network phone service, and Bushcare is providing opportunities for volunteer workers. Two University of Queensland work experience students are currently working within the Environment and Education Unit of Council.
Promotion and delivery of multi-agency education programs.	7.5.1	Organisational Services	On Track	<p>The following Community Engagements have been attended with a multi-agency approach. Agencies involved include Queensland Fire and Emergency Services (QFES), Rural Fire, State Emergency Services (SES), Queensland Ambulance Services (QFS) and Disaster Planning & Operations (DPO).</p> <p>Focus on Disaster Management Plans, the Disaster Management website and information the plans contain.</p> <p>Community Engagements attended:</p> <ul style="list-style-type: none"> 21 January - Coochiemudlo Island Recreation Club Open Day 28 January - Bunnings - Victoria Point and Capalaba 11 February - Street Speaks - Russell Island SUPA IGA; 25 February - Street Speaks – Macleay Island SPAR 11 March - Street Speaks at Lamb Island Convenience Store and Redlands Centre for Women International Women's High Tea 25 March - Street Speaks at Karragarra Island Jetty and Progress Association Meeting on Macleay Island

8. Inclusive and ethical governance

2020 Strategic Outcomes

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 enhance 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

Significant Activity	Op Plan Ref	Key Accountable	Status	Comment
Implement Council's Information Management Strategy and Plans.	8.1.1	Organisational Services	On Track	<p>Progress: As-is private certification process mapping is close to complete Final verification with the City Planning and Assessment team on as-is process mapping will occur 21 April 2017.</p> <p>Operational Risks / Issues: The private certification business practice is in a dynamic state of change which complicates the mapping as the defined series of tasks are either removed/alterd or carried out by another stakeholder on a weekly bases.</p> <p>Summary: Project is on track but there is a risk of business analyst resources being re-prioritized onto the Asset Management and Enterprise Content Management projects.</p>
Improve Council's e-service capability.	8.1.2	Organisational Services	On Track	A supplier has been selected and approved to manage the bin day data on the Council website. When launched, this functionality will enable residents to find out their waste, recycling and green bin days online.
Optimise Redland City Council's asset management capability.	8.2.1	Financial Services	On Track	At the General Meeting of Council on 22 March 2017, Councillors voted unanimously to formally adopt the Asset Management Project Plan and also mandated the development of an Asset Management Governance Model. The Project has produced and distributed six work packages and is monitoring these deliverables to completion. The Project Steering Committee continues to monitor the performance of the project with support from specialist sub-groups such as the Risk Management Group and Project Advisory Group. Specialist consultants have been engaged to provide guidance and direction with the alignment of council's processes to the international standard for asset management.
Improve Council's asset management governance.	8.2.2	Infrastructure & Operations	On Track	Project deliverability is being reviewed with delivery plans being developed for assigned 2017/18 projects.
Report and align Council activities to implement the Corporate Plan 2020 Outcomes.	8.3.1	Organisational Services	On Track	Completed development and implementation of the new Operational Plan reporting system using Business Intelligence. The system enables responsible officers to report on the progress of significant activities and shows clear line of sight to strategic outcomes articulated in the Corporate Plan. Commenced development of draft Operational Plan 2017/18. Developed business case for Corporate Planning and Transformation Program and commenced internal consultation with key stakeholders.

Align staff capability and performance to deliver the Corporate Plan 2020 Outcomes.	8.3.2	Human Resources	On Track	The MyGoals framework review with the cross-council working group members focused on making minor changes to the 2017 MyGoals form in line with Aurion v11 update. Future discussion will focus on MyGoals 'to be' framework. The People Strategy 2017-2020 (delivering outcome 8 of Corporate Plan) was released to all staff on the 3 April 2017. First year action plan has been combined with Plan on a Page tool and process. Implementation of key Human Resources priorities has commenced.
Implement a continuous improvement framework.	8.4.1	Organisational Services	On Track	LEAN Practitioners (eight modules over eight weeks) will commence in September 2017. This course targets potential Lean Champions across Council and will support cross-functional improvement projects. LEAN Learners course has been redesigned to align with major projects. Portfolio Management Office commenced implementation of the Project/ Program highlight reporting from business areas through the P3 Project/ Program portal. Development and testing of an enterprise portfolio report using the Business Intelligence Tool has commenced. An interim portfolio report to start to provide visibility of enterprise project portfolio performance.
Embed change management capability within continual improvement programs.	8.4.2	Human Resources	On Track	The ADKAR toolkit is being used as a change resource. The Change Management team are partnering and collaborating with Project Managers and Change Managers to provide a tailored service for individual needs. Further resources being developed in response to emerging needs.
Align the organisational structure to meet with changing operational requirements.	8.4.3	Human Resources	On Track	Commenced Workforce Planning in Human Resources Group with briefing to whole of Human Resources, introductory session for Service Managers and Head of Human Resources, stakeholder interviews and first workshop to discuss 'picture of success'. The Human Resources Organisational Development team has been involved to build their workforce planning capabilities. Met with the General Manager Infrastructure & Operations to confirm the focus for their workforce planning is on assisting the Water and Waste Groups to implement their actions from the workforce planning activity they undertook in late 2016.
Drive innovation and improvement through capable leadership.	8.4.4	Human Resources	On Track	Professional Development Day for Connected Leaders held on 16 February 2017. Six project teams established around six topics identified by Executive Leadership Team and Senior Management Team as priorities for Council. Presentations on the six topics will be held at the June Operational Leadership Group Forum. Enabling Leaders Program was held on 2 & 3 March 2017. Deliver Business Results : Building Business and Commercial Acumen. Both programs promoted thinking creatively to transform the way we undertake current business processes.
Improve organisational performance through employee feedback.	8.4.5	Human Resources	On Track	An external consultant is continuing to work across the outdoor leadership group assisting in embedding actions and desired culture from Infrastructure & Operations department focus groups. This work will extend to December 2017. Human Resources undertook work with focus groups in March 2017 to build insight into the culture of the Human Resources team and take action on key themes. Program of Human Resources team development to rollout over next six months. Next MySay survey methodology and date is to be determined when the new Chief Executive Officer is appointed.
Deliver a healthy and safe Redland City Council environment.	8.4.6	Human Resources	On Track	The Safety Management Plan continues to be rolled out to Council. The Safety and Wellbeing Unit continues to business partner with with all Department, Groups and Units in Council. The wellbeing of our workers continues to be a primary focus of a number of action plans being rolled out by the Safety & Wellbeing Unit. All Hazards and Investigations are fully unpacked to understand the 'WHY' of the matter.

Review Council's community engagement model and framework.

8.5.1

Organisational Services


On Track

Consultation with Councillors on new options for community engagement (including online standing community panels, sector boards, citizen advisory boards, and citizen juries) is underway.
Council's Community Engagement Policy has been revised (review date 31 December 2019), and the Community Engagement Strategy 2017-2020 is being drafted.

**11.2.2 AMENDMENT TO REDLAND CITY COUNCIL MEETING SCHEDULE 2017 –
SPECIAL BUDGET MEETING**

Objective Reference: A124442
Reports and Attachments (Archives)

Attachment: [Meeting Schedule January-December 2017
\(Amended\)](#)

Authorising Officer: 
John Oberhardt
General Manager Organisational Services

Responsible Officer: Paul Holtom
Group Manager Corporate Services

Report Author: Elizabeth Striplin
Corporate Meetings & Registers Team
Coordinator

PURPOSE

The purpose of this report is for Council to adopt an amendment to the Council Meeting Calendar for 2017.

BACKGROUND

The decision making process conducted through local government meetings is an important role of local governments and their elected representatives. As such, the *Local Government Act 2009* and the *Local Government Regulation 2012* and the Council Meeting Standing Orders Policy (POL-3127), contain provisions in this matter. These provisions place often detailed requirements on both local governments and elected representatives on how these meetings are to be conducted.

ISSUES

The schedule of meeting dates for 2017 was adopted by Council at General Meeting of Council 12 October 2016. At the time, two dates were proposed for the Special Budget Meeting (22 June 2017 and 13 July 2017). After further consultation and careful consideration with key officers in Financial Services, it has been requested that the Special Budget Meeting date be reset to 26 June 2017.

STRATEGIC IMPLICATIONS**Legislative Requirements**

The recommendations of this report are in accordance with the legislative requirements relating to the conduct of Council Meetings.

Risk Management

There are no significant risk management issues associated with this report.

Financial

There are no specific financial implications associated with this report.

People

Adopting Council's meeting calendar allows Council's Elected Representatives and those officers involved in Council Meetings to effectively plan for their 2017 Council meeting commitments.

Environmental

There are no specific environmental implications associated with this report.

Social

Early adoption of Council's Meeting Schedule provides benefit to members of the community wishing to attend Council Meetings.

Alignment with Council's Policy and Plans

This report aligns with Council's policies and plans and contributes to Inclusive and Ethical Governance.

CONSULTATION

Consultation has occurred with the Executive Leadership Team, Corporate Meetings and Registers Team and Financial Services.

OPTIONS

1. That Council resolves to adopt the amendment to the attached 2017 meeting calendar, resetting the date of the Special Budget Meeting to 26 June 2017.
2. That Council resolves to not adopt the amendment to the attached 2017 meeting calendar

OFFICER'S RECOMMENDATION

That Council resolves to adopt the amendment to the attached 2017 meeting calendar, resetting the date of the Special Budget Meeting to 26 June 2017.

REDLAND CITY COUNCIL
MEETING SCHEDULE: JANUARY – DECEMBER 2017

JANUARY 2017		
25	Wednesday 9.30am	General Meeting
FEBRUARY 2017		
8	Wednesday 9.30am	General Meeting
22	Wednesday 9.30am	General Meeting
MARCH 2017		
8	Wednesday 9.30am	General Meeting
22	Wednesday 9.30am	General Meeting
APRIL 2017		
19	Wednesday 9.30am	General Meeting
MAY 2017		
10	Wednesday 9.30am	General Meeting
24	Wednesday 9.30am	General Meeting
JUNE 2017		
7	Wednesday 9.30am	General Meeting
21	Wednesday 9.30am	General Meeting
26	Monday 9.30am	Special Meeting – Adoption of 2017/18 Budget
JULY 2017		
12	Wednesday 9.30am	General Meeting
26	Wednesday 9.30am	General Meeting
AUGUST 2017		
9	Wednesday 9.30am	General Meeting
23	Wednesday 9.30am	General Meeting
SEPTEMBER 2017		
6	Wednesday 9.30am	General Meeting
OCTOBER 2017		
4	Wednesday 9.30am	General Meeting
18	Wednesday 9.30am	General Meeting
NOVEMBER 2017		
8	Wednesday 9.30am	General Meeting
22	Wednesday 9.30am	General Meeting
DECEMBER 2017		
13	Wednesday 9.30am	General Meeting

11.2.3 ADOPTION OF POLICY POL-1000 PROVISION OF LEGAL ASSISTANCE FOR EMPLOYEES AND COUNCILLORS

Objective Reference: A124442
Reports and Attachments (Archives)

Attachment: [POL-1000 Provision of Legal Assistance for Employees and Councillors](#)

Authorising/Responsible officer:



John Oberhardt
General Manager Organisational Services

Report Author:

Claire Lovejoy
Acting General Counsel

PURPOSE

This report to Council is seeking the endorsement of the attached Policy, Legal Assistance for Council and Employees, which sets out the process whereby the CEO (or in the case where the CEO is requesting the assistance for themselves, the Mayor) may approve the funding of legal action on behalf of employees or Councillors. The Policy is designed to ensure that Council processes are transparent and accountable, and that any decision and assistance provided is reported on.

BACKGROUND

The reason for the development of the Policy originates from an Ombudsman Report which recommended that Council adopt a Policy to properly provide for processes in this type of situation. In the response to the Ombudsman dated 6 February 2017, the former CEO agreed with this recommendation. The attached Policy, if adopted, would close out all of the recommendations of the Ombudsman that were agreed to by the former CEO following on from the report.

ISSUES

The Ombudsman report questioned Council in relation to the process to be followed in the circumstances where an employee or a Councillor may ask that Council to assist with funding of legal action that has arisen during the course of their employment. The attached Policy clearly sets out the processes that must be followed in any future request by an employee or Councillor for funding of legal action occurring out of the course of their employment or role as a Councillor.

The Policy also clearly sets out the circumstances where a request will not be approved, such as when the employee or Councillor has acted unreasonably or contrary to the Code of Conduct.

In circumstances where the funding is found to have not complied with the requirements of the Policy, there is provision for Council to require the individual to repay the money.

In summary, the Policy states:

- An application form must be filled out by the employee or Councillor requiring the assistance;
- The application must be assessed having regard to:
 - the relevance of the request,
 - whether the request was made in good faith,
 - the requisite nexus to the role at Council of the person requesting the assistance, and
 - ensuring that the request is not personal in nature.

It is considered that the Policy contains robust processes for funding the legal costs of action for employees and Councillors that would only be approved in very limited circumstances. Any approved expenditure would be reported on through the audit process.

Finalising the Response to the Ombudsman Report

In the response to the Ombudsman Report dated 6 February 2017, the former CEO agreed to two of the four recommendations. The first recommendation agreed to was to write to Complainant B to explain why the CEO had referred her action to her employer. This letter was sent to Complainant B on 1 March 2017.

The second recommendation agreed to was in relation to adopting a Policy to clearly outline the process to be followed in future similar situations as occurred in 2015.

With the adoption of this Policy, Council can consider all matters regarding this Ombudsman Report finalised as it has actioned all of the relevant recommendations.

Petition to Council tabled 19 April 2017

In finalising Council's response to the Ombudsman Report, it is recommended that the CEO write to the petition co-ordinator to advise that the response has now been finalised as agreed with the Ombudsman.

STRATEGIC IMPLICATIONS

Legislative Requirements

Non-compliance with the recommendations of the Ombudsman Report doesn't have any legislative impacts however the Ombudsman can table his report in parliament. The Ombudsman has not indicated that he will take this action however, and it is expected that if Council adopts the Policy the matter will be finalised.

Risk Management

Nil

Financial

There are no financial implications for this; if an application is approved under the Policy the funds would come out of the Legal Services budget.

People

It is considered that the Policy might provide a level of comfort to staff and Councillors should they find themselves in a situation where they require assistance.

Environmental

Nil.

Social

Nil.

Alignment with Council's Policy and Plans

It is noted that the Policy specifically refers to the Code of Conduct and compliance with that Code would be essential for any approval under the proposed Policy.

CONSULTATION

The matter has been discussed within the Executive Leadership Team.

OPTIONS

1. That Council resolves to adopt the attached Policy, POL-1000 'Legal Assistance for Council and Employees';
2. That Council not adopt the Policy.

OFFICER'S RECOMMENDATION

That Council resolves to adopt POL-1000 'Legal Assistance for Council and Employees' as attached.

Legal Assistance for Councillors and Employees

Version Information

Policy Objective

This policy objective is to ensure that clear processes and requirements are in place in the event that Councillors or Employees require legal assistance from Council as a result of their role or function at Council.

This policy is to be read in conjunction with the current POL-3076 (Expenses Reimbursement and Provision of Facilities for Councillors) as it also deals with the costs incurred by councillors as well as employees for discharging their duties and responsibilities.

Specifically, this policy will address and establish a transparent and accountable process for providing legal assistance and associated costs for councillors and employees when as a result of their roles, functions and duties at Council may require legal representation.

This policy is also to ensure that the community maintains confidence that public funds are being expended in an appropriate way.

This policy is designed to ensure compliance with the Council's obligation under the *Local Government Act 2009* (Qld) as well as the *Local Government Regulation 2012* (Qld).

Definitions

- **Council:** Redland City Council.
- **Employee or councillor:** Is an employee of the Council or a current or former councillor or non-elected member of a council committee.
- **Legal proceedings:** May refer to a civil action, criminal action or investigation such as an inquiry or statutory administration or regulatory investigation.
- **Legal representation costs:** All costs including professional fees and disbursements that are reasonable, and incurred in providing legal representation that was approved under this policy.
- **Local government administrator:** Includes a councillor, the chief executive officer, an authorised person, another local government employee or an interim administrator.

Overview

The Council recognise that employees and councillors, as a result of their roles, functions and duties at Council may at times require legal representation. Where there is a relevant nexus between their role at Council and a legal proceeding against them, in some instances it may be appropriate to provide financial assistance to meet the cost in obtaining legal representation.

An example is where an employee or councillor is personally threatened with a legal action by an aggrieved party that believes the employee or councillor will not, or has not, carried out their legislative or administrative role, functions or responsibilities in a correct and appropriate manner.

Section 235 of the *Local Government Act 2009* (Qld) ("**LGA**") provides that a local government administrator is not civilly liable for an act done under the LGA or the *Local Government Electoral Act 2011* (Qld) ("**LGEA**"), or an omission made under the LGA or LGEA, honestly and without negligence. Instead, such a liability will attach to the Council.

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The liability for actions performed in good faith by a council representative whilst performing their duties of their role therefore lies with the local government. As a result Council has adopted this policy to explain when the Council will fund or partly fund the cost of providing the appropriate legal representation to employees and councillors.

This policy sets out the process which must be followed in dealing with requests for Council to contribute towards costs regarding legal representation that are received from either employees or councillors.

Roles & Responsibilities

Mayor

In the instance the CEO is the applicant for legal representation, the Mayor is to receive, assess and decide the request for legal assistance. The Mayor is then to make any other related decisions on behalf of the Council under this policy.

Chief Executive Officer ("CEO")

The CEO is to receive, assess and decide any requests for legal assistance from an employee or councillor. The CEO is to also make any other relevant decisions on behalf of Council regarding this policy.

Delegation of Roles and Responsibilities

The CEO or Mayor may delegate its roles and responsibilities to a representative employee of Council to assess an application made under this policy.

The CEO and the Mayor have the requisite delegation by the Council to incur the relevant liabilities and to approve the associated expenditure on behalf of the Council in accordance with this policy.

Assessment Criteria

In assessing an application for legal representation the assessor must consider all four of the below criteria equally in coming to a decision.

This criterion is:

- Relevance

The legal representation costs must relate to the legal matter which arises from the performance, by either the councillor or employee, acting in his or her council role, functions and duties.

- Made in good faith

The relevant actions of the employee or councillor must have been made in good faith.

- Requisite nexus to role at Council

The legal costs are associated with the threatened or commenced legal proceedings against an employee or councillor in their personally capacity, or, in exceptional circumstances, may be associated with legal proceedings which are proactively commenced to properly protect the interests of a councillor, employee or the reputation of the Council.

- Not personal in nature

The legal representation costs must not relate to a matter that is purely of an individual or private nature. The cost must arise from the performance by the employee or councillor of their Council functions and duties.

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Examples of costs that may be approved

If the four criterion above has been satisfied, the CEO or the Mayor in their respective roles may approve the payment of legal representation costs. Examples could include:

- Where a council employee or councillor is threatened by legal proceedings personally and the claim in the legal proceedings has the requisite nexus to their functions and duties performed in their Council role. An example of this is an action against a Council employee or councillor for defamation, a claim in damages or compensation, and the proceedings arise from a decision made or action taken by the employee or councillor in the discharge of their Council role, functions or duties.
- Reasonable legal representation costs that may lead to legal proceedings to protect an employee or councillor in a personal or physical sense in order to allow them to carry out their Council functions or duties safely. An example of this is an employee or councillor obtaining a restraining order against a person who makes continual personal threats against that person in their capacity as a Council employee or councillor.
- Reasonable legal representation costs for an employee or councillor who is subjected to a statutory or administrative investigation by a regulatory authority when acting in their Council role.

Only in exceptional circumstances will the Council consider the payment of legal representation costs for an employee or councillor to commence or consider commencing legal proceedings regarding actions in defamation or other personal proceedings against a person that pursues damages or compensation. Consideration of such circumstances will be given to the extent, frequency and impact of the actions that give rise to the request.

Only in exceptional circumstances will the Council consider the payment of legal representation costs for a councillor that arise from, or are associated with, election issues or conduct associated with an election campaign, as Council acknowledges the implied right to political communication as recognised in Australia.

Notably, the Council will not approve the payment of legal costs for an employee or Councillor to commence or consider commencing proceedings against the lawful act of another Council employee or councillor.

Application Process

An employee or councillor who requires assistance with the costs associated with legal representation under this policy must make an application in writing using the template set out in Schedule 1. This application must be addressed to the CEO of the Council. In the instance the applicant is the CEO the application must be addressed to the Mayor of the Council.

The following details should be provided:

1. The facts surrounding the matter for which legal representation is sought;
2. How that matter has the requisite nexus to the Council role, functions and duties of the employee or councillor making the application;
3. The nature of the representation that is likely to be required (e.g. written advice, legal representation in Court, preparing and lodging legal proceedings);
4. An estimation as to the relevant legal costs; and
5. Reasons as to why the Council should provide the relevant assistance.

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NOTE: Such an application must be made before the incurring of any legal costs to which the application relates. The applicant must declare that they have acted in good faith.

The applicant must also sign and date a written statement with the following;

- I understand the terms of POL-1000
- I acknowledge that any approval of the legal representation costs is conditional upon the repayment provisions set out in Repayment of Legal Costs section (Page 7) as well as any further conditions agreed upon between both parties.
- I undertake to repay the legal representation costs to Council in accordance with Repayment of Legal Costs section (Page 7).

Notably the applicant may also be required to sign a more formalised contractual document regarding the repayment of monies to the Council in return for the provision of assistance under the terms of this policy.

Any application made under this policy will be kept confidential and in alignment with the relevant privacy provisions of the LGA as well as the LGR.

Limitations

The CEO or the Mayor of the Council may in approving an application under this policy set a maximum limit on the legal costs that will be paid.

An employee or councillor may make a further or subsequent application to the Council under this policy in respect of the same proceeding.

Possible Outcomes

The CEO or the Mayor of the Council can refuse, grant or grant subject to conditions, an application for the payment of legal representation costs made under this policy.

In coming to their respective decision regarding an application under this policy, the CEO or the Mayor of the Council, may consult Council's internal legal team or other Council employees to provide relevant assistance, advice or representation.

When a decision is made regarding the application, the decision can be subject to clauses such as a financial limit, requirement to enter into a formal agreement (e.g. security relating to the repayment) as well as the requirement for the repayment of the legal representation costs paid for by Council under this policy.

The CEO or the Mayor of the Council may have regard to any insurance benefits that may be available to the applicant under the Council's insurance policies or other similar arrangement.

If at any point (before or after the application has been approved) the CEO or the Mayor of the Council identify through a finding of a Court, tribunal inquiry, regulatory investigation or other similar independent body, the employee or councillor whose application for legal representation costs has been approved:

- Did not act in good faith; or
- Provided false or misleading information regarding their application for assistance under this policy, the legal representation costs paid by the Council are to be repaid by the employee or councillor in accordance with the Repayment of Legal Costs section (Page 7).

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Reporting

Any approved expenses incurred under this policy will be reported through the audit process; however the name of the employee or Councillor may be redacted for privacy reasons.

Repayment of Legal Costs

An employee or councillor whose legal representation costs have been paid by the Council is to repay the Council either;

- a. All or part of the legal costs, as determined by the assessor of the application.
- b. If monies are awarded in the form of costs orders, damages or any settlement relating to the matter for which Council originally paid legal representation costs, the employee or councillor is to repay such sum to the Council up to the amount of legal representation costs that were incurred by the Council under this policy

The Council may take the required action to recover any monies due and owing to it by an employee or councillor under this policy.

Related Policies/Legislation/Documents

- *Local Government Act 2009* (Qld);
- *Local Government Regulation 2012* (Qld);
- POL-3076 Expenses Reimbursement and Provision of Facilities for Councillors;
- POL-0248 Code of Conduct for Councillors; and
- POL-0716 Employee Code of Conduct

Version Information

Version number	Date	Key Changes
1	June 2017	New policy

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SCHEDULE 1

1. APPLICANT

Name of Employee or Councillor: _____

Current Position: _____

Current Department or Entity: _____

Position & Department at the time of the incident: _____

Personal Address: _____

Personal Telephone: _____

Fax (if applicable): _____

Email: _____

Include brief details of assigned duties and functions in the role:

Include details of legal representatives (if applicable):

2. DECISION MAKER

Position: _____

Department or entity: _____

Address: _____

See next page →

3. DETAILS OF MATTER

I am applying for Legal Assistance in relation to the following matter/s:

Details of Civil Proceeding:

Date served: _____

4. UNDERTAKINGS BY EMPLOYEE OR COUNCILLOR

I have diligently and conscientiously endeavoured to carry out my council functions and duties in good faith.

I have not been convicted of a criminal offence nor had a finding of official misconduct against me in relation to this matter.

I am not aware of any criminal, official misconduct or disciplinary proceedings being brought against me in relation to this matter.

I have attached a statement in support of my application setting out all relevant facts and demonstrating that my conduct as a councillor/employee meets the requirement of this policy.

I have attached a copy of any relevant documents (e.g. claim, application, subpoena, notice or other legal documentation).

I agree to provide any further information requested by the decision maker and to keep the decision maker informed of any change in circumstances which may affect my application.

I agree that any grant of legal assistance that I receive under this policy will be subject to any terms and conditions placed on the grant by the relevant decision maker as well as the terms and conditions of the Policy on the Provision of Legal Assistance for Councillors and Employees.


Signature of councillor/employee _____ Date: _____

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11.2.4 ASIA PACIFIC CITIES FORUM AND INTERNATIONAL BUSINESS MISSIONS

Objective Reference:	A2329871 Reports and Attachments (Archives)
Attachment:	<u>POL-3076 Expenses Reimbursement and Provision of Facilities for Councillors</u>
Authorising/Responsible Officer:	 John Oberhardt General Manager Organisational Services
Report Authors:	Kim Kerwin Group Manager Economic Sustainability and Major Projects Paul Holtom Group Manager Corporate Services

PURPOSE

The purpose of this report is to seek Council approval for the Mayor to:

- Attend the 2017 Asia Pacific Cities Summit (APCS) and Mayors' Forum in Daejeon, South Korea, from 10 - 13 September 2017.
- Participate in the Pre APCS Business Mission in Seoul, from 6-10 September 2017.
- Participate in the Post APCS Lord Mayoral Mission to China in conjunction with the Asia Pacific Cities Summit from 13-19 September 2017.
- Visit Redland City's Sister City, Qinhuangdao, China and Friendship Cities in the East Asia region including Wuchuan City, China and Kani City, Japan participating in formal International Relations delegations.
- Attend the Council of Mayors (SEQ) International Business Mission to Singapore, from 2-7 July 2017.
- And to note amendments to the Expenses Reimbursement and Provision of Facilities for Councillors Policy to recognize an approval mechanism for Councillors to attend Council of Mayors South East Queensland (COMSEQ), Local Government Association of Queensland (LGAQ) international study tours, and conferences, to take advantage of the significant member benefits available for attending these type of events as well as visits to cities with established international relationships.

BACKGROUND

The 2017 Asia Pacific Cities Summit (APCS) and Mayors' Forum will be held in Daejeon, South Korea, from 10 - 13 September 2017. The APCS is a biennial event with the objective of promoting growth in the Asia Pacific region and beyond. It is a platform for attendees to communicate and exchange their viewpoints and knowledge regarding business growth, investment and economic outcomes.

The Summit has become a medium for global businesses to enter the growing Asia Pacific markets.

Since the Summit's inception in 1996 by Brisbane City Council, the Asia Pacific Cities Summit has been recognised as one of the premier forums for fast-tracking international city networks and new business relationships, with 135 cities represented at the 2015 Summit in Brisbane. The Conference program, Shaping the Future of the Asia Pacific, takes up the themes:

- a. Innovating Cities through Science and Technology
- b. Revitalising Cities through Vibrant Business Activities
- c. Achieving Sustainable City Solutions; and
- d. Recreating Cities through Art and Culture

The summit program also includes a special session at which SEQ Mayors will participate in a panel to make presentations on South East Queensland investment and trade opportunities.

A feature of the Summit is the Mayor's Forum which provides a private and exclusive opportunity for the heads of local government to share knowledge, develop solutions for issues regarding city governance and promote the growth and prosperity of cities across the Asia Pacific region. The program includes a Sister Cities' Reception which will provide the opportunity to meet with Redland City's South Korean Sister City, Yongin.

The Council of Mayor's South East Queensland (COMSEQ) is coordinating travel arrangements and will organise and cover most travel and accommodation costs associated with the Mayor's attendance at both the APCS and the Pre APCS Business Mission in Seoul, including registration.

COMSEQ has put together the business mission as an opportunity to leverage APCS participation with a focus on SEQ trade and investment opportunities in the following areas: niche food and beverage; health and wellbeing; innovation (smart cities); civil infrastructure; commercial real estate; education; and R&D engagement.

Lord Mayoral Mission

Following the Summit, the Lord Mayor of Brisbane Graham Quirk is leading a China Business Mission to Daejeon, Beijing, Chongqing, Chengdu and Shenzhen from 13-19 September to support South East Queensland companies conducting business in these regions. The purpose of the mission is to explore and generate business opportunities and seek investment for the South East Queensland region in these key growth markets.

International Relations Delegations

Redland City Council resolved on 27 May 2009 to establish a Sister City agreement with Qinhuangdao, China and to continue to develop the friendly relationship with Yongin, South Korea. Council has since established Friendship City agreements with Wuchuan City in China and Kani City in Japan, based on mutual trade and cultural exchange opportunities, and has participated in the latter's annual Kani Business Fair for the last three years, showcasing and growing export markets for Redland businesses. More recently, Council has been approached to establish a Friendship City arrangement with Taitung Province in Taiwan.

Under Council's International Policy Guidelines, it is anticipated the Mayor will attend the APCS and conduct international relations delegations to further develop and maintain relations with established Sister and Friendship Cities. The itinerary for this component of the Business Mission is being finalised.

Singapore Business Mission

The Council of Mayors South East Queensland is organising a Business Mission to Singapore from 2-7 July 2017 which includes meetings with Singtel Optus, Snowy Mountain Engineering Company (SMEC), and the Australian High Commission. The itinerary includes touring Smart City Centres and Facilities with Singtel Optus, meetings on transport and infrastructure funding and operation, and trade and investment meetings arranged by Austrade with business investors.

International trade missions

All international travel for Councillors requires the approval of Council under the Expenses Reimbursement and Provision of Facilities for Councillors Policy. Attachment A of the Policy recognizes core and industry specific training requirements which usually require attendance by one or more Councillors, outside Councillors' discretionary training budget and includes training opportunities delivered by professional bodies and industry associations such as the Local Government Association of Queensland and attendance at Association conferences and events. The intention is for these lists to also include Council of Mayors SEQ study tours and trade missions, LGAQ study tours and trade missions and Friendship/Sister City Delegation visits as well as including the biennial Asia Pacific Cities Summit.

STRATEGIC IMPLICATIONS

Legislative Requirements

There are no legislative requirements associated with this report.

Risk Management

Opportunities

- a. Promoting economic, social, cultural and educational outcomes through targeted trade and investment opportunities
- b. Establishing business contacts and establishing gateways for Redland businesses into new markets
- c. Enhancing the international reputation of Redland City and the South East Queensland region and individual firms
- d. Increasing tourism
- e. Facilitating knowledge and technology sharing including shared solutions for sustainable living in the region's cities
- f. Create deepened dialogue, shared learning, strategic partnerships and economic opportunities in partnership with business to strengthen prosperity

Risks

- a. Failure to attend the APCS and participate in the planned Business Missions could result in lost trade and investment opportunities for Redland City
- b. Failure to conduct International Relations Delegations to Redland City's Sister and Friendship Cities while in the region could be perceived as an insult and diminish the value of the relationship to the detriment of economic and social outcomes.

Financial

The cost of the Mayor's attendance at the APCS, the Pre APCS Business Mission, and the Singapore International Business Mission will be largely borne by COMSEQ, including travel, accommodation and registration. Additional costs including costs associated with participation in the Lord Mayor's China Business Mission, and visits to Redland City's Sister and Friendship Cities will be in accordance with Council Policy POL-3076 Expenses Reimbursement and Provision of Facilities for Councillors, and funded from the Mayor's 2017/18 budget.

The Mayor's participation in the APCS and the forthcoming International Business Forums and Delegations can identify and promote business and investment opportunities which deliver economic outcomes for Redland City.

People

Attendance at the APCS and participation in the forthcoming International Business Forums and Delegations is part of the role of the Mayor to represent Redland residents and businesses and promote the City as a place to live and invest.

Environmental

The Mayor's participation in the APCS and the forthcoming International Business Forums and Delegations may identify opportunities which deliver environmental outcomes for Redland City.

Social

The Mayor's participation in the APCS and the forthcoming International Business Forums and Delegations may identify opportunities which deliver social and cultural outcomes for Redland City.

Alignment with Council's Policy and Plans

The recommendation supports Council's Corporate Plan outcome of a supportive and vibrant economy and is consistent with Council's Corporate Policy POL-2586: International Policy – Strategic Economic and Community Relationships. The policy objective is to attain economic, educational, social and cultural benefits for the City. Council is committed to:

1. Increases in export-oriented goods and services for Redland businesses;
2. Investment in employment generating initiatives
3. Developing and enhancing business sector relationships in the Redlands and abroad
4. An increase in the numbers of international visitors and students to the Redlands; and
5. Promoting a greater understanding of other cultures, including protocol for conducting business with other countries.

CONSULTATION

In preparing this report, consultation has occurred with the Mayor and Executive Office of the Mayor and Councillors, Council of Mayors South East Queensland, Office of the Lord Mayor for Brisbane, Principal Adviser Strategic Economic Development and Group Manager Communication, Engagement and Tourism.

OPTIONS

Option One

That Council resolves to:

1. Approve the Mayor to:
 - a) Attend the 2017 Asia Pacific Cities Summit (APCS) and Mayors' Forum in Daejeon, South Korea, from 10 - 13 September 2017;
 - b) Participate in the Pre APCS Business Mission in Seoul, from 6-10 September 2017;
 - c) Participate in the Post APCS Lord Mayoral Mission to China in conjunction with the Asia Pacific Cities Summit from 13-19 September 2017;
 - d) Visit Redland City's Sister City, Qinhuangdao, China and Friendship Cities in the East Asia region including Yongin, South Korea, Wuchuan City, China and Kani City, Japan participating in formal International Relations delegations; and
 - e) Attend the Council of Mayors (SEQ international business mission to Singapore, from 2-7 July 2017.
2. Note amendments to the Expenses Reimbursement and Provision of Facilities for Councillors Policy as attached.

Option Two

That Council resolves not to:

1. Approve the Mayor to:
 - a) Attend the 2017 Asia Pacific Cities Summit (APCS) and Mayors' Forum in Daejeon, South Korea, from 10 - 13 September 2017;
 - b) Participate in the Pre APCS Business Mission in Seoul, from 6-10 September 2017;
 - c) Participate in the Post APCS Lord Mayoral Mission to China in conjunction with the Asia Pacific Cities Summit from 10-19 September 2017;
 - d) Visit Redland City's Sister City, Qinhuangdao, China and Friendship Cities in the East Asia region including Yongin, South Korea, Wuchuan City, China and Kani City, Japan participating in formal International Relations delegations; and
 - e) Attend the Council of Mayors (SEQ international business mission to Singapore, from 2-7 July 2017.
2. Note the amendments to the Expenses Reimbursement and Provision of Facilities for Councillors Policy as attached.

OFFICER'S RECOMMENDATION

That Council resolves to:

1. Approve the Mayor to:

- a) **Attend the 2017 Asia Pacific Cities Summit (APCS) and Mayors' Forum in Daejeon, South Korea, from 10 - 13 September 2017;**
- b) **Participate in the Pre APCS Business Mission in Seoul, from 6-10 September 2017;**
- c) **Participate in the Post APCS Lord Mayoral Mission to China in conjunction with the Asia Pacific Cities Summit from 13-19 September 2017;**
- d) **Visit Redland City's Sister City, Qinhuangdao, China and Friendship Cities in the East Asia region including Yongin, South Korea, Wuchuan City, China and Kani City, Japan participating in formal International Relations delegations; and**
- e) **Attend the Council of Mayors (SEQ international business mission to Singapore, from 2-7 July 2017.**

2. Note the amendments to the Expenses Reimbursement and Provision of Facilities for Councillors Policy as attached.

Expenses Reimbursement and Provision of Facilities for Councillors

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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.
 - c. International travel requires the prior approval of Council other than as detailed in Attachment A.

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- 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. The Policy acknowledges the special needs for Councillors whose division and electoral duties include the Moreton Bay islands (NSI, Coochiemudlo and SMBI) who are reasonably required to attend business related and community events, meetings and functions which are subject to transport and ferry times, and who may incur incidental accommodation and related expenses, which may be paid for in accordance with this Policy.
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	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
8	November 2016	<ul style="list-style-type: none">• Change reflects the additional travel and accommodation needed for Councillors who travel to and from Islands.
9	March 2016	<ul style="list-style-type: none">• Annexure A – deleted item 10 (Australian Local Government Women’s Association – National Conference) from industry-specific training (already listed under core training). Relocated item 11 (Australian Local Government Women’s Association – Queensland State Conference) from industry-specific training to core training.
10	May 2017	<ul style="list-style-type: none">• Minor Administrative changes to include additional Core and Industry Specific training requirements

CMR Team use only

Attachment A

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

The following is a list of **core and industry specific 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. Australian Local Government Women's Association – Queensland State Conference (It is usual for one or more female Councillors to attend this event, which is also open for male Councillors to attend.)
5. 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.)
6. Local Government Association of Queensland – Elected Member Professional Development (All Councillors attend this training.)
7. Quandamooka Country Cultural Heritage Training – Delivered through QYAC on North Stradbroke Island.
8. Australian Institute of Company Directors – Completion of the Company Directors Course facilitates a high level understanding of the role of a director.
9. 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.)
10. Redland City Council training programmes which are required to enable Councillors to fulfil their core responsibilities, e.g. information technology/software, occupational health and safety, Councillor induction, code of conduct and meeting procedures. (All Councillors attend this training.)
11. Council of Mayors (SEQ) study tours/trade missions.
12. LGAQ study tours/trade missions.
13. International Friendship/Sister City visits.

CMR Team use only

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. Asia Pacific Cities Summits (APCS), Mayoral Forums and associated Business Missions

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 DEVELOPMENT APPLICATIONS**

Objective Reference:	A2371567 Reports and Attachments (Archives)
Attachment:	<u>Decisions Made Under Delegated Authority 07.05.2017 to 20.05.2017</u>
Authorising Officer:	 Louise Rusan General Manager Community & Customer Services
Responsible Officer:	David Jeanes Group Manager City Planning & Assessment
Report Author:	Debra Weeks 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

That Council resolves to note the report.

Decision Made Under Delegated Authority 07.05.2017 to 13.05.2017

CATEGORY 1

Application Id	Application Full Details	Applicant	Associated Property Address	Primary Category	Decision Date	Negotiated Decision Date	Decision Description	Division
BWP004255	Design and Siting - Dwelling House	Building Code Approval Group Pty Ltd	229 Wellington Street Ormiston QLD 4160	Concurrence Agency Referral	10/05/2017	NA	Approved	1
BWP004157	Private Swimming Pool	The Certifier Pty Ltd	18 Seahaven Court Cleveland QLD 4163	Code Assessment	08/05/2017	NA	Development Permit	2
BWP004242	Design & Siting - Caravan Cover	The Certifier Pty Ltd	2 Mergowie Drive Cleveland QLD 4163	Concurrence Agency Referral	12/05/2017	NA	Approved	2
MCU013896	Multiple Dwelling - 5 Townhouses	Chan Then CHAP Seng LONG	175 Middle Street Cleveland QLD 4163	Code Assessment	12/05/2017	NA	Development Permit	2
BWP004013	Domestic Outbuildings x 2 and Shade Sail	Thirkettle Family Trust	63-65 Springacre Road Thornlands QLD 4164	Code Assessment	12/05/2017	NA	Development Permit	6
BWP004167	Shed & Carport	Strickland Certification Pty Ltd	2 Satinash Court Capalaba QLD 4157	Code Assessment	12/05/2017	NA	Development Permit	7
BWP004235	Design and Siting - Dwelling	Orchard (Thornlands) Developments Pty Ltd Professional Certification Group Pty Ltd	4 Congreve Crescent Thornlands QLD 4164	Concurrence Agency Referral	08/05/2017	NA	Approved	7
BWP004236	Design and Siting - Domestic Outbuilding Shed	Pacific Approvals Pty Ltd	41 Charles Canty Drive Wellington Point QLD 4160	Concurrence Agency Referral	10/05/2017	NA	Approved	8

Decision Made Under Delegated Authority 07.05.2017 to 13.05.2017

CATEGORY 2

Application Id	Application Full Details	Applicant	Associated Property Address	Primary Category	Decision Date	Negotiated Decision Date	Decision Description	Division
BWP004193	Dwelling House Extension - Patio Roof and Deck	Cathryn Jean CHANCE William Allen CHANCE	8 Kinsail Court Cleveland QLD 4163	Code Assessment	09/05/2017	NA	Development Permit	2
MCU013332	Warehouse	Energex Limited	36 Enterprise Street Cleveland QLD 4163	Code Assessment	21/11/2014	11/05/17	Development Permit	2
OPW001931	Excavation, Erosion & Sediment Management (Civil & Landscaping)	DRW Consulting	87-89 Boundary Road Thornlands QLD 4164	SPA - 15 Day Compliance Assessment	19/02/2016	10/05/17	Development Permit	6
OPW002180	Combined Operational and Landscaping Works - Health Care Centre, Shop and Refreshment Establishment	McVeigh Consulting Engineers	687-689 Old Cleveland Road East Wellington Point QLD 4160	SPA - 15 Day Compliance Assessment	12/05/2017	NA	Compliance Certificate	8
MCU012926	Preliminary Approval (s242) to override the Planning Scheme (Lot 51 on SP 157199 and Lot 2 on RP 84645); Development Permit for a Material Change of Use for Educational Facility (car parking, on-site vehicle circulation and new access from Taylor Road).	Jensen Bowers Group	Sheldon College 43-77 Taylor Road Sheldon QLD 4157	Impact Assessment	10/01/2014	9/05/17	Development Permit	6

Decisions Made Under Delegated Authority 14.05.2017 to 20.05.2017

CATEGORY 1

Application Id	Application Full Details	Applicant	Associated Property Address	Primary Category	Decision Date	Negotiated Decision Date	Decision Description	Division
BWP004163	Design and Siting - Patio and Carport	All Approvals Pty Ltd	31A Bibury Street Wellington Point QLD 4160	Concurrence Agency Referral	15/05/2017	NA	Approved	1
BWP004251	Design and Siting - Patio	Fastrack Building Certification	11 Plantation Place Wellington Point QLD 4160	Concurrence Agency Referral	15/05/2017	NA	Approved	1
MCU013967	Dwelling House	Applied Building Approvals	11 Little Shore Street Cleveland QLD 4163	Code Assessment	16/05/2017	NA	Development Permit	2
BWP004246	Design and Siting - Shed	All Approvals Pty Ltd	8 Dinwoodie Road Thornlands QLD 4164	Concurrence Agency Referral	15/05/2017	NA	Approved	3
BWP004258	Design and Siting - Dwelling House	Metricon Homes Qld	19 Kim Jon Court Thornlands QLD 4164	Concurrence Agency Referral	17/05/2017	NA	Approved	3
BWP004263	Design and Siting - Dwelling House	Vystal Constructions	32 Affinity Way Thornlands QLD 4164	Concurrence Agency Referral	18/05/2017	NA	Approved	3
BWP004064	Design and Siting - Shed	Reliable Certification Services	41 Waratah Avenue Victoria Point QLD 4165	Concurrence Agency Referral	16/05/2017	NA	Approved	4
BWP004188	Secondary Dwelling	Andiworth Pty Ltd	39 Brendan Way Victoria Point QLD 4165	Code Assessment	16/05/2017	NA	Development Permit	4
BWP004180	Domestic Outbuilding	East Coast Surveys Pty Ltd	89 Main Street Redland Bay QLD 4165	Code Assessment	17/05/2017	NA	Development Permit	5
MCU013971	Dwelling House	Gary Michael PHYLAND	21 Beelong Street Macleay Island QLD 4184	Code Assessment	17/05/2017	NA	Development Permit	5
ROL006098	ROL 1 into 7 and Open Space	Alan George HOPE	137-139 Main Street Redland Bay QLD 4165	Code Assessment	16/05/2017	NA	Development Permit	5

Decisions Made Under Delegated Authority 14.05.2017 to 20.05.2017

CATEGORY 1

Application Id	Application Full Details	Applicant	Associated Property Address	Primary Category	Decision Date	Negotiated Decision Date	Decision Description	Division
BWP004253	Design and Siting - Dwelling	Clarendon Homes Qld C/ - Professional Certification Group	99 Brookvale Drive Victoria Point QLD 4165	Concurrence Agency Referral	16/05/2017	NA	Approved	6
BWP004266	Design and Siting - Patio	Fastrack Building Certification	5 Capella Drive Redland Bay QLD 4165	Concurrence Agency Referral	19/05/2017	NA	Approved	6
MCU013863	Dwelling House	Town Planning Alliance	173-233 Karingal Road Mount Cotton QLD 4165	Code Assessment	16/05/2017	NA	Development Permit	6
ROL006174	Reconfiguring a Lot - Rearranging Boundaries - 2 into 2 lots	Leonard J HEWITT Lj Hewitt & Co Pty Ltd	82 Double Jump Road Victoria Point QLD 4165	Code Assessment	17/05/2017	NA	Development Permit	6
ROL006175	Boundary Realignment	Craig Sydney LAMBERT	345 Redland Bay Road Capalaba QLD 4157	Code Assessment	18/05/2017	NA	Development Permit	7
BWP004038	Design and Siting - Carport	Applied Building Approvals	4 Fanfare Place Capalaba QLD 4157	Concurrence Agency Referral	17/05/2017	NA	Approved	9
BWP004259	Design and Siting - Dwelling house	Hallmark Homes C/ - Suncoast Building Approvals	18 Burns Street Capalaba QLD 4157	Concurrence Agency Referral	17/05/2017	NA	Approved	9
BWP003944	Design and Siting - Dwelling	Suzanne Kate HEMBROW	16 Portsmouth Place Cleveland QLD 4163	Concurrence Agency Referral	15/05/2017	NA	Approved	2
BWP004260	Design and Siting - Dwelling House	Building Code Approval Group Pty Ltd	14 Kubler Crescent Redland Bay QLD 4165	Concurrence Agency Referral	19/05/2017	NA	Approved	6

Decisions Made Under Delegated Authority 14.05.2017 to 20.05.2017

CATEGORY 2

Application Id	Application Full Details	Applicant	Associated Property Address	Primary Category	Decision Date	Negotiated Decision Date	Decision Description	Division
BWP004237	Build over/near sewer (Pool)	East Coast Surveys Pty Ltd	257 Wellington Street Ormiston QLD 4160	ConRef 20 Day Referral	19/05/2017	NA	Approved	1
MCU013773	Tourist Accommodation - Tourism Accommodation Incentive Package	Merle Norman Cosmetics Pty Ltd T E Morris & Associates	Sirromet Winery 850-938 Mount Cotton Road Mount Cotton QLD 4165	Impact Assessment	17/05/2017	NA	Development Permit	6
MCU013903	Dual Occupancy	East Coast Surveys Pty Ltd	50 Willard Road Capalaba QLD 4157	Impact Assessment	15/05/2017	NA	Development Permit	9
OPW002163	Operational Works - ROL - 1 into 4	Projects And Designs Pty Ltd	10-16 Mecoli Court Birkdale QLD 4159	Code Assessment	19/05/2017	NA	Development Permit	10

**11.3.2 PLANNING & ENVIRONMENT COURT MATTERS LIST CURRENT AS AT
25 MAY 2017**

Objective Reference: A2371690
Reports and Attachments (Archives)

Authorising Officer: 
Louise Rusan
General Manager Community and Customer
Services

Responsible Officer: David Jeanes
Group Manager City Planning and Assessment

Report Authors: Kim Peeti
Acting Service Manager Planning Assessment
Damien Jolley
Acting Service Manager Development Control

PURPOSE

The purpose of this report is for Council to note the current appeals and other matters/proceedings in the Planning and Environment Court.

BACKGROUND

Information on these matters 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.

APPEALS

1.	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. Hearing set down for July 2017.

2.	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 held 27-30 September 2016. Final submissions 7 October 2016. Awaiting Judgment.

3.	File Number:	Appeal 4004 of 2016 (BD155692)
Applicant:		Michelle Maree Webb
Application Details:		Dwelling House at 236-246 Queen Street, Cleveland Building works (deemed material change of use in accordance with s265 of the <i>Sustainable Planning Act 2009</i>)
Appeal Details:		Applicant appeal against Council refusal
Current Status:		Appeal discontinued 24 May 2017.

4.	File Number:	Appeal 4807 of 2016 (MCU013719)
Applicant:		IVL Group Pty Ltd and Lanrex Pty Ltd
Application Details:		Car Park at 32A Teak Lane, Victoria Point (Lot 12 on SP147233)
Appeal Details:		Applicant appeal against Council refusal
Current Status:		Appeal filed 6 December 2016. Appointed experts (except planning) to meet and prepare joint reports prior to mediation. Mediation scheduled for 7 June 2017.

5.	File Number:	Appeal BD617 of 2017 (MCU013477)
Applicant:		Roycorp Pty Ltd
Application Details:		Multiple Dwelling (x 141) at 11 Rachow Street, Thornlands (Lot 8 on RP84253)
Appeal Details:		Applicant appeal against Council refusal
Current Status:		Appeal filed 20 February 2017. Experts being briefed. Mediation held on 8 May 2017. Hearing set for 5 days in September 2017.

6.	File Number:	1085 of 2017 (MCU012368)
Applicant:		Ponda Developments Pty Ltd
Application Details:		Multiple Dwelling (x 87) and 900m ² commercial office or shops at 219-221 Bloomfield Street, Cleveland (Lot 2 on RP212525)
Appeal Details:		Originating application to revive a lapsed approval
Current Status:		Application filed 24 March 2017. Review scheduled for 1 June 2017.

7.	File Number:	1476 of 2017 (MC008414)
Applicant:		Cleveland Power Pty Ltd
Application Details:		Request to extend the relevant period – Biomass Power Plant at 70-96 Hillview Road, Mount Cotton (Lot 2 on RP30611)
Appeal Details:		Applicant appeal against Council refusal
Current Status:		Appeal filed 27 April 2017.

OTHER PLANNING & ENVIRONMENT COURT MATTERS/PROCEEDINGS

8.	File Number:	3075 of 2016
Applicant:		Michelle Maree Webb
Development:		Dwelling House at 236-246 Queen Street, Cleveland (Lot 20 on SP175602)
Proceeding Details:		Council application for declarations that the Building Works approval (BD155692) be set aside, a Material Change of Use be applied for, the premises be revegetated and associated orders
Current Status:		Proceedings filed in Court on 5 August 2016. Court ordered mediation held on 27 March 2017. Matter set down for review on 31 May 2017. Proceedings discontinued on 24 May 2017.

OFFICER'S RECOMMENDATION

That Council resolves to note this report.

12 MAYORAL MINUTE

In accordance with s.22 of POL-3127 *Council Meeting Standing Orders*, the Mayor may put to the meeting a written motion called a 'Mayoral Minute', on any matter. Such motion may be put to the meeting without being seconded, may be put at that stage in the meeting considered appropriate by the Mayor and once passed becomes a resolution of Council.

13 NOTICES OF MOTION TO REPEAL OR AMEND RESOLUTIONS

In accordance with s.262 *Local Government Regulation 2012*.

14 NOTICES OF MOTION

In accordance with s.3(4) of POL-3127 *Council Meeting Standing Orders*

15 URGENT BUSINESS WITHOUT NOTICE

In accordance with s.26 of POL-3127 *Council Meeting Standing Orders*, a Councillor may bring forward an item of urgent business if the meeting resolves that the matter is urgent.

Urgent Business Checklist	YES	NO
To achieve an outcome, does this matter have to be dealt with at a general meeting of Council?		
Does this matter require a decision that only Council can make?		
Can the matter wait to be placed on the agenda for the next Council meeting?		
Is it in the public interest to raise this matter at this meeting?		
Can the matter be dealt with administratively?		
If the matter relates to a request for information, has the request been made to the CEO or to a General Manager previously?		

16 CLOSED SESSION**16.1 OFFICE OF CEO****16.1.1 REDLAND INVESTMENT CORPORATION – QUARTERLY REPORT
MARCH 2017**

Objective Reference: A2380589
Reports and Attachments (Archive)

Authorising Officer:



**Andrew Chesterman
Chief Executive Officer**

Responsible Officer:

**Peter Kelley
CEO Redland Investment Corporation**

Report Author:

**Grant Tanham-Kelly
CFO Redland Investment Corporation**

EXECUTIVE SUMMARY

Council or Committee has a broad power under Section 275(1) of the *Local Government Regulation 2012* to close a meeting to the public where there are genuine reasons why the discussion on a matter should be kept confidential.

OFFICER'S RECOMMENDATION


That the meeting be closed to the public to discuss this matter pursuant to Section 275(1) of the *Local Government Regulation 2012*.

The reason that is applicable in this instance is as follows:

- (h) *other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.*

16.2 INFRASTRUCTURE & OPERATIONS**16.2.1 IDENTILITE AGREEMENT**

Objective Reference: A124439
Reports and Attachments (Archives)

Authorising Officer: 
Peter Best
General Manager Infrastructure & Operations

Responsible Officer: Bradley Salton
Acting Group Manager City Infrastructure

Report Author: Siobhan Hession
Acting Adviser Project Programming

EXECUTIVE SUMMARY

Council or Committee has a broad power under Section 275(1) of the *Local Government Regulation 2012* to close a meeting to the public where there are genuine reasons why the discussion on a matter should be kept confidential.

OFFICER'S RECOMMENDATION

That the meeting be closed to the public to discuss this matter pursuant to Section 275(1) of the *Local Government Regulation 2012*.

The reason that is applicable in this instance is as follows:

(e) contracts proposed to be made by it.

16.2.2 MARINE LANDING FACILITY UPGRADE – MACLEAY ISLAND

Objective Reference: A124439
Reports and Attachments (Archives)

Authorising Officer: 
Peter Best
General Manager Infrastructure & Operations

Responsible Officer: Nigel Carroll
Acting Group Manager Project Delivery

Report Author: Nivedita Patel
Senior Tender & Contracts Officer

EXECUTIVE SUMMARY

Council or Committee has a broad power under Section 275(1) of the Local Government Regulation 2012 to close a meeting to the public where there are genuine reasons why the discussion on a matter should be kept confidential.

OFFICER'S RECOMMENDATION


That the meeting be closed to the public to discuss this matter pursuant to Section 275(1) of the *Local Government Regulation 2012*.

The reason that is applicable in this instance is as follows:

- (e) *contracts proposed to be made.*

16.2.3 TENDER CONSIDERATION PLAN – COLLECTION, TRANSPORT AND PROCESSING OF GREENWASTE AND TIMBER FROM REDLAND CITY COUNCIL WASTE TRANSFER STATIONS

Objective Reference: A124439
Reports and Attachments (Archives)

Authorising Officer: 
Peter Best
General Manager Infrastructure & Operations

Responsible Officer: Kevin McGuire
Group Manager Water & Waste Operations

Report Author: Claire Black
Senior Contracts Advisor - RedWaste

EXECUTIVE SUMMARY

Council or Committee has a broad power under Section 275(1) of the Local Government Regulation 2012 to close a meeting to the public where there are genuine reasons why the discussion on a matter should be kept confidential.

OFFICER'S RECOMMENDATION

That the meeting be closed to the public to discuss this matter pursuant to Section 275(1) of the *Local Government Regulation 2012*.

The reason that is applicable in this instance is as follows:

(e) *Contracts proposed to be made by it.*

17 MEETING CLOSURE