



Redland
CITY COUNCIL

AGENDA

GENERAL MEETING

Wednesday, 2 March 2016
commencing at 9.30am

The Council Chambers
35 Bloomfield Street
CLEVELAND QLD

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The Mayor is the Chair of the General Meeting. The following Portfolios are included in the General Meeting and Council's nominated spokesperson for that portfolio as follows:

PORTFOLIO	SPOKESPERSON
1. Office of the CEO (including Internal Audit)	Cr Mark Edwards
2. Organisational Services (excluding Internal Audit and Emergency Management)	Mayor Karen Williams
3. City Planning and Assessment	Cr Julie Talty
4. Community & Cultural Services, Environment & Regulation	Cr Lance Hewlett
5. Infrastructure & Operations	Cr Paul Gleeson
6. Emergency Management	Cr Alan Beard

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 17 FEBRUARY 2016

Motion is required to confirm the Minutes of the General Meeting of Council held on 17 February 2016.

6 MATTERS OUTSTANDING FROM PREVIOUS COUNCIL MEETING MINUTES/ CHIEF EXECUTIVE OFFICER UPDATE

There are no matters to report.

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 PORTFOLIO 1 (CR MARK EDWARDS)****OFFICE OF CEO (INCLUDING INTERNAL AUDIT)****11.1.1 REVIEW CORPORATE POLICY GUIDELINE AND PROCEDURES - 3066 -
EXTERNAL FUNDING OF PROJECTS AND ACTIVITIES**

Objective Reference: A955376
Reports and Attachments (Archives)

Attachments: [POL-3066 External Funding of Projects and Activities](#)
[GL-3066-001 External Funding of Projects and Activities](#)
[PR-3066-001-001 External Funding of Projects and Activities – Administration and Acquittals](#)
[PR-3066-002-001 External Funding of Projects and Activities – Sourcing Funding Schedule](#)
[Funding Flowchart](#)

Authorising Officer:



Deborah Corbett-Hall
Acting Chief Financial Officer

Responsible Officer:

Richard Cahill
Finance Manager – Business Partnering

Report Author:

Nicole Emara
Funding Coordinator

PURPOSE

This report presents to Council the outcome of a review of Corporate Policy POL-3066 External Funding of Projects and Activities, Guideline GL-3066-001 External Funding of Projects and Activities and its supporting Procedure PR-3066-001-001 External Funding of Projects and Activities - Administration and Acquittals.

The report also presents a new Procedure PR-3066-002-001 External Funding of Projects and Activities – Sourcing for Council to adopt.

Supplementary (new) documentation also includes an annual Funding Schedule and a Funding Flowchart.

This new suite of documents will improve Council's external funding activities, ensuring a proactive and consistent approach is undertaken in accordance with the Policy's objective of optimising and maximising external funding resources.

BACKGROUND

Grant Funding Sources

Council receives financial assistance payments or grants from the Federal and State Governments to fund its operations, projects and programs for the benefit of our communities.

These external grants are intended to cover a wide range of projects which include:

- Providing support or aid in the implementation of government policies, initiatives and legislation; and
- Providing services to the public on behalf of funding agencies.

Grants are categorised as either recurrent or competitive one off grants. The major recurrent grants Council receives include the Commonwealth Financial Assistance Grant, Home and Community Care, Roads to Recovery and at the State level; the Public Library Grant from the State Library of Queensland. Recurrent grants are provided to Council as a dollar percentage of our rateable population and in 2014/2015* comprised approximately 45% of all external grant funding received.

Council also receives external funding for the provision of services to the community on behalf of funding agencies. Examples of these include the Department of Transport and Main Roads' Transport Infrastructure Development Scheme (TIDS) and the South East Queensland Cycle Network Program. Council is required to submit a program of projects each financial year which are eligibility and priority assessed. These types of grants in 2014/2015* made up approximately 50% of all external grant funding received.

Competitive grants require the submission of an application. In 2014/2015* these represented approximately 5% of all external grant funding received. It is this latter variety of grants where there presents significant improvement opportunity for Council.

**These figures have been calculated excluding operating and capital contributions (for example developer contributions).*

Grants Management

The management and administration of external grants in Council between 2012 and July 2015 were both decentralised across the different business units and groups. During this time the Financial Services Group maintained monitoring of grant financial reporting but there was no resource provision for funding identification and application support to the business units.

This decentralisation has resulted in inconsistency around quality, process and approaches to funding body stakeholder management due to the following reasons:

1. Grant applications are by their nature resource heavy and there is little to no capacity within business units to prepare them;
2. Council does not always have CAPEX / OPEX approved projects that meet the criteria nor has it had the capability or capacity to give consideration to pitching a project in a manner that means it fits eligibility criteria; and
3. There is limited capability in Council regarding best practice grant writing.

As many funding bodies require Council to prioritise their suite of projects and nominate their priority, without coordination officers and general managers have found management of this prioritisation challenging. Additionally, for some funding

sources, Council is only permitted to submit one application for the whole organisation. There have been instances where multiple applications have been submitted; which ultimately raises questions by funders about Council's project and program management capability.

Council's Internal Audit Group undertook a review of Council's external funding activities. The Review of Grants Management – Funds in Process report assessed the entire process and identified the issues noted above. In response to its recommendations, a Funding Coordinator was appointed, processes have been reviewed and improved with the outcomes attached to this report.

ISSUES

The attached Policy, Guideline and Procedures presented to Council address the following:

- Repealed Local Government Act 1993 replaced by *Local Government Act 2009* and *Local Government Regulation 2012*.
- Alignment to 2015-2020 Corporate Plan.
- Policy Statement expands on Council's commitment to maintaining external systems, developing and maintaining relationships and optimising and maximising external funding resources available.
- The Internal Audit Group's recommendation and implementation of Council's Funding Coordinator in the external funding process.

STRATEGIC IMPLICATIONS

Legislative Requirements

Local Government Act 2009

- Chapter 4, Part 3, Sections 101 indicates a local government is a statutory body for the Statutory Bodies Financial Arrangements Act and that Part 2B of that Act affects a local government's powers.
- Chapter 4, Part 3, Section 104 sets out the requirement for a local government to establish a system of financial management; definitions, principles what the system must include and its review.

Local Government Regulation 2012

- Chapter 5 outlines general matters about financial management systems.

Risk Management

External funding of projects and activities is clarified, Council's process and procedures are confirmed and a diverse range of corporate risks are minimised.

Financial

There are no direct financial implications from this report, although the securing of grant funding by following a consistent and proactive approach achieves two outcomes; savings or reducing the burden on ratepayers to fund Council's programs and projects.

People

Implications for Council officers include:

1. Improving capability and capacity in business units to deliver operationally without the need to divert to grant applications which are by their nature resource heavy. Building capability within business units regarding best practice approaches to grant applications.
2. Enabling business units to focus on their area of expertise, ensuring all elements of a funding application are developed in a quality, consistent and professional way.
3. Capability to continue building proactive and positive relationships with funding body stakeholders – business units can focus on project delivery ensuring they meet acquittal and reporting timeframes.
4. Providing a central point of coordination of all external grant funding provides business units with the opportunity to think laterally, as one team, maximising and optimising available external funding sources.
5. Opportunities for senior management to undertake forward planning for upcoming funding rounds.

Environmental

Nil impact expected as the purpose of the attached report is to provide an updated Corporate Policy, Guideline and Procedure (and creation of a new Procedure) on external funding of projects and activities.

Social

Nil impact expected as the purpose of the attached report is to provide an updated Corporate Policy, Guideline and Procedure (and creation of a new Procedure) on external funding of projects and activities.

Alignment with Council's Policy and Plans

The attached suite of documents aligns to Council's Corporate Plan 2015-2020 key outcome 7, 'Strong and Connected Communities - Council's assessment of community issues and need provides timely opportunities to pursue grants and partnerships that realise long-term benefits'.

CONSULTATION

Consultation has been held with the Finance Manager - Business Partnering and Business Partnering officers. Broader consultation has been undertaken with business units throughout the various funding application processes undertaken in the first half of 2015-2016. The Internal Audit Group has also been regularly updated on the status of this review.

OPTIONS

1. That Council resolves to:
 - a) Note the review of Corporate Policy POL-3066 External Funding of Projects and Activities, Guideline GL-3066-001 External Funding of Projects and Activities and Procedure PR-3066-001-001 External Funding of Projects and Activities - Administration and Acquittals;
 - b) Note the creation of Procedure PR 3066-002-001 External Funding of Projects and Activities – Sourcing with associated Funding Schedule and Funding Flowchart;

- c) Adopt the amended Corporate Policy POL–3066 External Funding of Projects and Activities, Guideline GL-3066-001 External Funding of Projects and Activities and Procedure PR-3066-001-001 External Funding of Projects and Activities - Administration and Acquittals; and
 - d) Adopt the new Procedure PR-3066-002-001 External Funding of Projects and Activities – Sourcing with associated Funding Schedule and Funding Flowchart.
2. That Council requests additional information and/or changes to these documents.

OFFICER'S RECOMMENDATION

That Council resolves to:

1. **Note the review of Corporate Policy POL–3066 External Funding of Projects and Activities, Guideline GL-3066-001 External Funding of Projects and Activities and Procedure PR-3066-001-001 External Funding of Projects and Activities - Administration and Acquittals;**
2. **Note the creation of Corporate Procedure PR 3066-002-001 External Funding of Projects and Activities – Sourcing and associated Funding Schedule and Funding Flowchart;**
3. **Adopt the amended Corporate Policy POL–3066 External Funding of Projects and Activities, Guideline GL-3066-001 External Funding of Projects and Activities, Procedure PR-3066-001-001 External Funding of Projects and Activities - Administration and Acquittals; and**
4. **Adopt the new Procedure PR 3066-002-001 External Funding of Projects and Activities - Sourcing with associated Funding Schedule and Funding Flowchart.**

External Funding of Projects and Activities

[Version Information](#)

Head of Power

The external funding of Council projects and activities must comply with the *Local Government Act 2009*, Chapter 4, Part 3, Sections 101 and 104 and with *Local Government Regulation 2012*, Chapter 5.

The Policy supports Council's 2015-2020 Corporate Plan Outcome 7 – 'Strong and Connected Communities – Council's assessment of community issues and need provides timely opportunities to pursue grants and partnerships that realise long-term benefits'.

The Policy's objective is to identify the principles which underpin Council's external funding philosophy.

Policy Statement

Council is committed to:

1. maintaining internal systems that support transparency and accountability to ensure Council identifies, applies for, manages, administers and acquits external funding in a consistent, proactive and benefit focused manner;
2. developing and maintaining relationships with external funding bodies and individuals in a fair, equitable, proactive and consistent manner; and
3. optimising and maximising the external funding resources available to undertake its projects and activities. This includes:
 - o undertaking a cost benefit analysis to ensure a net benefit accrues to Council after taking into account the life-time consequences of funding, such as on-going operational costs, and application and acquittal costs; and
 - o acknowledging the competitive nature of the external funding environment and therefore the need to submit funding applications that are highly professional, accurate, and persuasive and clearly demonstrate how projects meet Council, Funding Agency and broader government priorities and objectives.

Reference Documents

Local Government Act 2009, Chapter 4, Part 3, Sections 101 and 104

Local Government Regulation 2012, Chapter 5

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Associated Documents

Corporate Guideline GL-3066-001 External Funding of Projects and Activities

Corporate Procedure PR- 3066-001-001 External Funding of Projects and Activities – Acquittals (including Attachment 1 Funding Summary Sheet)

Corporate Procedure PR-3066-002-001 External Funding of Projects and Activities – Sourcing

Related Documents

Redland City Council Corporate Plan 2015-2020

Document Control

- Only the Chief Financial Officer can approve amendments to this Policy. All requests to change the content of this document should be forwarded to Office of the Chief Financial Officer in the first instance.
- Approved amended documents must be submitted to the Meetings & Registers Team, Corporate Governance to place the document on the Policy, Guidelines and the Procedures Register.

Version Information

Version number	Date	Key Changes
3	February 2016	<ul style="list-style-type: none">• Repealed <i>Local Government Act 1993</i> replaced by <i>Local Government Act 2009</i> and <i>Local Government Regulation 2012</i>.• Alignment to 2015-2020 Corporate Plan.• Policy Statement expands on Council's commitment to maintaining external systems, developing and maintaining relationships and optimising and maximising external funding resources available.

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External Funding of Projects and Activities

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Scope

This guideline supports the application and administration of the Corporate Policy POL-3066 External Funding of Council Projects and Activities and applies to all grants, subsidies, contributions, royalties and other entitlements, both operational and capital. Corporate Procedures PR-3066-001-001 External Funding of Council Projects and Activities – Administration and Acquittals and PR-3066-002-001 External Funding of Council Projects and Activities - Sourcing should be read in conjunction with this guideline.

Purpose

To provide Council officers with the appropriate guidelines for entering into funding agreements with external Funding Agencies and to accurately document and record these agreements on its internal systems.

The intention is to:

- provide a detailed and traceable record of Council's funding applications and entitlements;
- ensure that an accountable and consistent process is in place for making applications and claims against these entitlements; and
- ensure that Council's external funding opportunities are maximised wherever possible.

Definitions

Head Funding Agreement is an overarching agreement which sets out the terms and conditions under which a separate application for funding may be considered. This typically includes grant and subsidy schemes and programs run by the State and Federal Governments, though may also include contracts or "one off" agreements. Note that not all funding agreements are subject to a parent agreement.

Funding Agreement is an agreement between Council and an external body which facilitates the provision of a cash amount or goods or services "in kind" to Council in exchange for the provision of a nominated supply. It includes partially and fully funded supplies.

Funding agreements may take the form of a specific contract between Council and a funding body, Council's entitlement to funds as a third party to a contract between other bodies (e.g. Federal/State Funding agreements), a letter of approval pursuant to a funding application under a funding program, a letter of acceptance of agreed terms or a verbal commitment of funds. The duration of the funding agreement may be for a specific period, in some cases over multiple years, or deemed to be the length of time required to complete the agreed supply (i.e. project or activity).

Funding Coordinator is the person in Council with direct responsibility for coordinating external funding of projects and activities. The Funding Coordinator is located within the Financial Services Group.

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Funding entitlement is any cash amount, or goods or services “in kind”, to which Council becomes entitled, in exchange for the provision of a nominated supply. It may include both taxable and untaxable supplies. It includes grants, subsidies, contributions and royalties. It is common for a funding agreement to nominate a schedule of entitlements, of which each entitlement becomes due at a particular date or stage of completion.

Funding agency is the source from which the funding entitlement is provided. This can be a State or Federal Government department, other government agency, incorporated body or individual. In some instances one or more funding agencies may enter into separate funding agreements for the same project or activity.

Funding Summary Sheet is a form which gives a brief summary of the main details of each funding agreement. This sheet is saved to each funding agreement folder in Objective.

Grant is an amount normally paid in advance of expenditure occurring. It can be either tied or untied to specific conditions.

Subsidy is an amount paid retrospectively on incurred expenditure. It is generally a fixed percentage of accrued costs, with an upper limit, and tied to specific conditions.

Contribution is an amount paid by a funding agency for a nominated supply other than that provided as a grant or subsidy. Contributions can be either “one off” or recurrent and include such things as developers contributions and road maintenance contributions.

Royalty is an amount paid to Council by a company or individual who gains financial benefit from utilising Council assets. This is generally calculated as a fixed percentage of the financial benefit (e.g. quarry royalties).

Appropriation is defined as:

- Anything appropriated for a special purpose as money; and
- The act of a legislative authorising money to be paid from the Treasury.

Project Manager is the person in Redland City Council with direct responsibility for managing a project or activity which is subject to an external funding agreement. The Project Manager will generally be located in the lead agency area.

Job number is a specific job number allocated by the Finance One system for each project or activity in Council’s budget.

Amendment number is a number attaching, in sequential order, to each new iteration of a summary sheet where the conditions or entitlements of a funding agreement have been varied. Note that previous iterations cannot be changed.

Business Case is a brief developed for each new project or activity which is submitted for inclusion in the budget.

Works in progress (WIP) folders these folders are maintained by the Capital Asset Accounting Team which contain data relating to the status of incomplete projects.

Actions and Responsibilities

Stakeholders include Project Managers, General Managers, Group Managers, Financial Services Group, Information Management Group, Internal Audit Group and the Enterprise Content Management (Records) Team.

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The Funding Coordinator shall:

1. Coordinate internal and external funding processes including (for example) being the conduit between the Funding Agency and the Project Manager.
2. Provide assistance to Project Managers in identifying funding opportunities and negotiating funding agreements.
3. Prepare and submit funding applications.
4. Review and submit claims, acquittals and invoices prepared by Project Managers.
5. Provide assistance to the Financial Services Group in ensuring the accuracy of budget and other financial documentation.
6. Collaborate with Finance Officers to ensure the accuracy and completeness of funding reconciliations, disclosures and reporting.
7. Provide periodic reporting to Council's management on the status and progress of funded projects.

The Project Managers shall:

1. Ensure that where appropriate projects and activities, for which they are responsible, are offset with external funding. Where an opportunity exists for external funding a cost benefit analysis should be under-taken (assistance provided by the Business Partnering Unit), prior to submitting an application, to determine whether a net benefit will accrue to Council from the funding. The analysis should include life-time costs associated with funded projects and activities, such as on-going operational costs, and application and acquittal costs.
2. Provide project advice to the Funding Coordinator to ensure that all funding agreements with external funding agencies are negotiated, and agreed in a fair, equitable, transparent and accountable manner.
3. Ensure that the Funding Coordinator is provided with relevant technical and project information to enable the preparation of professional, accurate and timely applications.
4. At all times be mindful of increases in cost and, where appropriate, and where possible, arrange for an increased level of support from funding agencies.
5. Ensure that claims, acquittals and invoices are prepared in an accurate and timely manner. They shall be mindful of cash flows and ensure that any adjustments are advised to the Funding Coordinator for relaying to the relevant agencies and time extensions arranged where possible.
6. Ensure that they maintain accurate records of the status of their agreements. Amounts claimed against a funding agreement should be reconcilable to the amount agreed in the funding agreement. All corporate documents shall be linked to the relevant sub-folder in Objective.
7. Support the Funding Coordinator to provide periodic reporting to Council's management on the status and progress of funded projects.
8. Ensure that accurate budgetary and other financial information concerning the project's funding agreement is provided, as required, to other areas of Council.

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The Group Managers (with the assistance of the Business Partnering Unit) shall:

1. Consult with project managers in their department to maintain an awareness of the current status of funding agreements (both in preparation and acquittal) and to ensure the satisfactory preparation and administration of funding agreements.
2. Where required, act as a Quality Assurer by reviewing completed funding applications, in support to Council's Funding Coordinator.
3. Ensure that accurate budgetary and other financial information is included in funding applications and in corporate financial documents and reports.
4. Ensure externally funded projects are scheduled as a priority delivery project in the Works Program.

The Internal Audit Group shall:

1. Conduct periodic checks to ensure that this guideline is being complied with.

The Enterprise Content Management (Records) Team shall:

1. Provide assistance to project managers in ensuring that outgoing correspondence, and other documentation, is linked to the correct sub-folder where project managers are unable to do this through the corporate system.
2. Direct any enquiries, in the first instance, to the Funding Coordinator, or alternatively, the Project Manager.

Reference Documents

Local Government Act 2009, Chapter 4, Part 3, Sections 101 and 104
Local Government Regulation 2012, Chapter 5

Associated Documents

Corporate Policy POL-3066 External Funding of Projects and Activities

Corporate Procedure PR-3066-001-001 External Funding of Projects and Activities - Administration and Acquittals (including Attachment 1 Funding Summary Sheet)

Corporate Procedure PR-3066-002-001 External Funding of Projects and Activities – Sourcing

Related Documents

Redland City Council Corporate Plan 2015-2020

Document Control

- Only the Chief Financial Officer can approve amendments to this Guideline. All requests to change the content of this document should be forwarded to Office of the Chief Financial Officer in the first instance.
- Approved amended documents must be submitted to the Meetings & Registers Team, Corporate Governance to place the document on the Policy, Guidelines and the Procedures Register.

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guideline document

Version Information

Version number	Date	Key Changes
3	Feb 2016	Inclusion of Council's Funding Coordinator in the external funding process.

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External Funding Of Projects and Activities – Administration and Acquittals

[Version Information](#)

Scope

This procedure supports the application and administration of Corporate Policy POL-3066 External Funding of Projects and Activities and Corporate Guideline GL-3066-001 External Funding of Projects and Activities and Corporate Procedure PR-3066-002-001 External Funding of Projects and Activities – Sourcing. It applies to all grants, subsidies, contributions, royalties and other entitlements, both operational and capital. It includes both cash amounts and goods and services in kind. Its application is the responsibility of the stakeholders identified in this procedure.

Purpose

To provide stakeholders with a procedure to accurately document, record on Council's internal systems and acquit funding in a timely and accurate manner.

Definitions

A list of definitions is included in Corporate Guideline GL-3066-001 External Funding of Projects and Activities.

Actions and Responsibilities

Stakeholders include the Funding Coordinator, General Managers, Group Managers, Project Managers, Financial Services Group, Business Partnering Unit, Enterprise Content Management (Records) Team and Internal Audit Group.

Negotiating and Arranging Funding Agreements

The Funding Coordinator will:

1. Ensure that the following terms are clearly agreed and confirmed with funding agencies:
 - the nature of the Agreement (e.g. sub agreement, contract, letter of approval, letter of offer etc.);
 - the nature of supplies to be provided by Council;
 - the period of the Agreement;
 - the full amount of the Agreement;
 - GST treatment of the Agreement (see Number 2 below). The Funding Coordinator will ensure that the Taxation and Treasury Manager is consulted on the relevant GST treatment against the Agreement;
 - the schedule for payment of entitlements against the Agreement;
 - any third parties to the Agreement; and
 - whether the Agreement may be renewed or extended, and, any associated conditions.

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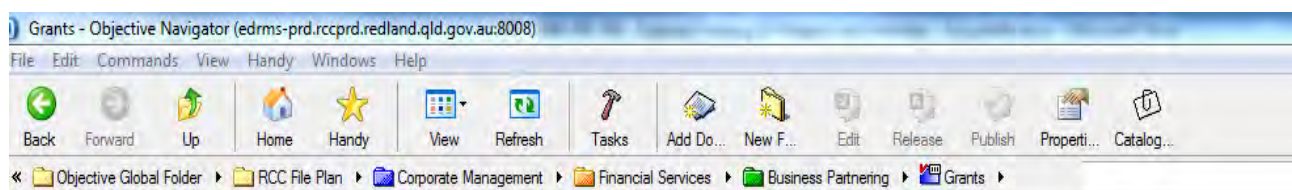
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2. Ensure that the Funding Agreement is signed by an Officer with adequate financial delegation and if signed by the Chief Executive Officer/General Manager (dependent on financial delegation) that a funding agreement Briefing Note (either formal Briefing Note or email Briefing Note) is provided.
3. Ensure sufficient time is provided to enable Council to seek legal advice on the Funding Agreement prior to signature.
4. Ensure that if a verbal agreement is entered into that it is confirmed by the Funding Agency in writing within four weeks' of the agreement. In the interim, a Funding Summary Sheet is to be completed. A narration is to be included in the field "Description of Agreement" stating when written confirmation is expected.
5. Ensure that the Funding Agreement (partly signed and fully signed) and all supporting documentation such as correspondence and project information is saved into Objective.
6. Be the conduit between the Funding Agency and the Project Manager.
7. Complete a Funding Summary Sheet and save to Objective. The Funding Summary Sheet (see Attachment 1 below) must use the same job number/s as used in Finance One. Where two or more agreements relate to the same job number a separate Funding Summary Sheet is to be completed for each. The Funding Summary Sheet will be completed when an application for external funding is submitted to a Funding Agency. Copies of funding summary sheets are to be included in any reports that support the budget and/or Council endorsement process. If a Funding Agreement is still being finalised, funds are only to be included in budget documentation where the external funding is an automatic payment (such as the Financial Assistance Grant or Roads to Recovery).
8. Provide a briefing to Project Managers on the requirements of the Funding Agreement. For example payment schedules, financial recognition (i.e. if the funds need to be recognised as reciprocal/non-reciprocal/capital versus operational), reporting and acquittal requirements, acknowledgement requirements and communication requirements.
9. Provide a briefing to the Portfolio Management Office, including the Objective reference to the fully signed Funding Agreement and confirming the total project cost, funding amount along with project funding payment milestones.
10. Ensure that where a Funding Agreement is terminated, reviewed or varied the Funding Coordinator is consulted so that the Funding Summary Sheet is updated.
11. Provide periodic reporting to Council's management on the status and progress of funded projects.

The Project Managers will:

1. Provide assistance and information to the Funding Coordinator where requested.
2. Save all corporate documentation relevant to the funding application to Objective (see file path below) to the folder '**Grants**' and alias all relevant project documentation.



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3. Provide assistance to the Funding Coordinator and the Financial Services Group in ensuring the accuracy of budgetary data included in corporate financial documents such as budget and council reports.
4. Support the Funding Coordinator to provide periodic reporting to Council's management on the status and progress of funded projects.
5. Ensure externally funded projects are scheduled as a priority delivery project/s in the works program.
6. Ensure all third parties such as contractors and/or Council's Project Delivery Group are informed that the project is externally funded, that there are prescribed project delivery timeframes (that are relatively inflexible) and a thorough briefing is provided regarding funding agency reporting, communication and acknowledgement requirements.

Acquittals, Claims and Administration

The Funding Coordinator will:

1. Be the conduit between the Funding Agency and the Project Manager.
2. Review acquittals, claims, reports and invoices and submit these to the Funding Agency in a timely and accurate manner as per the funding agreement terms.
3. Liaise with the Corporate Finance Unit to ensure that payments are receipted to the correct job number, SGA and natural account and are recognised appropriately in accordance with relevant legislation and accounting standards.
4. Liaise with Project Managers and the Funding Agency to resolve any issues arising with funding agreements.
5. Ensure that all requests for time extensions are arranged with the Funding Agency.
6. Undertake a monthly reconciliation of all funds acquitted and received to ensure that it provides an accurate representation of Council's external funding agreements. Any deficiencies shall be brought to the attention of the stakeholder concerned.
7. Collaborate with Finance Officers in ensuring the accuracy of budget documentation, funding reconciliations, disclosures and reporting.
8. Liaise with Project Managers to ensure the accuracy of financial data included in Council's end of year financial statements with respect to:
 - expended funding agreements, including any accruals; and
 - funding agreements for which payment has been received though is not yet expended.
9. Provide periodic reporting to Council's management on the status and progress of funded projects.

The Project Managers will:

1. Provide assistance and information to the Funding Coordinator where requested.
2. Prepare acquittals, claims, reports and invoices in a timely manner and submit these to the Funding Coordinator for review in accordance with the funding agreement terms.
3. Ensure funding agency acknowledgement requirements are met (for example signs are ordered and installed where required).

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4. Ensure all Council staff and contractors are informed about the funding agencies communication and acknowledgement requirements.
5. Will advise the Funding Coordinator if a request for an extension of time is required at the earliest possible opportunity and will support the Funding Coordinator to complete relevant documentation.
6. Support the Funding Coordinator to provide periodic reporting to Council's management on the status and progress of funded projects.

The Group Managers will:

1. Liaise with project managers and the Funding Coordinator to ensure that:
 - external funding is only included in budget documentation where a funding agreement has been successfully finalised or that it is probable that an application will be successful. This typically only applies to grant funding which is allocated to Council on an annual basis (e.g. the Financial Assistance Grant, Roads to Recovery Grant or external funding provided to Council to complete works on behalf of Funding Agencies such as the Department of Transport and Main Roads);
 - budget data is reviewed and updated to ensure the accuracy of corporate financial documents such as the current year budget and the 10 Year Financial Model. Particular attention should be given to correct phrasing;
 - budget data is updated in accordance with funding agreement changes; and
 - end of year actual financial data advised to the Financial Services Group is timely and accurate.
2. Ensure externally funded projects are scheduled as a priority delivery project in the Works Program.

The Internal Audit Group shall:

1. Conduct periodic checks to ensure that this procedure is being complied with.

The Enterprise Content Management (Records) Team shall:

2. Ensure that all outgoing correspondence, and other documentation, is registered in the correct sub-folder where Project Managers are unable to do this through the corporate system.
3. Direct any enquiries, in the first instance, to the Funding Coordinator or alternatively the Project Manager.

Reference Documents

Local Government Act 2009, Chapter 4, Part 3, Sections 101 and 104
Local Government Regulation 2012, Chapter 5

Associated Documents

Corporate Policy POL-3066 External Funding of Projects and Activities
Corporate Guideline GL- 3066-001 External Funding of Projects and Activities
Corporate Procedure PR -3066-002-001 External Funding of Projects and Activities – Sourcing

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PR-3066-001-001

Related Documents

Redland City Council Corporate Plan 2015-2020

Document Control

- Only the Chief Financial Officer can approve amendments to this Procedure. All requests to change the content of this document should be forwarded to Office of the Chief Financial Officer in the first instance.
- Approved amended documents must be submitted to the Meetings & Registers Team, Corporate Governance to place the document on the Policy, Guidelines and the Procedures Register.

Version Information

Version No.	Date	Key Changes
2	Feb 2016	<ul style="list-style-type: none">• Addition of Council's Funding Coordinator role and their responsibilities.• Replacement of Dataworks with Objective as Council's electronic data and record management system.

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Attachment 1 – Funding Summary Sheet

External Funding Summary Sheet

External Funding Summary Sheet

Parent Agreement Name

Agreement/Project Name

Job Number/s

Finance 1 Reference

Is the Agreement;

New
Existing

Amendment Number

Funder Details

Name

Address

Advisor Name

Email

Phone

Agreement Details

Description of Agreement

Period of Agreement

Start Date

Completion/ End Date

Nature of Agreement

Type of Funding

GST

Payment Method and Invoicing

Invoice to be raised?

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Milestones - Financial and Reporting **Total Funding:**

Milestone 1	Amount:
	Due Date:
	Finance Period:
	Report due date:

Milestone 2	Amount:
	Due Date:
	Finance Period:
	Report due date:

Milestone 3	Amount:
	Due Date:
	Finance Period:
	Report due date:

Project Manager (Client) Reference Details

Department

Group

Group Manager

Project Manager

Extension Number

Financial Services Reference Details

Project Manager	Funding Coordinator - Nicole Emara
Extension Number	8347
Date saved to Objective	
Date funding database updated	
Completing Officer	Funding Coordinator - Nicole Emara

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External Funding Of Projects and Activities – Sourcing

[Version Information](#)

Scope

This procedure supports the application and administration of Corporate Policy POL-3066 External Funding of Projects and Activities, Corporate Guideline GL-3066-001 External Funding of Projects and Activities and Corporate Procedure PR-3066-001-001 External Funding of Projects and Activities – Administration and Acquittals. It applies to all grants, subsidies, contributions, royalties and other entitlements, both operational and capital. It includes both cash amounts and goods and services in kind. Its application is the responsibility of the stakeholders identified in this procedure.

Purpose

To provide stakeholders with a procedure to source, prepare and submit an application for funding, in a consistent, efficient, timely and persuasive manner.

Definitions

A list of definitions is included in Corporate Guideline GL-3066-001 External Funding of Projects and Activities.

Actions and Responsibilities

Stakeholders include the Funding Coordinator, General Managers, Group Managers, Project Managers, Financial Services Group, Business Partnering Unit, Enterprise Content Management (Records) Team and Internal Audit Group.

Sourcing Funding – Identification

Funding Alerts

1. External funding can be identified by anyone in Council (officers and elected members).
2. Council's Funding Coordinator receives alerts on a regular basis of potential external funding.
3. These alerts come from a range of sources and are communicated using a range of mediums and formats and can include LG Online, Grants List, department newsletters, ministerial media releases, desktop research and direct advice from government.

The Funding Coordinator will (when identifying funding opportunities):

1. Read all relevant funding documentation (such as guidelines) and establish relevance and eligibility for Council.
2. Where relevant and eligible, refer the funding opportunity to relevant Project Managers and General Managers.
3. When referring the funding opportunity provide an overview of the opportunity, attach the relevant funding documentation (such as guidelines), note the closing date and request to be advised if Council wishes to proceed/not proceed with the opportunity.
4. Update Council's Grants Spreadsheet which tracks all identified grants in any financial year.

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5. Organise a meeting within two business days with business units who have indicated interest and eligibility and the relevant General Manager. The purpose of this meeting is to confirm prioritisation of project(s) and determine level of support required from the Funding Coordinator for the application.
6. Contact the Funding Agency to discuss the project as soon as practicable after this meeting. The Project Manager and Funding Coordinator should be in attendance at this meeting. If the Funding Agency indicates eligibility and intimates the project meets government policy then the Funding Coordinator will complete a **grant application approval form** and arrange for it to be signed off by the relevant General Manager.

The Project Managers will (when reviewing funding opportunities):

1. Review the funding documentation and assign eligible projects.
2. Advise the Funding Coordinator if Council wishes to proceed or not proceed with an application(s).
3. Undertake initial negotiations with their General Manager regarding eligibility, prioritisation in accordance with corporate objectives and priorities.
4. Act as the central point of contact for the Funding Coordinator.

Preparing an Application

When a decision is made to proceed to application (bid), the Funding Coordinator will:

1. Develop a bid response timeline to assist Project Managers to meet the timeframe.
2. Prepare a bid response framework to assist Project Managers to provide the technical and project information required.
3. Where reports and supplementary documentation is required, provide corporate templates.
4. Request that if reports/evidence are to be attached to the application, that these be saved into Objective.
5. Wordsmith the application for example make the connections to broader government policy, coordinate input from various business units, build and polish the application and ensure all requirements for the application are met including ensuring supporting documentation and evidence is attached.
6. Monitor and track progress, meet with the Project Manager and escalate any issues and opportunities as required.
7. Quality Assure or arrange for a third party to quality assure the application.
8. Undertake a spell check and formatting check of the final application.
9. When the application is completed and is final, complete a Briefing Note addressed to the General Manager and Chief Executive Officer explaining the purpose and intention of the application(s). Funding applications are typically signed off by the Chief Executive Officer and where required by the Funding Agency, the Mayor (guidelines will confirm sign-off requirements). The signed form should be scanned and saved to Objective.
10. Confirm the application method; mostly electronically (by email) or through a grants management system (such as *SmartyGrants*). This changes depending on the Funding Agency and will be noted in the funding guidelines.

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11. Ensure all attachments (for example Resumes and Project Management Plans) are Council branded.
12. Aim to submit the application a minimum of one business day ahead of the closing date to ensure sufficient data receipt time in the event the department receives a large number of applications.
13. Ensure when emailing an application that delivery and read receipts tags are turned on. The read receipt will be saved as evidence the Funding Agency has received the application. This email will be forwarded onto the Project Manager and General Manager with copy to the Finance Manager - Business Partnering and Chief Financial Officer.
14. Update Council's Grants Spreadsheet which tracks all submitted grants in any financial year.
15. Respond to any clarifications from the Funding Agency as a matter of urgency (24 hour turnaround preferable).
16. Follow up with the Funding Agency to confirm outcome on a regular basis.

The Project Managers will:

1. Provide, in accordance with the bid response framework, input into the technical side of the grant application and criteria response.
2. Complete budget information with support from the Business Partnering Unit.
3. Complete relevant attachments such as Project Management Plan.
4. Use appropriately branded documentation available from the Funding Coordinator.
5. Provide relevant technical and project information to the Funding Coordinator in a timely manner (according to the bid response timeframe). Dot points are sufficient to enable the Funding Coordinator to build the application.
6. Complete the Budget and attachments.
7. Review the final application for accuracy and quality assurance purposes and confirm application readiness.

Where an elected member or a Project Manager identifies a funding source they will:

1. Refer the funding source by email to the Funding Coordinator, cc: Chief Financial Officer and Chief Executive Officer.
2. If the Elected Member or Project Manager has a project for consideration, include project details and advise how the project meets eligibility criteria and funding guidelines.

When a decision is made not to proceed to application (no bid), the Funding Coordinator will:

1. Confirm the decision of the relevant General Manager and save the email to Objective.
Update Council's Grants Spreadsheet which tracks all identified funding sources.

Funding Outcome

1. The Funding Agency will inform the Chief Executive Officer in writing of the outcome of Council's funding application(s).

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2. The Chief Executive's Office will forward the correspondence to the Funding Coordinator, Chief Financial Officer, relevant General Manager and Project Manager.
3. The Funding Coordinator will save the correspondence to Objective and update Council's Grants Spreadsheet.

Successful Outcome

The Funding Coordinator will:

1. Update Council's Grants Spreadsheet, complete a Funding Summary Sheet and email a copy of the Funding Summary Sheet to the Project Manager and the Business Partnering Unit.
2. Organise and attend a meeting with the Project Manager, Funding Coordinator and the Business Partnering Unit to discuss the terms of the funding agreement.
3. Contact the Funding Agency and thank it for the funding. Clarify if the funding source is fully expended/allocated. Advise outcome to the relevant General Manager.
4. Confirm to the Funding Agency that the Funding Coordinator is their main point of contact at Council.
5. Seek and formalise any feedback regarding the application in the form of a memorandum email to the relevant General Manager. This feedback will be saved to the project file in Objective.
6. Follow the acquittals and administration process outline outlined in Corporate Procedure PR-3066-001-001 External Funding of Projects and Activities – Administration and Acquittals.

Unsuccessful Outcome

The Funding Coordinator will:

1. Save correspondence to Objective.
2. Request feedback from the Funding Agency.
3. Prepare an email memorandum outlining the feedback and send to the relevant General Manager and the Chief Financial Officer.
4. Record feedback in the Grants Spreadsheet and in the relevant project file in Objective.

The Internal Audit Group shall:

1. Conduct periodic checks to ensure that this procedure is being complied with.

The Enterprise Content Management (Records) Team shall:

1. Ensure that all documentation is registered in the correct sub-folder where project managers are unable to do this through the corporate system.
2. Direct any enquiries, in the first instance, to the Funding Coordinator or alternatively the relevant Project Manager.

Reference Documents

Local Government Act 2009, Chapter 4, Part 3, Sections 101 and 104
Local Government Regulation 2012, Chapter 5

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Associated Documents

Corporate Policy POL-3066 External Funding of Projects and Activities
Corporate Guideline GL-3066-001 External Funding of Projects and Activities
Corporate Procedure PR-3066-001-001 External Funding of Projects and Activities –
Administration and Acquittals (including Attachment 1 Funding Summary Sheet)

Related Documents

Redland City Council Corporate Plan 2015-2020

Document Control

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Version Information

Version No.	Date	Key Changes
1	Feb 2016	New Procedure.

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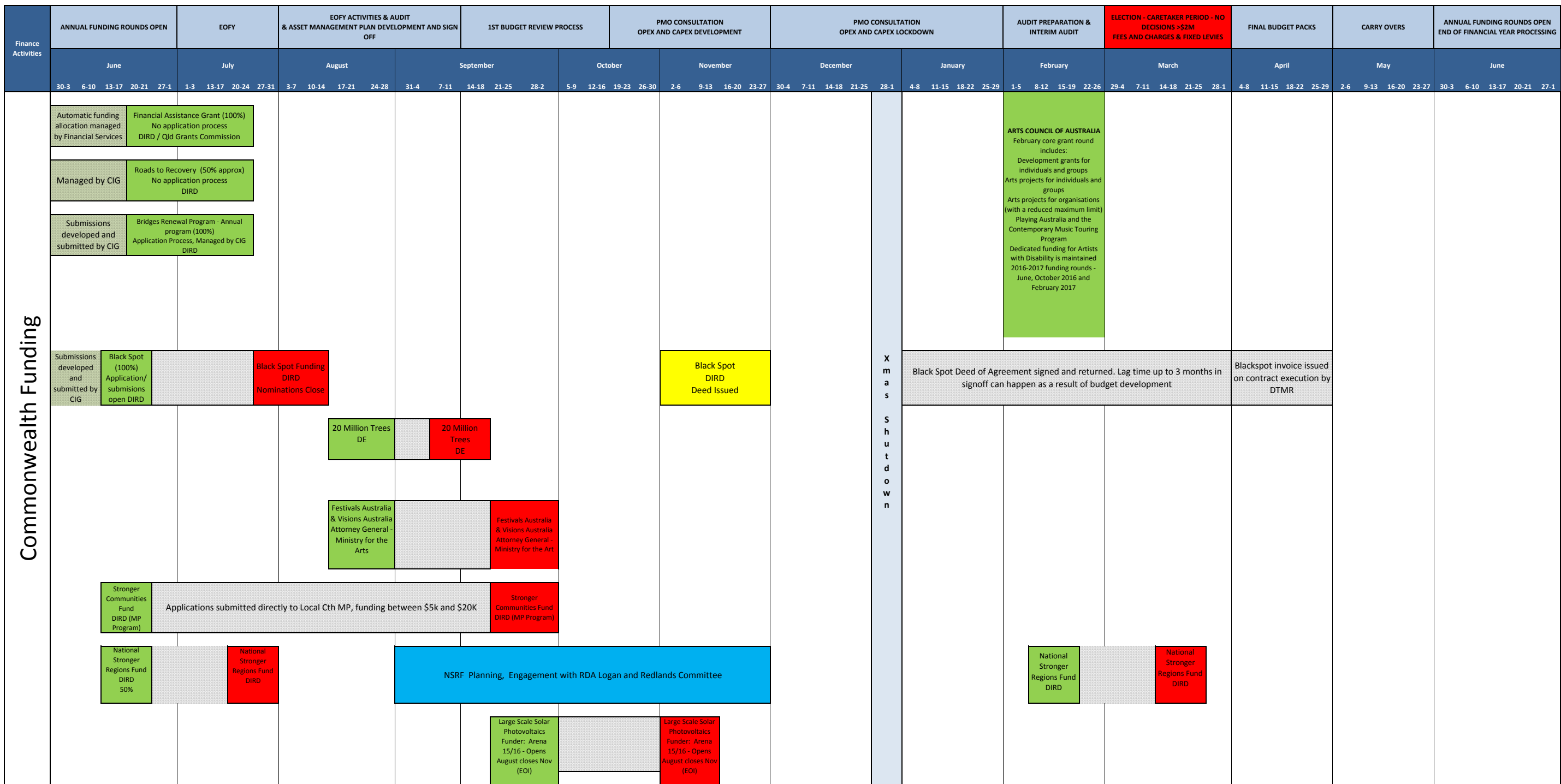
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RCC 2015-2016 Commonwealth Funding Schedule

Nominated Dates are estimates only



Legend:

- Fund Opens: Green
- Fund Closes: Red
- Deed Issued: Yellow
- Feedback: Orange
- Planning: Blue

Abbreviations

State

- DPC Department of Premier and Cabinet
- Department of Communities, Child Safety and Disability Services Queensland
- DOC Multicultural Affairs Queensland
- DILGP Department of Infrastructure, Local Government and Planning
- AQ Arts Queensland
- TMR Department of Transport and Main Roads
- EDQ Economic Development Queensland

Cth

- DIRD Department of Infrastructure and Regional Development
- DE Department of Environment

RCC 2015-2016 State Funding Schedule

State Funding (Note dates are estimates only)

Finance Activities	ANNUAL FUNDING ROUNDS OPEN					EOFY				EOFY ACTIVITIES & AUDIT & ASSET MANAGEMENT PLAN DEVELOPMENT AND SIGN OFF					1ST BUDGET REVIEW PROCESS				PMO CONSULTATION OPEX AND CAPEX DEVELOPMENT				PMO CONSULTATION OPEX AND CAPEX LOCKDOWN				AUDIT PREPARATION & INTERIM AUDIT				ELECTION - CARETAKER PERIOD - NO DECISIONS >\$2M FEES AND CHARGES & FIXED LEVIES				FINAL BUDGET PACKS				CARRY OVERS				ANNUAL FUNDING ROUNDS OPEN END OF FINANCIAL YEAR PROCESSING													
	June					July				August					September				October				November				December				January				February				March				April				May				June					
	30-3	6-10	13-17	20-21	27-1	1-3	13-17	20-24	27-31	3-7	10-14	17-21	24-28	31-4	7-11	14-18	21-25	28-2	5-9	12-16	19-23	26-30	2-6	9-13	16-20	23-27	30-4	7-11	14-18	21-25	28-1	4-8	11-15	18-22	25-29	1-5	8-12	15-19	22-26	29-4	7-11	14-18	21-25	28-1	4-8	11-15	18-22	25-29	2-6	9-13	16-20	23-27	30-3	6-10	13-17	20-21
	LGGSF Funding Opens DILGP									LGGSF Funding closes DILGP									LGGSF Deed Issued				Feedback				Review new FY CAPEX projects - initial allocation of projects to LGGSF								LGGSF Planning with Infrastructure and Operations								LGGSF: Internal RCC Prioritisation and FA Approvals													
										Community Resilience Fund Opens DILGP									Feedback				Review new FY CAPEX projects - initial allocation of projects to CRF																CRF Planning with Infrastructure and Operations and Organisational Services																	
	Queensland Arts (AQ) Showcase Program incorporates three funding streams Rolling Fund applications accepted at any time AQ									Arts Ignite - Funding up to \$60K for new works									Arts Illustrate - Funding up to \$100K to secure acclaimed artists that will engage the community and build local capacity								Arts Impact - Funding up to \$60K for diverse arts and cultural experiences in Queensland								Arts Queensland Grants																					
						Small Grants - such as Quick Response Open AQ				Small Grants - such as Quick Response Close AQ																																														
						Queensland Week Sponsorship Opens July DPC				Queensland Week Sponsorship Closes Aug DPC																																														
						Multicultural Queensland Grants Program Open DOC				Multicultural Queensland Grants Program Close DOC																																														
						Get in the Games Get Playing Plus Open DNPSR				Get in the Games Get Playing Plus Close DNPSR																	Get in the Games Get Playing Plus Open DNPSR				Get in the Games Get Playing Plus Close DNPSR																									
						No Application process. Council Required to submit an Activity Plan for Get Ready Week (GR Week is in October)				Get Ready Grants - Deed Received					Get Ready Grants Activity Plan Due																																									
															Submissions managed by CIG				Cycle Network Local Government Grant TMR												Cycle Network Local Government Grant TMR				CNLGG Projects approved																					
																															Funding allocations and project submissions managed by CIG				Transport Infrastructure Development Program TMR				Transport Infrastructure Development Program TMR																	
															Submissions managed by CIG				Road Safety Program Opens TMR																Road Safety Program TMR								Road Safety Program TMR													
																																			Scenic Lookout Restoration Fund (TMR)																					
															Qld Tourism Infrastructure Fund (DTESB)								Qld Tourism Infrastructure Fund (DTESB)																				Funding allocations and project submissions managed by CIG													
																																											Public Transport Accessible Infrastructure Program TMR													
																																											Public Transport Accessible Infrastructure Program TMR													

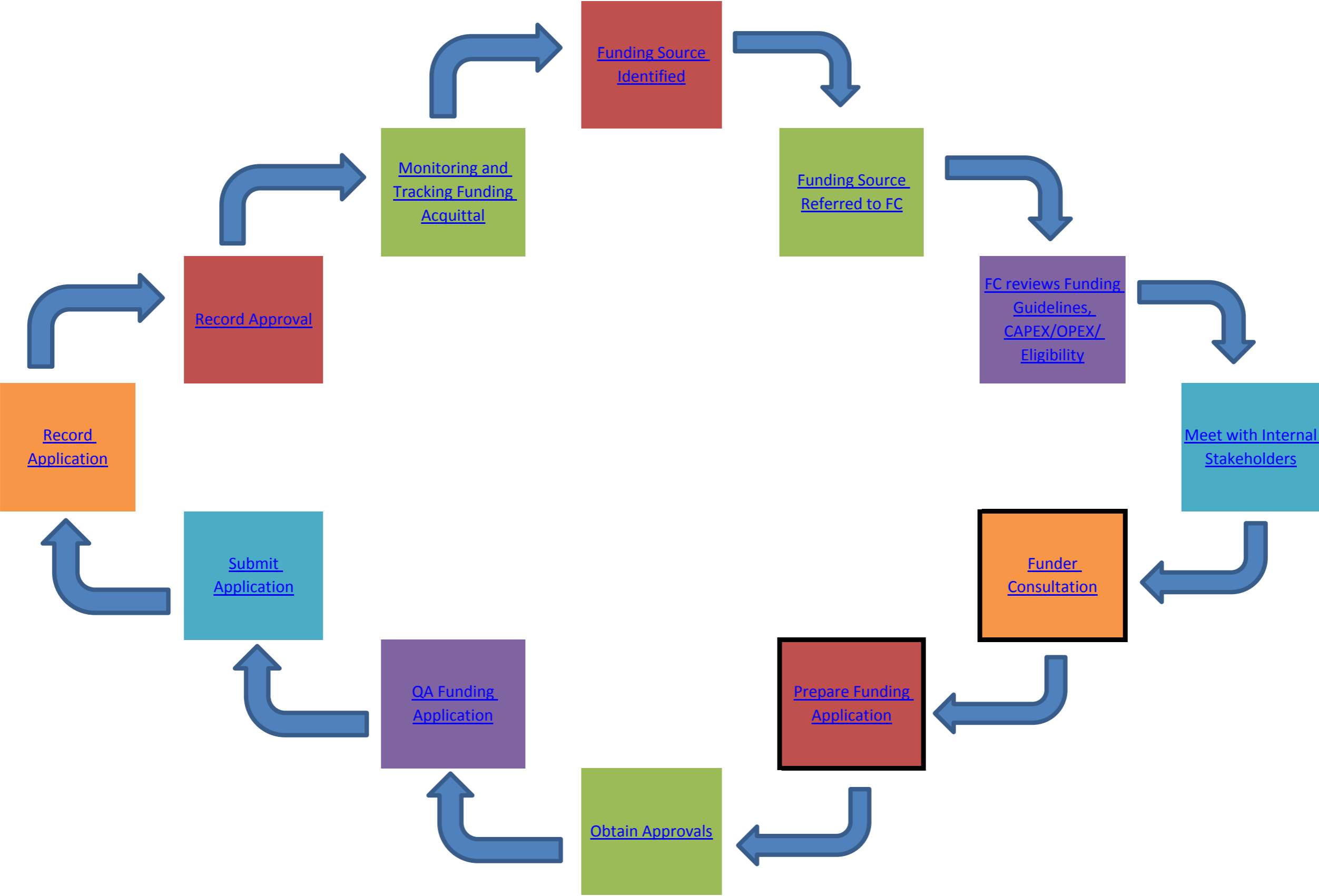
State Funding

Xmas Shutdown

Fund Opens		Fund Closes		Deed Issued		Feedback		Planning	
Abbreviations									
State									
DPC	Department of Premier and Cabinet								
DOC	Department of Communities, Child Safety and Disability Services Queensland								
DILGP	Department of Infrastructure, Local Government and Planning								
AQ	Arts Queensland								
TMR	Department of Transport and Main Roads								
EDQ	Economic Development Queensland								
DTESB	Department of Tourism, Major Events, Small Business and the Commonwealth Games								
DIRD	Department of Infrastructure and Regional Development								
DE	Department of Environment								


Funding Flowchart

Please read in conjunction with Corporate POL 3066, Supporting Guideline GL 3066-001 and Procedures PR 3066-001-001 & PR 3066-002-001



11.1.2 FEBRUARY 2016 MONTHLY FINANCIAL UPDATE

Objective Reference: A1450548
Reports and Attachments (Archives)

Authorising/Responsible Officer: 
Deborah Corbett-Hall
Acting Chief Financial Officer

Report Author: Leandri Brown
Acting Finance Manager Corporate
Finance

PURPOSE

The purpose is to note the anticipated financial results as at 29 February 2016.

BACKGROUND

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

ISSUES***Timing of general meeting in March 2016***

There is only one general meeting in March 2016 where the actual financial performance for the financial year up to the end of February 2016 can be reviewed; however Council's monthly close out processes, required accruals and deferrals will not be completed by the date of this meeting. The general meeting on the 27th of April will receive two monthly financial report attachments for February 2016 and March 2016.

STRATEGIC IMPLICATIONS

Based on the favourable variances reported in previous months in both operating revenue and operating expenditure, as well as the upward trend in capital revenue (especially from developer cash contributions), it is anticipated that Council will continue to report a strong financial position and favourable operating result at the end of February 2016.

Quarter 3 rates were issued in January 2016 and are due for payment in February. As such it is anticipated that ratios that are dependent on cash receipts such as the cash balance, cash capacity and operating performance ratios will improve on last month's result. It is also anticipated that the level of dependence on general rate revenue will drop back from last month's result.

It is therefore anticipated that Council will either achieve or favourably exceed the following Key Financial Stability and Sustainability Ratios as at the end of February 2016:

- Operating surplus ratio;
 - Net financial liabilities;
 - Level of dependence on general rates revenue;
 - Ability to pay our bills – current ratio;
-

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

Asset sustainability is the only ratio anticipated not to meet the target at the end of February 2016. Although the asset sustainability ratio is a stretch target, Council continues to monitor its renewal spend and depreciation expense on infrastructure assets.

Legislative Requirements

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

Risk Management

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

Financial

There are no direct financial impacts to Council resulting from this report; however it provides an indication of financial outcomes at the end of February 2016.

People

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

Environmental

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

Social

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

Alignment with Council's Policy and Plans

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

8. Inclusive and ethical governance

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

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

CONSULTATION

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

OPTIONS


1. That Council resolves to note the anticipated financial position, results and ratios for February 2016.
2. That Council requests additional information.

OFFICER'S RECOMMENDATION

That Council resolves to note the anticipated financial position, results and ratios for February 2016.

11.1.3 APPOINTMENT OF DIRECTOR TO REDLAND INVESTMENT CORPORATION

Objective Reference: A1456377
Reports and Attachments (Archives)

Responsible/Authorising Officer: 
Bill Lyon
Chief Executive Officer

Report Author: Anca Butcher
Lawyer

PURPOSE

The officer seeks a resolution to appoint a new director to Redland Investment Corporation.

BACKGROUND

1. On 28 November 2014 Council agreed to incorporate the Redland Investment Corporation (“company”) and appoint the Chief Executive Officer and Chief Financial Officer as directors;
2. On 28 November 2014, Council adopted the constitution of the company. The constitution requires a Council resolution to appoint a new director of the company.
3. In December 2015, Council’s Chief Financial Officer resigned from the position of director of the company.
4. The Officer is seeking a resolution to appoint Luke Wallace, Group Manager Corporate Governance as a director of the company.
5. The Chief Executive Officer has consulted with the ELT and RIC Directors on a suitable nomination

STRATEGIC IMPLICATIONS**Legislative Requirements**

The *Corporations Act 2001* (Cth) and the *Local Government Act 2009* are relevant to this report. Council is acting in accordance with these Acts.

Risk Management

Council has discretion under the constitution of the company to appoint and remove directors.

Financial

There are no financial risks to Council or the company in appointing a new director.

People

The company has engaged its own staff to assist the directors.

Luke Wallace is a highly experienced and talented employee and has demonstrated wide Local Government experience over an extended period across multiple disciplines.

The appointment of Luke Wallace to the company would complement the development plans in place for Luke as well as providing a valuable resource to help guide the company in accordance with Strategic Direction set by Council.

Environmental

The company operates in accordance with Environmental Laws.

Social

The company has the potential to carry out projects which will address different community needs.

Alignment with Council's Policy and Plans

The recommendation is in accordance with Council's previous resolutions and the company constitution.

CONSULTATION

Consultation has occurred between Council and the company.

OPTIONS

1. That Council make the resolution as recommended by the officer; or
2. That Council request further information from the officer.
3. Council requests Chief Executive Officer RCC to provide alternate nomination based on feedback from Councillors

OFFICER'S RECOMMENDATION

That Council resolves to direct Redland Investment Corporation to appoint Luke Wallace as a director of the company.

11.2 PORTFOLIO 3 (CR JULIE TALTY)**CITY PLANNING AND ASSESSMENT****11.2.1 DECISIONS MADE UNDER DELEGATED AUTHORITY FOR CATEGORY 1, 2 & 3 DEVELOPMENT APPLICATIONS**

Objective Reference: A1447884
Reports and Attachments (Archives)

Attachment: [Decisions Made Under Delegated Authority 31.01.2016 to 13.02.2016](#)

Authorising Officer:



Louise Rusan
General Manager Community & Customer
Services

Responsible Officer:

David Jeanes
Group Manager City Planning & Assessment

Report Author:

Gail Marianoff
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 this report.

Decisions Made Under Delegated Authority 31.01.2016 to 06.02.2016								
Application	Description	Category	Applicant	Property Address	Application Type	Decision Date	Decision	Division
Category 1								
MCU013641	Dwelling House	Category1	Heisig Constructions (QLD) Pty Ltd	29 Plymouth Court, Cleveland QLD 4163	Code Assessment	5/02/2016	Development Permit	2
BWP003363	Design & Siting Dwelling House	Category1	Steve Bartley & Associates Pty Ltd	35A Sentinel Court, Cleveland QLD 4163	Concurrence Agency Response	4/02/2016	Approved	2
BWP003340	Domestic Additions	Category1	DTS Group Pty Ltd	8 Dicameron Court, Thornlands QLD 4164	Code Assessment	3/02/2016	Development Permit	3
BWP003362	Design & Siting - Outbuilding	Category1	Matthew Kenneth Gary Eastwell	199 Waterloo Street, Cleveland QLD 4163	Concurrence Agency Response	5/02/2016	Approved	3
BWP003362	Design & Siting - Outbuilding	Category1	Danielle Cara O'Connell	199 Waterloo Street, Cleveland QLD 4163	Concurrence Agency Response	5/02/2016	Approved	3
MCU013651	Dwelling House	Category1	Sandra Joyce Domalewski	23 Esplanade, Redland Bay QLD 4165	Code Assessment	2/02/2016	Development Permit	5
BWP003283	Design & Siting - Dwelling	Category1	All Approvals Pty Ltd	10 Sandy Drive, Victoria Point QLD 4165	Concurrence Agency Response	5/02/2016	Approved	6
BWP003283	Design & Siting - Dwelling	Category1	All Approvals Pty Ltd	14 Caston Court, Birkdale QLD 4159	Concurrence Agency Response	5/02/2016	Approved	6
MCU013647	Dual Occupancy	Category1	Axis Planning	2 Vanstone Way, Redland Bay QLD 4165	Code Assessment	2/02/2016	Development Permit	6
BWP003381	Design & Siting - Domestic Outbuilding	Category1	Peter Sherriff	10 Lois Place, Redland Bay QLD 4165	Concurrence Agency Response	3/02/2016	Approved	6
MCU013654	Dual Occupancy	Category1	Ultralinea Architecture Pty Ltd	31 Willard Road, Capalaba QLD 4157	Code Assessment	5/02/2016	Development Permit	8
BWP003356	Design & Siting - Shed	Category1	The Certifier Pty Ltd	12 Kingsbury Court, Alexandra Hills QLD 4161	Concurrence Agency Response	3/02/2016	Approved	8
OPW001970	Operational Works - ROL 1 into 2	Category1	Peter Michael McGrath	25 Baywalk Place, Thorneside QLD 4158	Code Assessment	3/02/2016	Development Permit	10

Category 2


BWP003357	Design and Siting - Dwelling	Category2	Simonds Homes	65 Balthazar Circuit, Mount Cotton QLD 4165	Concurrence Agency Response	1/02/2016	Approved	6
MCU013055	Combined-Passenger Terminal Refreshment Establishment and Prescribed Tidal Works	Category2	Department Of Transport And Main Roads	Weinam Creek New Car Compound, 9 Meissner Street, Redland Bay QLD 4165	Permissible Change	5/02/2016	Development Permit	5

Decisions Made Under Delegated Authority 07.02.2016 to 13.02.2016								
Application	Description	Category	Applicant	Property Address	Application Type	Decision Date	Decision	Division
Category 1								
OPW001966	Advertising Device	Category1	Ss Signs & Vehicle Wraps	97-129 Dundas Street, Ormiston QLD 4160	Code Assessment	10/02/2016	Development Permit	1
OPW001967	Advertising Device	Category1	Ss Signs & Vehicle Wraps	Our Lady Star of the Sea, 51 Passage Street, Cleveland QLD 4163	Code Assessment	10/02/2016	Development Permit	2
BWP003379	Design & Siting - Dwelling House	Category1	Phillip John Osman	19 James Street, Coochiemudlo Island QLD 4184	Concurrence Agency Response	11/02/2016	Approved	4
BWP003369	Design and Siting - Dwelling	Category1	Simonds Homes	61 Sarsenet Circuit, Mount Cotton QLD 4165	Concurrence Agency Response	10/02/2016	Approved	6
BWP003371	DESIGN & SITING - DWELLING HOUSE	Category1	Building Code Approval Group Pty Ltd	11 Bell View Street, Victoria Point QLD 4165	Concurrence Agency Response	11/02/2016	Approved	6
BWP003372	Design and Siting - Dwelling House	Category1	Powell Constructions Pty Ltd	5 Marblewood Street, Mount Cotton QLD 4165	Concurrence Agency Response	10/02/2016	Approved	6
BWP003375	Design and Siting - Dwelling	Category1	Platinum Building Approvals	8 Madison Court, Redland Bay QLD 4165	Concurrence Agency Response	10/02/2016	Approved	6
BWP003378	Design and Siting - Private Spa	Category1	ABC Certification Pty Ltd	7 Muller Street, Redland Bay QLD 4165	Concurrence Agency Response	10/02/2016	Approved	6
BWP003376	Design and Siting - Garage	Category1	Fluid Approvals	9 Ironbark Street, Capalaba QLD 4157	Concurrence Agency Response	10/02/2016	Approved	7
ROL005991	Standard Format: 1 into 2	Category1	Michell Town Planning & Development	361 Old Cleveland Road East, Birkdale QLD 4159	Code Assessment	8/02/2016	Development Permit	8
BWP003370	DESIGN & SITING - DWELLING HOUSE	Category1	Building Code Approval Group Pty Ltd	111 Spurs Drive, Wellington Point QLD 4160	Concurrence Agency Response	10/02/2016	Approved	8

Application	Description	Category	Applicant	Property Address	Application Type	Decision Date	Decision	Division
BWP003368	Design and Siting - Carport	Category1	All Approvals Pty Ltd	52 Brewer Street, Capalaba QLD 4157	Concurrence Agency Response	10/02/2016	Approved	9
BWP003364	Design & Siting - Pegola + Garage	Category1	Applied Building Approvals	72 Makaha Drive, Birkdale QLD 4159	Concurrence Agency Response	8/02/2016	Approved	10
Category 2								
OPW001296	External Works associated with roundabout	Category2	Sumvista Pty Ltd	623-635 Main Road, Wellington Point QLD 4160	Code Assessment	8/02/2016	Development Permit	1
OPW001860.2	Operational Works - Affinity Development Stage 3 and 4	Category2	Sheehy & Partners Pty Ltd Villa World Thornlands Pty Ltd	415-423 Boundary Road, Thornlands QLD 4164	Code Assessment	8/02/2016	Development Permit	6
OPW001867	Operational Works - MCU - Vehicle Depot	Category2	Larrawood Pty Ltd	265 Redland Bay Road, Capalaba QLD 4157	Compliance Assessment	12/02/2016	Approved	7
ROL005936	Standard Format - 1 into 12 lots	Category2	Floreau Pty Ltd	302 Old Cleveland Road East, Birkdale QLD 4159	Code Assessment	10/02/2016	Preliminary Approval	10

11.2.2 APPEALS LIST CURRENT AS AT 15 FEBRUARY 2016

Objective Reference: A1413304
Reports and Attachments (Archives)

Authorising Officer: 
Louise Rusan
General Manager Community and Customer Services

Responsible Officer: **David Jeanes**
Group Manager City Planning & Assessment

Report Author: **Kim Peeti**
Acting Service Manager Planning Assessment

PURPOSE

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

BACKGROUND

Information on appeals may be found as follows:

1. Planning and Environment Court

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

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

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

The database contains:

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

ISSUES

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

2.	File Number:	Appeal 4802 of 2014 (OPW001288)
Applicant:		Birkdale Flowers Pty Ltd
Application Details:		Operational Works subsequent to reconfiguring a lot (1 into 28 lots).
Appeal Details:		Amended Originating Application seeking enforcement orders for removal of encroachments upon adjoining land and compliance with relevant approvals.
Current Status:		Judgment handed down on 11 February 2016. Appeal dismissed.

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

4.	File Number:	Appeal 795 of 2015 (MCU013316)
Applicant:		James Tovey Wilson
Application Details:		Material Change of Use for Mixed Use – Tourist Accommodation (71 units), Apartment Building (28 units), Refreshment Establishment and Shop 18-20 Waterloo Street Cleveland
Appeal Details:		Submitter appeal against development approval.
Current Status:		The matter has been adjourned to 24 February 2016.

5.	File Number:	Appeal 3441 of 2015 (MCU013378)
Applicant:		Urban Potentials Pty Ltd
Application Details:		Material Change of Use for a Service Station 4 – 6 Government Rd, Redland Bay
Appeal Details:		Applicant appeal against refusal.
Current Status:		Appeal filed in Court on 2 September 2015. No directions orders have been made by the Court.

6.	File Number:	Appeal 3474 of 2015 (ROL005815)
Applicant:		Palacio Property Group Pty Ltd
Application Details:		Reconfiguring a Lot (1 into 5 Lots) 188 – 200 Waterloo Street, Cleveland
Appeal Details:		Applicant appeal against refusal of conversion application.
Current Status:		Appeal filed in Court on 4 September 2015. Matter is listed for review on 6 May 2016.

7.	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. No directions orders have been made by the Court.

8.	File Number:	Appeal 3988 of 2015 (MCU013389)
Applicant:		Yajoc Pty Ltd
Application Details:		Material Change of Use for 12 Multiple Dwelling Units 48 - 50 Little Shore St Cleveland
Appeal Details:		Applicant appeal against conditions.
Current Status:		Appeal filed in Court on 13 October 2015. Preliminary hearing on the early build issue set for 22 February 2016.

9.	File Number:	Appeal 4472 of 2015 (MCU013409)
Applicant:		Every Bodies Physio Pty Ltd
Application Details:		Material Change of Use for a Health Care Centre and Refreshment Establishment 687-689 Old Cleveland Road East, Wellington Point
Appeal Details:		Applicant appeal against preliminary approval.
Current Status:		Appeal filed in Court on 17 November 2015. Parties attended a without prejudice meeting on 8 December 2015.

10.	File Number:	Appeal 4541 of 2015 (ROL005873)
Applicant:		Loncor Properties Pty Ltd
Application Details:		Reconfiguring a Lot (1 into 43 lots) 35-41 Wrightson Road, Thornlands
Appeal Details:		Applicant appeal against refusal.
Current Status:		Appeal filed in Court on 20 November 2015. Matter is listed for review on 24 February 2016.

11.	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.

OFFICER'S RECOMMENDATION

That Council resolves to note this report.

11.2.3 ELECTION PERIOD DELEGATIONS

Objective Reference: A1408986
Reports and Attachments (Archives)

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 to recommend that Council conditionally delegates its powers under the *Sustainable Planning Act 2009* from 3 March 2016 to 26 April 2016 (inclusive), to comply with the Integrated Development Assessment System (IDAS) timeframes and ensure continuity within this decision-making process.

BACKGROUND

Under the *Sustainable Planning Act 2009* (the Act) Council has the power to:

1. decide development applications; and
2. provide instructions to legal counsel for appeal matters actioned under Chapter 7 of the Act.

With the last meeting of Council to be held on 2 March 2016 and the first meeting post-election scheduled for 27 April 2016, there is a gap of eight (8) weeks for any potential development application decisions under the Act, which may need to be made to meet IDAS timeframes or for any instructions to be given on matters of appeal.

ISSUES

To comply with the IDAS timeframes and ensure continuity within this decision-making process it is proposed that Council delegates, under section 257 of the *Local Government Act 2009*, its powers under the *Sustainable Planning Act 2009*:

1. to the Chief Executive Officer (CEO), for the period 3 March 2016 to 26 April 2016 (inclusive);
 2. subject to the condition that this delegation can only be exercised where the City Planning and Assessment Portfolio spokesperson, the relevant Divisional Councillor, or Councillor-elect, and the Mayor, or Mayor elect, have been:
 - a) personally provided with a copy of each development report that would normally be determined by Council; and
-

- b) granted a period of three (3) business days from the receipt of the report in which to comment, prior to that application being determined.

STRATEGIC IMPLICATIONS

Legislative Requirements

This report provides for any potential development application decisions under the *Sustainable Planning Act 2009*, which may need to be made to meet IDAS timeframes.

Risk Management

This report reduces possible risks associated with any potential development application decisions under the *Sustainable Planning Act 2009*, which may need to be made to meet IDAS timeframes.

Financial

There are no financial implications associated with this report.

People

This report provides a system to support officers involved in development applications.

Environmental

There are no environmental implications associated with this report.

Social

This report provides a process to ensure development application decisions are made within specified IDAS timeframes to support good decision making practices for both applicants and the Redland's community.

Alignment with Council's Policy and Plans

This report aligns with Council's policies and plans and supports good decision making processes.

CONSULTATION

The Group Manager City Planning and Assessment Group, General Counsel and Acting General Manager Organisational Services were consulted in the preparation of this report.

OPTION 1

That Council resolves as follows:

1. That for the period 3 March 2016 to 26 April 2016 (inclusive) the Chief Executive Officer be delegated, under s.257(1)(b) of the *Local Government Act 2009*, it's powers under the *Sustainable Planning Act 2009*:
 - a) to decide development applications; and
 - b) provide instructions to legal counsel for appeal matters actioned under Chapter 7 of the *Sustainable Planning Act 2009*, including the power to start, settle and respond to Court proceedings;

2. That point 1. above is subject to the condition that this delegation can only be exercised where the City Planning and Assessment Portfolio spokesperson, the relevant Divisional Councillor and the Mayor, or Councillor and Mayor elect subsequent to election day, have been:
 - a) personally provided with a copy of each development report that would normally be determined by Council; and
 - b) granted a period of three (3) business days from the receipt of the report in which to comment, prior to that application being determined.

OPTION 2

That Council resolves as follows:

1. That for the period 3 March 2016 to 26 April 2016 (inclusive) the Mayor or Mayor elect be delegated, under s.257(1)(b) of the *Local Government Act 2009*, it's powers under the *Sustainable Planning Act 2009*:
 - a) to decide development applications; and
 - b) provide instructions to legal counsel for appeal matters actioned under Chapter 7 of the *Sustainable Planning Act 2009*, including the power to start, settle and respond to Court proceedings;
2. That point 1. above is subject to the condition that this delegation can only be exercised where the City Planning and Assessment Portfolio spokesperson, the relevant Divisional Councillor or Councillor elect subsequent to election day, and the Chief Executive Officer have been:
 - a) personally provided with a copy of each development report that would normally be determined by Council; and
 - b) granted a period of three (3) business days from the receipt of the report in which to comment, prior to that application being determined.

OFFICER'S RECOMMENDATION

That Council resolves as follows:

1. That for the period 3 March 2016 to 26 April 2016 (inclusive) the Chief Executive Officer be delegated, under s.257(1)(b) of the *Local Government Act 2009*, it's powers under the *Sustainable Planning Act 2009*:
 - a) to decide development applications; and
 - b) provide instructions to legal counsel for appeal matters actioned under Chapter 7 of the *Sustainable Planning Act 2009*, including the power to start, settle and respond to Court proceedings;
2. That point 1. above is subject to the condition that this delegation can only be exercised where the City Planning and Assessment Portfolio spokesperson, the relevant Divisional Councillor and the Mayor, or Councillor and Mayor elect subsequent to election day, have been:
 - a) personally provided with a copy of each development report that would normally be determined by Council; and
 - b) granted a period of three (3) business days from the receipt of the report in which to comment, prior to that application being determined.

**11.2.4 MCU013418 – MULTIPLE DWELLINGS X 4 – 3 SEABREEZE COURT,
ORMISTON**

Objective Reference: A1370215
Reports and Attachments (Archives)

Attachments: [MCU013418 –Plans & Elevations](#)
[MCU013418 -Proposed West and North Elevations - Units 3-4](#)
[MCU013418 - Proposed East and South Elevations - Units 1 & 2](#)
[MCU013418 - Proposed East and South Elevations - Units 3-4](#)
[MCU013418 - Proposed Ground & Upper Floor Plans](#)
[MCU013418 - Proposed Images](#)
[MCU013418 - Proposed West and North Elevations - Units 1 & 2](#)
[MCU013418 - Shadow Analysis](#)

Authorising Officer:



Louise Rusan
General Manager Community & Customer
Services

Responsible Officer:

David Jeanes
Group Manager City Planning & Assessment

Report Author:

Sharee Shaw
Planning Officer

PURPOSE

This application for a negotiated decision is referred to the Council for determination, as per Council's resolution of General Meeting Minutes dated 18 November 2015.

The application has been assessed against the relevant provisions of the Redlands Planning Scheme. It is recommended that the development be granted a Development Permit, subject to conditions.

BACKGROUND

At Council's General Meeting of the 18 November 2015, it was resolved to issue a preliminary approval for the Material Change of Use for Multiple Dwellings x 5 subject to Council's requirements. The applicant suspended the appeal period on the 3 December 2015 and representations were received on the 18 January 2016. The applicant has now lodged revised plans pursuant to Council's resolution, resulting in Multiple Dwellings x 4.

DEVELOPMENT PROPOSAL AND SITE DESCRIPTION**Proposal**

The application is for a Material Change of Use for a Multiple Dwelling with 4 units.

The design incorporates three (3) separate buildings, two (2) buildings that are single storey (Units 1 and 2) and one (1) building that is two-storey with two (2) units (Units 3 and 4).

The single storey dwelling units consist of a single garage which incorporates the laundry, three (3) bedrooms (main with ensuite), bathroom, lounge/kitchen/dining areas and covered patio.

The ground floor of the two-storey units consist of a double garage that includes one bedroom, bathroom, rumpus room with bar area, laundry and covered porch off the garage. The second storey consists of three (3) bedrooms (main with ensuite), bathroom, kitchen/lounge area with separate dining room and balcony off the main bedroom.

The maximum height of the buildings is 7.5m above natural ground level. Vehicular access is provided from Seabreeze Court. Each unit will have lock-up garages and there will be an additional 5 visitor car parking spaces. Each unit is provided with alfresco areas, accessible from the living areas. The development will have a separate communal open space area available at the rear right-hand corner of the block, including a barbeque area. Service facilities have been provided for each unit, including bin allocation. There is sufficient space for clothes drying areas. Appropriate room is available along the street frontage for waste collection.

Site and Locality

The site has an area of 1644m² and is currently developed with a single detached dwelling and ancillary outbuildings. The site has several trees on the property most being exotics i.e. many palm trees, hibiscus and weeping figs, along with two native lilly pilli trees. These trees are generally located around the boundaries of the lot. The site slopes from the front north-west corner to the rear south-east corner with a fall from 19.5m to 18.4m AHD.

The site is located at the end of a cul-de-sac and adjoins other urban residential zoned properties. The surrounding neighbourhood is an established residential area, predominantly comprising dwelling houses on standard residential lots.

APPLICATION ASSESSMENT***Sustainable Planning Act 2009***

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

SEQ Regional Plan 2009-2031

The site is located within the Urban Footprint in the SEQ Regional Plan 2009-2031. The proposal is consistent with the intent of the regional plan.

State Planning Policies & Regulatory Provisions

State Planning Policy / Regulatory Provision	Applicability to Application
SEQ Koala Conservation SPRP	The site is within an area classified as High Value Other. Under Table 6 Column 2 Item 3 of the SPRP, there is a requirement to maintain movement opportunities for koalas with regard to the development type and scale. The site design does not result in the clearing of non-juvenile koala habitat trees and provides safe koala movement opportunities, as the rear of the property will have an open area and there are no obvious barriers. There is no requirement under the SPRP to replant or pay offsets for this classification.
SPRP (Adopted Charges)	The development is subject to infrastructure charges in accordance with the SPRP (adopted charges) and Council's adopted resolution. Details of the charges applicable have been provided under the Infrastructure Charges heading of this report.
State Planning Policy July 2014	There are no parts of the policy that apply to this application.

Redlands Planning Scheme

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

The application is subject to impact assessment. In this regard, the application is subject to assessment against the entire planning scheme, including Desired Environmental Outcomes. However, it is recognised that the following codes are particularly relevant to the application:

- Urban Residential Zone Code
- Multiple Dwelling Code
- Domestic Driveway Crossover Code
- Erosion Prevention and Sediment Control Code
- Excavation and Fill Code
- Infrastructure Works Code
- Landscape Code
- Stormwater Management Code
- Acid Sulfate Soils Overlay

It is considered that the development complies with the applicable codes.

ASSESSMENT OF NEGOTIATED CONDITION

Council's preliminary approval conditions that must be addressed to allow the issue of a development permit are as follows:-

- 1. Provide a revised layout and design that demonstrates compliance with Specific Outcome S2 of the Multiple Dwelling Code and Specific Outcome S2.4 of the Urban Residential Zone Code. Alternatively, demonstrate that a revised design and layout complies with the Overall Outcomes for the Multiple Dwelling Code and Urban Residential Zone Code; OR**

2. Demonstrate that a revised design and layout complies with the Overall Outcomes for the Multiple Dwelling Code and Urban Residential Code.

Advice: This requirement could be achieved by reducing the number of units to meet Probable Solution P2.4(2)(a) of the Urban Residential Zone Code.

3. That any request for a negotiated decision notice is decided by Council at the appropriate General Meeting.

Applicant's Representation

Multiple Dwelling Use Code

Site Size and Density	Comments
<p>S2.(1) <i>The use is on a lot or premises that is consistent with the amenity of the locality and is sufficient in size to provide for the needs of the housing type.</i></p>	<p><i>A change to the design to reduce the number of units from five (5) to four (4) as per amended plans.</i></p>

Multiple Dwelling Code Overall Outcomes

Outcome	Response
<p>(2) The overall outcome sought for the Multiple Dwelling Code is the following: (a) to ensure the use:- <i>(i) provides a greater range of housing types to the community;</i> <i>(ii) ensures the design and siting of the use provides for a high quality living environment;</i> <i>(iii) maintains a high standard of residential amenity;</i> <i>(iv) compliments the character of the surrounding area.</i></p>	<p><i>(i) Meets the overall outcome</i> <i>(ii) Meets the overall outcome</i> <i>(iii) The design maintains amenity through compliant setbacks, privacy screening, landscaping and a low site coverage compared to standard residential dwelling</i> <i>(iv) The surrounding area has an equal number of low and high set dwellings with standard setbacks and site coverage. The proposed development has a lower site coverage and higher setbacks than the surrounding dwellings. The density is now consistent with the standard for the area being 1 dwelling per 400m².</i></p>

Urban Residential Zone Code

Site Size and Density	Comments
<p>S2.4(2) <i>Dwelling unit density is compatible with the detached low-rise character of the zone.</i></p>	<p><i>Complies with the density of 1 dwelling per 400m².</i></p>

Officer's Comments

It is considered that the applicant has addressed the conditions imposed upon the preliminary approval granted by resolution of Council's General Meeting of the 18 November 2015, by reducing the number of units from five (5) to four (4). The applicant has provided a revised layout and design that is considered to comply with Specific Outcome S2 of the Multiple Dwelling Code and Specific Outcome S2.4 of the Urban Residential Zone Code as follows:

Urban Residential Zone Code

<p>S2.4(2)</p> <p><i>Dwelling unit density is compatible with the detached low-rise character of the zone.</i></p>	<p><i>The amended design now complies by reducing the number of units from five (5) to four (4) resulting in a complying density of 1 unit per 400m². (Amended density 1 per 411m²).</i></p>
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Medium Residential Zone Code

<p>S2</p> <p><i>The use is on a lot or premises that is consistent with the amenity of the locality and is sufficient in size to provide for the needs of the housing type.</i></p>	<p>In determining whether a proposed development is compatible with the character of the local area, Council must consider the proposal against existing developments –</p> <ul style="list-style-type: none"> • Are the proposal's physical impacts on surrounding development acceptable? • Is the proposal's appearance in harmony with the buildings around it and the character of the street? <p>The surrounding area is an existing residential neighbourhood characterised by a range of lot sizes, generally between 600m² and 800m² in size, and each containing a single dwelling house. The subject site itself is at the head of a cul-de-sac that accesses five allotments. Similar to the surrounding area, the other four allotments in Seabreeze Court are between 600m² and 800m² in size and contain single dwelling houses.</p> <p>The impacts identified during the original assessment, related to the bulk of the building, balconies on the first floor facing the eastern boundary and retaining walls along this boundary that lift the level of these units above the neighbouring lots.</p> <p>The proposal presents as three separate buildings; two (2) single storey dwellings and one (1) two-storey building containing 2 units. The two-storey building is now considered to be compatible with the detached character of the locality, in terms of its bulk and scale. This has been accomplished by removing one of the units in the two-storey building. This is now in keeping with the intended residential density of the local area expressed by zone and use code overall outcomes.</p> <p>Additionally, it was considered that the two-storey proposed units adjoining the eastern boundary would unduly impact the amenity of the neighbouring lots to the east. The applicant has added privacy screening to the balconies and windows on the upper floor plan. The screens are 1.5m above floor level and are fixed powder coated aluminium screens. This will minimise direct overlooking between buildings and protect adjoining resident's amenity and privacy as well as keeping a balance of privacy needs of the building occupants and neighbouring dwellings.</p> <p>It is considered that the amended multiple dwelling development has been redesigned to comply with Specific Outcome S2 and Overall Outcome (a)(iii) and (iv) of the Multiple Dwelling Code and Specific Outcome S2.4 of the UR Zone Code.</p>
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INFRASTRUCTURE CHARGES

The proposed development is subject to infrastructure charges in accordance with the State Planning Regulatory Provisions (adopted charges). The total charge applicable to this development is:

Redland Water: \$17,640.00

Redland City Council: \$66,360.00

Combined charge: \$84,000.00

This charge has been calculated as follows in accordance with Council's [Adopted Infrastructure Charges Resolution \(No. 2.1\) July 2014](#):

Redland Water (Notice# 001117)	
Residential Component	
((4X 3 bedroom multiple dwelling X \$28,000) X 0.21 (RW Split)) =	\$23,520
Demand Credit	
((1 X 3 bedroom dwelling X \$28,000) X 0.21 (RW Split)) =	\$5,880.00
Total Redland Water Charge: \$17,640.00	

Redland City Council (Notice# 001117)	
Residential Component	
((4 X 3 bedroom multiple dwelling X \$28,000) X 0.79 (RCC Split)) =	\$88,480.00
Demand Credit	
((1 X 3 bedroom dwelling X \$28,000) X 0.79 (RCC Split)) =	\$22,120.00
Total Council Charge: \$66,360.00	

OFFSETS

There are no offsets that apply under Chapter 8 Part 2 of the *Sustainable Planning Act 2009*.

REFUNDS

There are no refunds that apply under Chapter 8 Part 2 of the *Sustainable Planning Act 2009*.

DEEMED APPROVAL

The approval of this application has not been issued under Section 331 of the *Sustainable Planning Act 2009*.

CONCLUSION

Council officers have reviewed the proposed changes to the Multiple Dwelling Development and it is recommended that a Development Permit be issued, subject to conditions.

STRATEGIC IMPLICATIONS**Legislative Requirements**

The request has been assessed in accordance with the *Sustainable Planning Act 2009*. This amended development application has been assessed against the Redlands Planning Scheme V7 and other relevant planning instruments.

Risk Management

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

Financial

Council will collect infrastructure contributions in accordance with the State Planning Regulatory Provisions (adopted charges) and Council's Adopted Infrastructure Charges Resolution.

If the development is refused, there is potential that an appeal will be lodged and subsequent legal costs may apply.

People

Not applicable. There are no implications for staff.

Environmental

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

Social

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

Alignment with Council's Policy and Plans

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

CONSULTATION

The Planning Assessment Team has consulted with other internal assessment teams where appropriate. Advice has been received from relevant officers and forms part of the assessment of the application.

A copy of the amended proposal was provided to the divisional Councillor.

OPTIONS

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

Council's options are to:

1. Adopt the officer's recommendation to give a negotiated decision notice granting a development permit subject to conditions; or
2. Give notice to the applicant that the representations and revised proposal are not agreed and that the approval remains a Preliminary Approval (grounds of refusal would need to be established).

OFFICER'S RECOMMENDATION

That Council resolves that a negotiated decision notice, granting a Development Permit, be issued for the Material Change of Use for a Multiple Dwelling x 4 on land at 3 Seabreeze Court, Ormiston, subject to the following conditions:

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

Plan/Document Title	Reference Number	Prepared By	Date received by Council
Proposed Ground & Upper Floor Plans	SD01/M	Ashcroft Architects	18 January 2016
Proposed Elevations – Units 3-4	SD03/M	Ashcroft Architects	18 January 2016
Proposed Elevations – Units 3-4	SD04/M	Ashcroft Architects	18 January 2016
Proposed Elevations – Units 1-2	SD06/M	Ashcroft Architects	18 January 2016
Proposed Elevations – Units 1-2	SD07/M	Ashcroft Architects	18 January 2016
Turning Circle Diagrams – Sheet 1 of 4	SD10/M	Ashcroft Architects	18 January 2016
Turning Circle Diagrams – Sheet 1 of 4	SD11/M	Ashcroft Architects	18 January 2016
Turning Circle Diagrams – Sheet 1 of 4	SD12/M	Ashcroft Architects	18 January 2016
Turning Circle Diagrams	SD13/M	Ashcroft Architects	18 January 2016

– Sheet 1 of 4				
Civil Investigation	Engineering	Ref. 7026	HCE Engineers	January 2015

Table 1: Approved Plans and Documents

Compliance Assessment	
3. Apply to Council, and receive approval, for Compliance Assessment for the documents and works referred to in Table 2:	Prior to site works commencing

Document or Works Item	Compliance Assessor	Assessment Criteria
Stormwater assessment or stormwater management plan	Redland City Council	<ul style="list-style-type: none"> Redlands Planning Scheme Part 8 Division 9 – Stormwater Management Code Redlands Planning Scheme Part 11 Policy 3 Chapter 4 – Security Bonding Redlands Planning Scheme Part 11 Policy 9 Chapter 2 – Documentation and General Conditions and Chapter 6 – Stormwater Management Redlands Planning Scheme Part 9 Schedule 11 – Water Quality Objectives Water Sensitive Urban Design Technical Guidelines for South East Queensland State Planning Policy December 2013 Queensland Urban Drainage Manual Australian Standard 3500.3:2003 – Plumbing and Drainage – Stormwater Drainage.
Water and wastewater supply and reticulation	Redland City Council	<ul style="list-style-type: none"> SEQ Water Supply and Sewerage Design and Construction Code Redlands Planning Scheme Part 8 Division 7 – Infrastructure Works Code Redlands Planning Scheme Part 11 Policy 3 Chapter 4 – Security Bonding Redlands Planning Scheme Part 11 Policy 9 Chapter 2 – Documentation and General Conditions, Chapter 7 – Water Reticulation and Chapter 8 – Sewerage Reticulation.
Access and parking plans	Redland City Council	<ul style="list-style-type: none"> Redlands Planning Scheme Part 8 Division 1 – Access and Parking Code Redlands Planning Scheme Part 11 Policy 3 Chapter 4 – Security Bonding Redlands Planning Scheme Part 11 Policy 9 Chapter 2 – Documentation and General Conditions and Chapter

		<p>15 – Access and Parking</p> <ul style="list-style-type: none"> • Australian Standard 2890.1:2004 – Parking Facilities – Off-street car parking • Australian/New Zealand Standard 2890.6:2009 – Parking Facilities – Off-street parking for people with disabilities.
Sediment and erosion control	Redland City Council	<ul style="list-style-type: none"> • Redlands Planning Scheme Part 8 Division 6 – Erosion Prevention and Sediment Control Code • Redlands Planning Scheme Part 11 Policy 3 Chapter 4 – Security Bonding • Redlands Planning Scheme Part 11 Policy 9 Chapter 2 – Documentation and General Conditions and Chapter 4 – Erosion Prevention and Sediment Control • Institution of Engineers Australia Erosion and Sediment Control Guidelines.
Earthworks	Redland City Council	<ul style="list-style-type: none"> • Redlands Planning Scheme Part 7 Division 6 – Excavation and Fill Code • Redlands Planning Scheme Part 8 Division 5 – Development Near Underground Infrastructure Code • Redlands Planning Scheme Part 11 Policy 3 Chapter 4 – Security Bonding • Redlands Planning Scheme Part 11 Policy 9 Chapter 2 – Documentation and General Conditions, Chapter 12 – Excavation and Fill and Chapter 13 – Development Near Underground Infrastructure • Australian Standard 2870:2011 – Residential Slabs and Footings • Australian Standard 4678:2002 – Earth-retaining Structures • Australian Standard 3798:2007 – Guidelines on Earthworks for Commercial and Residential Development.
Electricity reticulation	Redland City Council	<ul style="list-style-type: none"> • Redlands Planning Scheme Part 8 Division 7 – Infrastructure Works Code • Redlands Planning Scheme Part 11 Policy 3 Chapter 4 – Security Bonding • Redlands Planning Scheme Part 11 Policy 9 Chapter 2 – Documentation and General Conditions and Chapter 9 – Electrical Reticulation and Street Lighting

Table 2: Compliance Assessment

<u>Land Dedication and Design</u>	
4. Demolish or relocate/remove all existing structures on site in accordance with the approved plan(s) and cap all services prior to demolition commencing.	Prior to the use commencing.
5. Locate, design and install outdoor lighting, where required, to minimise the potential for light spillage to cause nuisance to neighbours.	Prior to the use commencing and ongoing.
6. Comply with the following requirements where it is proposed that habitable room windows above the ground storey will be within a distance of 6m, and within an angle of 45 degrees, and directly adjacent to habitable rooms of neighbouring dwelling units: <ol style="list-style-type: none"> a) Provide sill heights a minimum of 1.5m above floor level; or b) Provide fixed translucent, such as frosted or textured glazing, for any part of the window less than 1.5m above floor level; or c) Provide fixed external screens that are: <ol style="list-style-type: none"> i) Solid translucent screens; or ii) Perforated panels or trellises that have a maximum of 25% openings, with a maximum opening dimension of 50mm, and that are permanently fixed and durable; and iii) Offset a minimum of 300mm from the wall of the building. 	Prior to the use commencing.
<u>Access, Roadworks and Parking</u>	
7. Provide car parks in accordance with approved plan SD01/M. Access to car parking spaces, bicycle spaces, bin bays and driveways must remain unobstructed and available for their intended purpose.	Prior to the use commencing and ongoing.
8. Provide a car wash bay that: <ul style="list-style-type: none"> • is designed and constructed of a permeable surface; • is designed to limit ponding/pooling of wastewater; and • minimises water usage. 	Prior to the use commencing and ongoing.
9. Submit to Council for approval, engineering plans and details showing the following frontage works are in accordance with the assessment criteria listed in Table 2: Compliance Assessment of this approval: <ol style="list-style-type: none"> a) Footpath earthworks, topsoiling and turfing of all disturbed footpath areas; b) Reinstatement of concrete kerb and channel where required; c) Removal of all redundant vehicle crossovers; d) Entry treatment/access to the site; e) Adjustment and relocations necessary to public utility services resulting from 	As part of request for compliance assessment.

<p>these works;</p> <p>f) A minimum 5.5m wide permanent vehicular crossover to the Seabreeze Court frontage of the site according to standard drawing R-RSC-3.</p>	
<u>Stormwater Management</u>	
<p>10. Convey roof water and surface water in accordance with the Redlands Planning Scheme Policy 9 Chapter 6 – Stormwater Management to:</p> <ul style="list-style-type: none"> • A lawful point of discharge to the kerb and channel in Seabreeze Court. 	<p>Prior to the use commencing and ongoing.</p>
<p>11. Manage stormwater discharge from the site in accordance with the Redlands Planning Scheme Policy 9 Chapter 6 – Stormwater Management, so as to not cause an actionable nuisance to adjoining properties.</p>	<p>Prior to the use commencing and ongoing.</p>
<p>12. Submit to Council, and receive Compliance Assessment approval for, a stormwater assessment that is generally in accordance with the Civil Engineering Investigation report, prepared by HCE Engineers and addresses both quality and quantity in accordance with the Redlands Planning Scheme Policy 9 Chapter 6 – Stormwater Management, and the following:</p> <ul style="list-style-type: none"> • Detailed design of the internal stormwater system with capacity for flows of the 10 ARI event. • Overland flows using arrows for flows above the capacity of the piped system up to 100 year ARI event, including building finished floor levels to provide immunity for flooding. • If there is an obstruction along the overland flowpaths (fence, kerb, garden bed, etc) provide details to maintain the capacity and free flow in that area. 	<p>As part of request for compliance assessment.</p>
<u>Infrastructure and Utility Services</u>	
<p>13. Pay the cost of any alterations to existing public utility mains, services or installations due to building and works in relation to the proposed development, or any works required by conditions of this approval. Any cost incurred by Council must be paid at the time the works occur in accordance with the terms of any cost estimate provided to perform the works, or prior to plumbing final or the use commencing, whichever is the sooner.</p>	<p>At the time of works occurring.</p>
<p>14. Connect the development to external reticulated sewer, external reticulated water and underground electricity supply in accordance with the assessment criteria listed in Table 2: Compliance Assessment of this approval.</p>	<p>Prior to the use commencing.</p>
<p>15. Remove any redundant sewerage connections within the site or servicing the development and provide documentary evidence to Council or its delegate that this has occurred.</p>	<p>Prior to building works commencing.</p>
<u>Waste Management</u>	
<p>16. Install a screened refuse storage area on site for each dwelling unit, as indicated on the approved plan(s) of development, for the storage of a minimum of two (2)</p>	<p>Prior to the use commencing</p>

waste collection bins per unit (ie one waste bin and one recycle bin for each unit) in accordance with the Redlands Planning Scheme Policy 9 Chapter 16 – Waste Management.	and ongoing.
<p>17. Provide bin service bays for placement of waste and recycling bins for each unit for the purpose of emptying bins only (not for storage of bins). Construct each bin bay of stamped concrete in accordance with the following:</p> <ul style="list-style-type: none"> • 2m long x 1m wide on the road frontage adjacent to each lot. • Located so that the length is parallel to the road edge without impeding any swale drainage or existing/proposed driveway. • Marked 'bin service bay' in letters of 200mm height. 	Prior to the use commencing and ongoing.
<u>Landscape Works</u>	
<p>18. Landscape the site in accordance with the approved plan(s). Do not use any species listed as declared or non-declared weed species in Part B of Council's Pest Management Plan (PMP) 2012-2016.</p> <p>Note: You can access the PMP at: http://www.redland.qld.gov.au/EnvironmentWaste/EnvironmentPlans/Pages/Pest-Management-Plan.aspx</p>	Prior to the use commencing.
<p>19. Landscape the front strip(s) with planting at an average density of one plant per square metre, comprising a mix of trees, shrubs and groundcovers. Within this mix, plant at least two tree species.</p> <p>Advice: Suggested plant spacing – groundcovers at 600mm-1.0m, shrubs at 2.0-2.5m, and small trees at 5.0m.</p>	Prior to the use commencing.
<p>20. Provide organic mulch to all garden bed areas at a minimum depth of 100mm.</p>	Prior to the use commencing
<p>21. Turf all areas of disturbance within the road verge with turf cut from a weed free source</p>	Prior to the use commencing
<p>22. Plant two (2) street trees in accordance with the Redlands Planning Scheme Landscape Code with species selected from Schedule 9 of the Redlands Planning Scheme.</p> <p>Advice: Contact Council's Parks and Conservation for advice on street tree planting.</p>	Prior to the use commencing
<p>23. Engage a qualified fauna spotter to inspect vegetation for fauna prior to removal and advise removal contractors when it is appropriate to commence works. An accredited fauna spotter is a person or company holding a current Rehabilitation Permit issued by the Department of Environment and Heritage under the Nature Conservation (Administration) Regulation 2006.</p>	Prior to commencing any tree clearing works at the Compliance Assessment stage.

- | | |
|--|-------------------------------------|
| <p>24. Arrange with Council for a Compliance inspection to be carried out upon the completion of the development in accordance with this approval and its conditions.</p> <p>The development must pass the Compliance inspection before the use commences.</p> | <p>Prior to the use commencing.</p> |
|--|-------------------------------------|

ADDITIONAL APPROVALS

The following further Development Permits and/or Compliance Permits are necessary to allow the development to be carried out.

- Building Works approval.
- Building works – demolition:
 - Provide evidence to Council that a Demolition Permit has been issued for structures that are required to be removed and/or demolished from the site in association with this development. Referral Agency Assessment through Redland City Council is required to undertake the removal works.

Further approvals, other than a Development Permit or Compliance Permit, are also required for your development. This includes, but is not limited to, the following:

- Compliance assessment as detailed in Table 2 of the conditions.
- Plumbing and drainage works.
- Capping of Sewer – for demolition of existing buildings on site.
- Road Opening Permit – for any works proposed within an existing road reserve.

ASSESSMENT MANAGER ADVICE

- **Infrastructure Charges**
Infrastructure charges apply to the development in accordance with the State Planning Regulatory Provisions (adopted charges) levied by way of an Infrastructure Charges Notice. The infrastructure charges are contained in the attached Redland City Council Infrastructure Charges Notice.
- **Live Connections**
Redland Water is responsible for all live water and wastewater connections. Contact *must* be made with Redland Water to arrange live works associated with the development.
Further information can be obtained from Redland Water on 1300 015 561.
- **Hours of Construction**
Please be aware that you are required to comply with the *Environmental Protection Act* in regards to noise standards and hours of construction.
- **Coastal Processes and Sea Level Rise**
Please be aware that development approvals issued by Redland City Council are based upon current lawful planning provisions which do not necessarily respond immediately to new and developing information on coastal processes and sea level rise. Independent advice about this issue should be sought.

- **Survey and As-constructed Information**
Upon request, the following information can be supplied by Council to assist survey and engineering consultants to meet the survey requirements:
 - a) A map detailing coordinated and/or levelled PSMs adjacent to the site.
 - b) A listing of Council (RCC) coordinates for some adjacent coordinated PSMs.
 - c) An extract from Department of Natural Resources and Mines SCDM database for each PSM.
 - d) Permanent Survey Mark sketch plan copies.

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

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

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

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

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

0

20m

40m

60m

40m



PROPOSED 4 MULTIPLE UNIT DWELLINGS
 AT
3 SEABREEZE COURT, ORMISTON QLD 4160
 FOR
LANDMART QUEENSLAND

PERSPECTIVE 1

20m



PERSPECTIVE 2

0



PERSPECTIVE 3

VERIFY ALL
 DIMENSIONS,
 LEVELS AND
 SETOUT
 ON SITE



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PROPOSED 4 MULTIPLE UNIT DWELLINGS
 AT
3 SEABREEZE COURT, ORMISTON QLD 4160
 FOR
LANDMART QUEENSLAND

TITLE:
PROPOSED IMAGES

DATE: 21.12.15

DRAWN: B.R.A.

PROJECT No.:

SCALE: 1:200

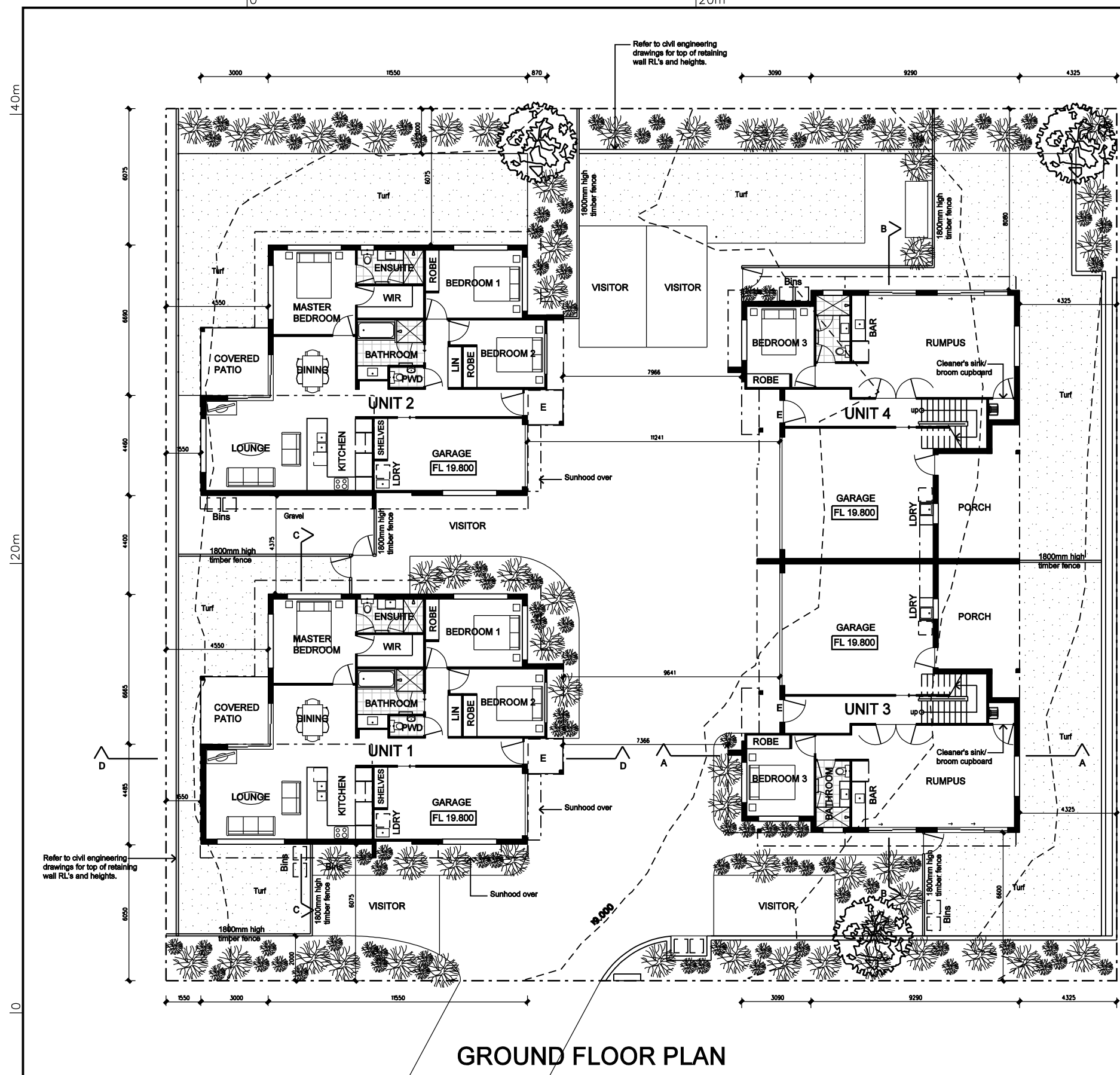
ISSUE: DEVELOPMENT APPROVAL

Q14316

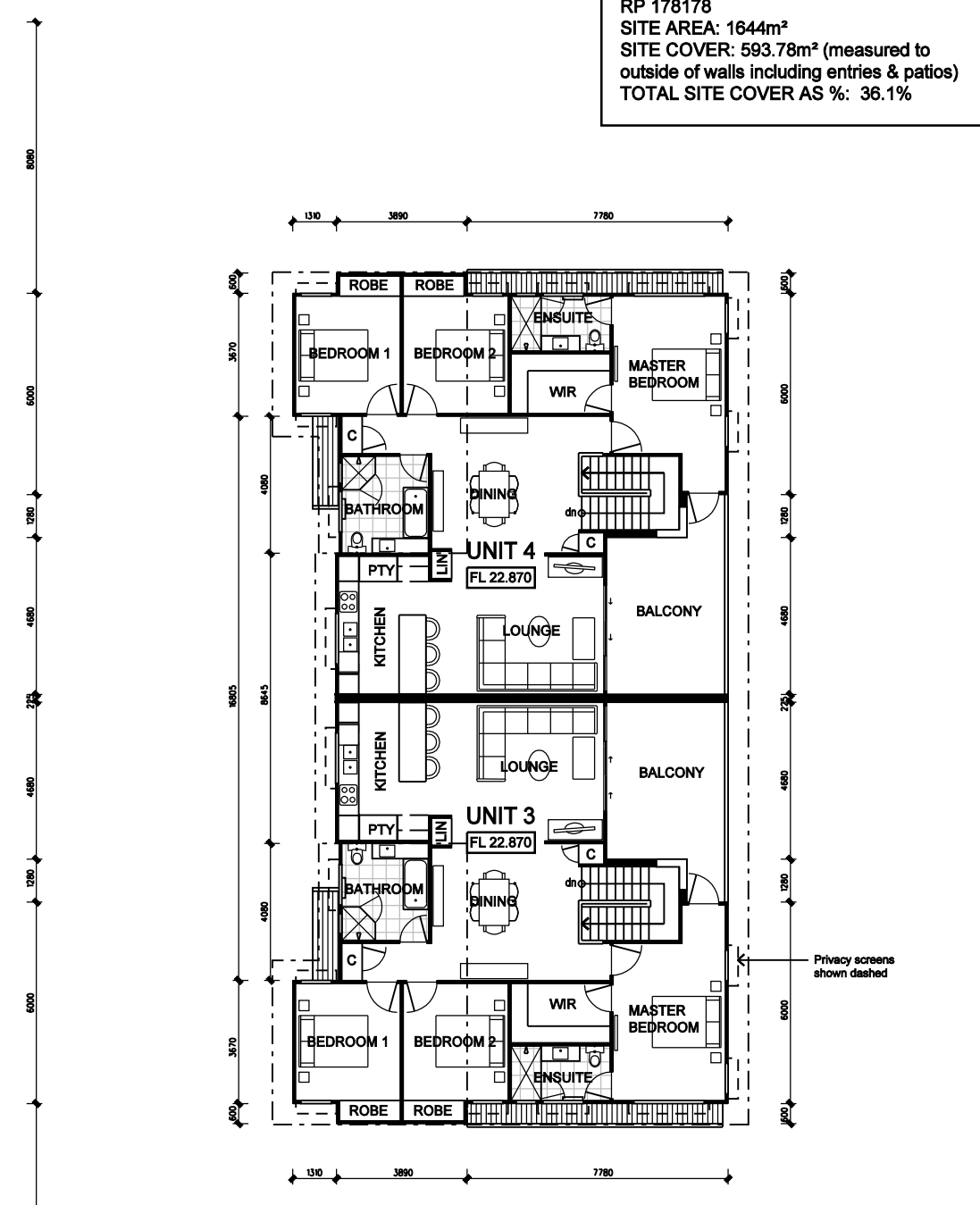
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M

R.P.D.
 LOT 30 ON
 RP 178178
 SITE AREA: 1644m²
 SITE COVER: 593.78m² (measured to
 outside of walls including entries & patios)
 TOTAL SITE COVER AS %: 36.1%



GROUND FLOOR PLAN



VERIFY ALL DIMENSIONS, LEVELS AND SETOUT ON SITE

NORTH

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PROPOSED 4 MULTIPLE UNIT DWELLINGS
 AT
 3 SEABREEZE COURT, ORMISTON QLD 4160
 FOR
 LANDMART QUEENSLAND

TITLE: PROPOSED GROUND & UPPER FLOOR PLANS		
DATE: 21.12.15	DRAWN: B.R.A.	PROJECT No.:
SCALE: 1:200	ISSUE: DEVELOPMENT APPROVAL	Q14316

SD01
 M

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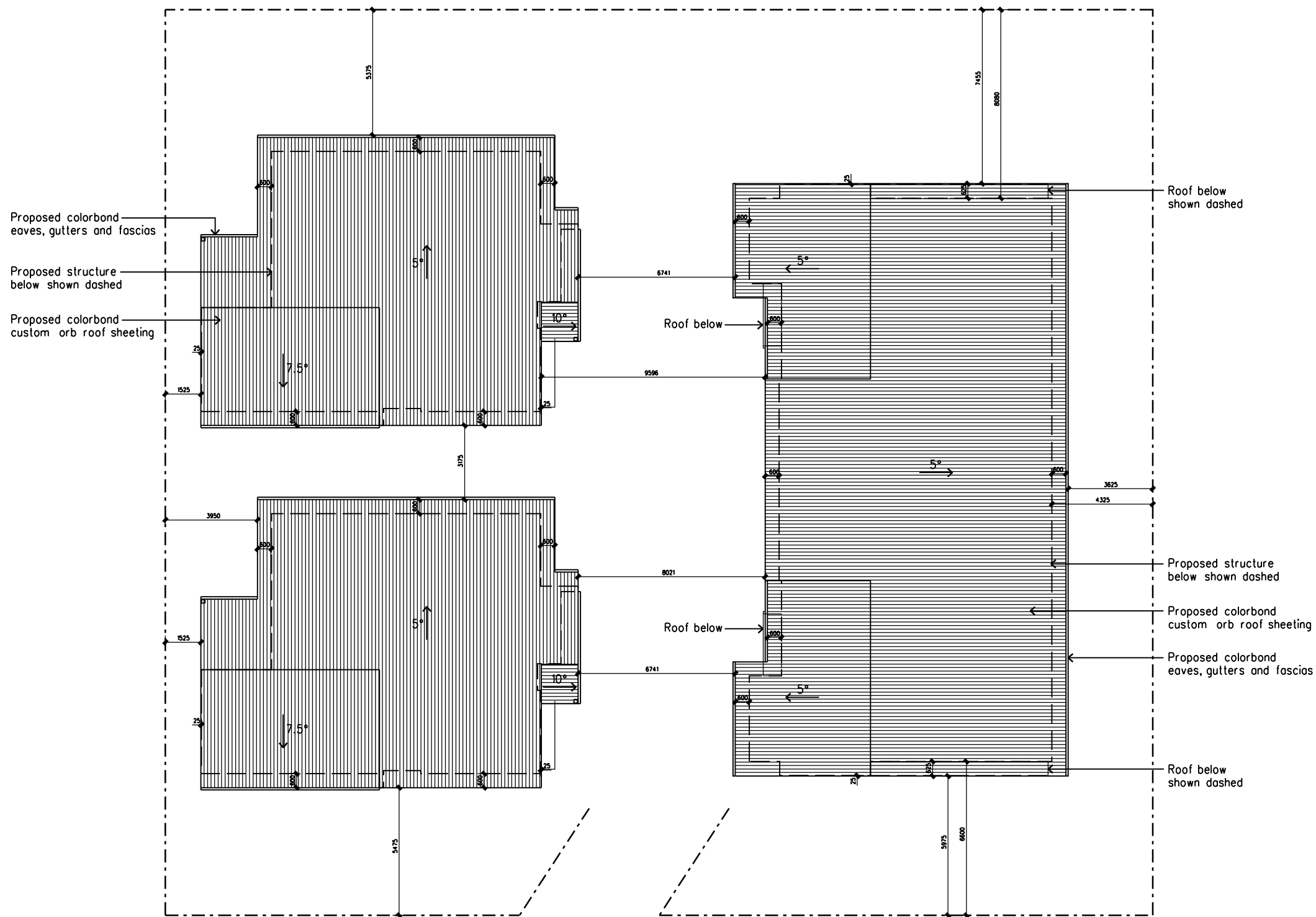
40m

60m

40m

20m

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VERIFY ALL DIMENSIONS, LEVELS AND SETOUT ON SITE



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PROPOSED 4 MULTIPLE UNIT DWELLINGS
AT
3 SEABREEZE COURT, ORMISTON QLD 4160
FOR
LANDMART QUEENSLAND

TITLE:
PROPOSED ROOF PLAN

DATE: 21.12.15

DRAWN: B.R.A.

PROJECT No.:

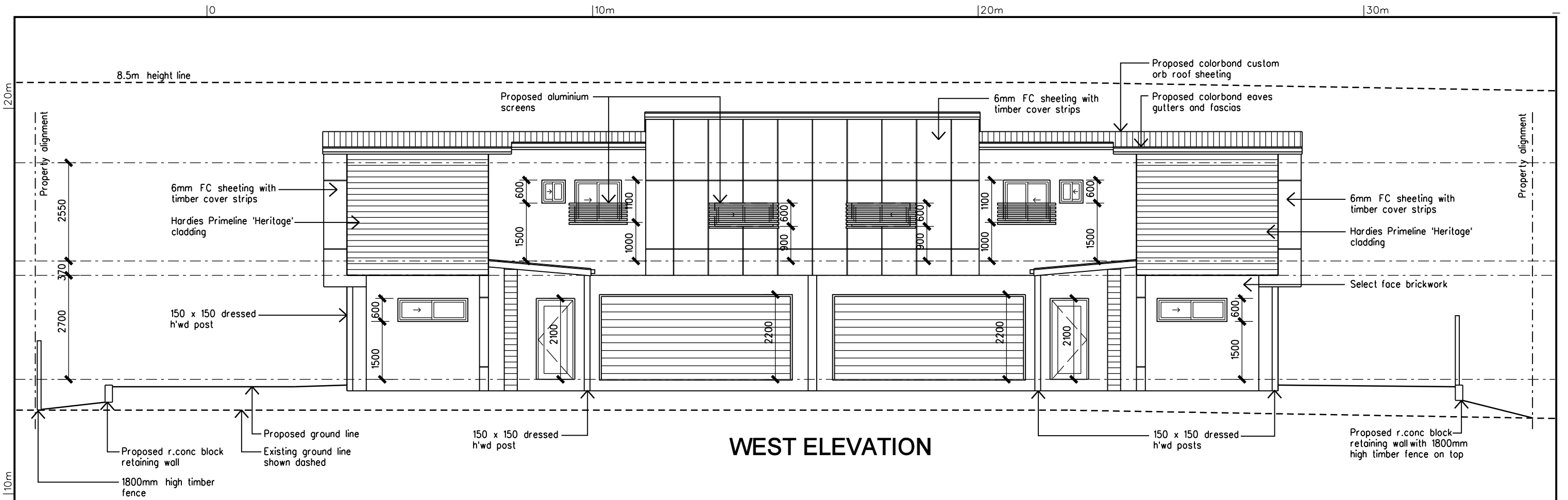
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ISSUE: DEVELOPMENT APPROVAL

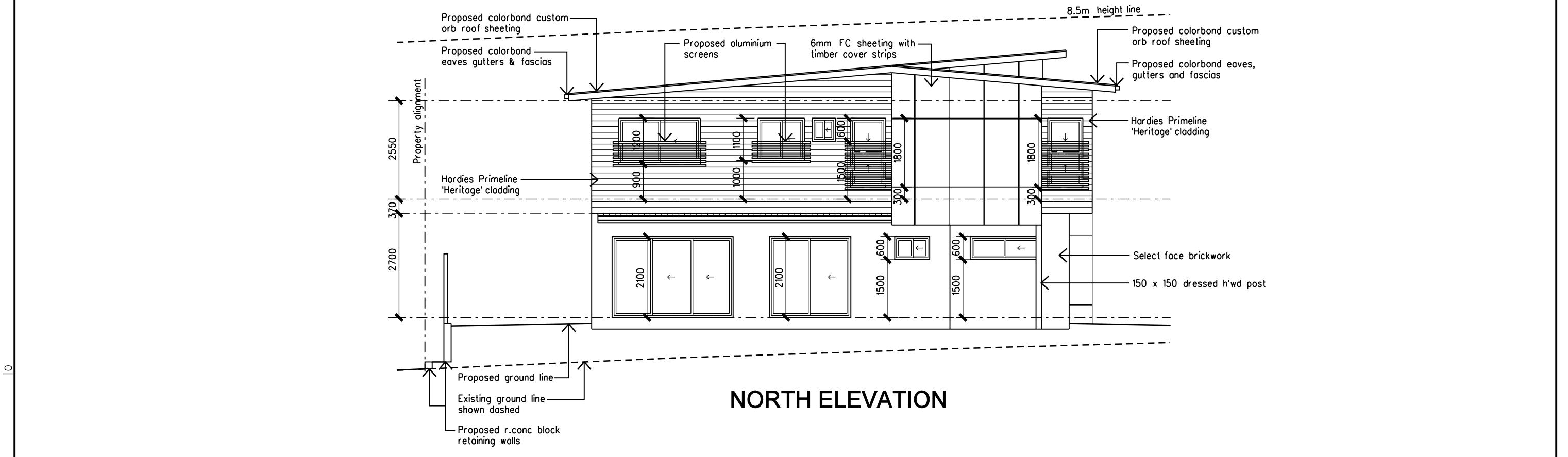
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SD02

M



WEST ELEVATION



NORTH ELEVATION

VERIFY ALL DIMENSIONS, LEVELS AND SETOUT ON SITE

NORTH

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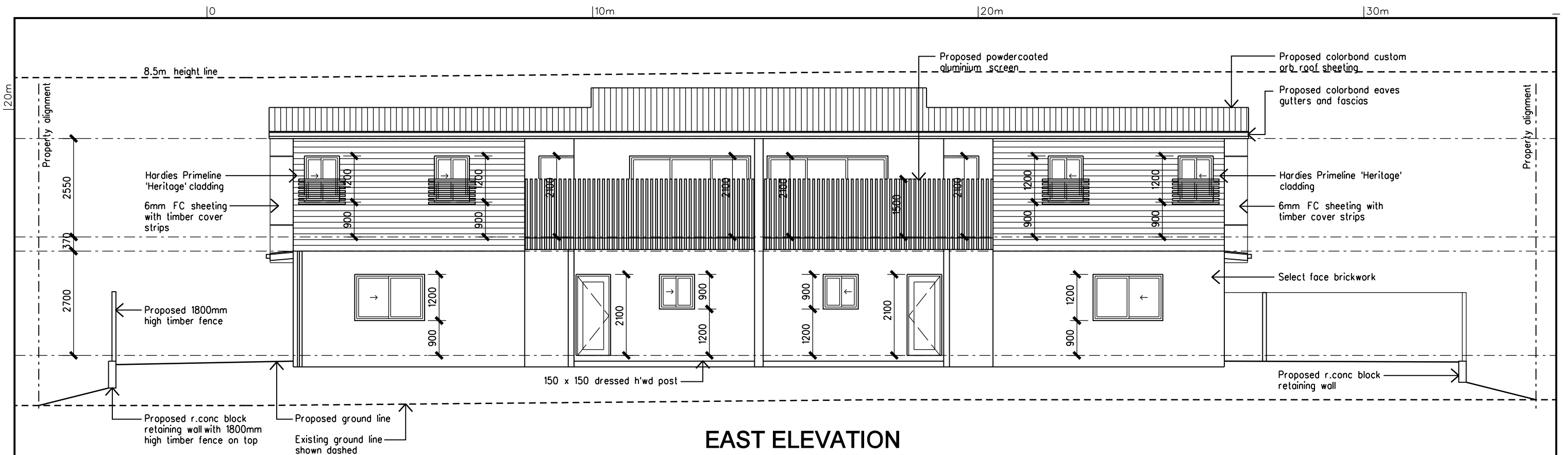
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PROPOSED 4 MULTIPLE UNIT DWELLINGS
AT
3 SEABREEZE COURT, ORMISTON QLD 4160
FOR
LANDMART QUEENSLAND

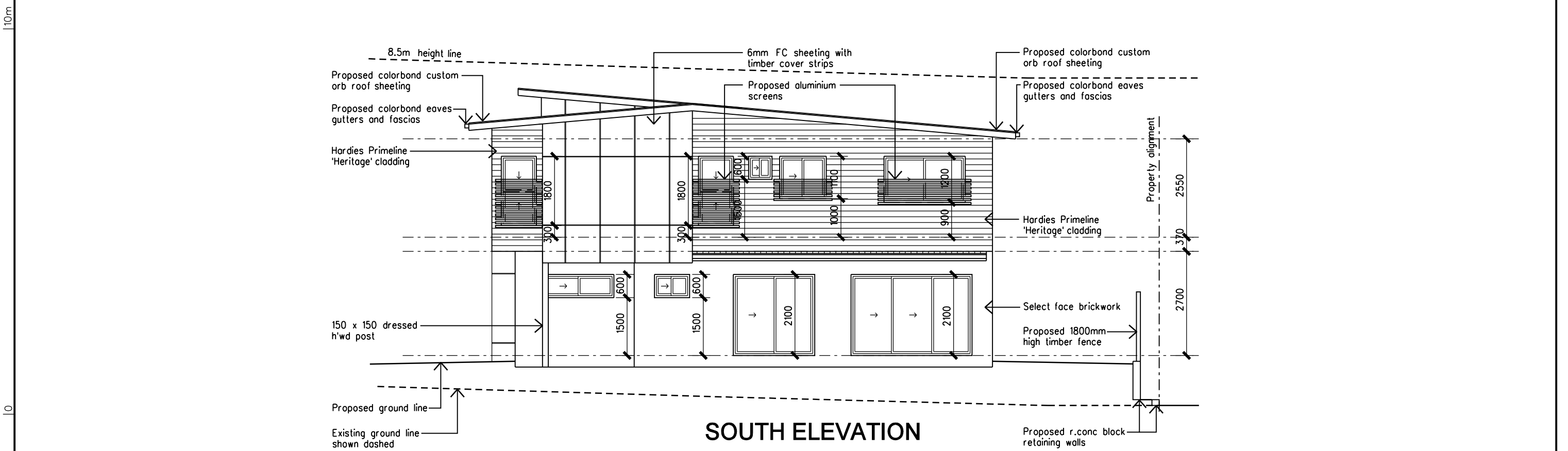
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DATE: 21.12.15	DRAWN: B.R.A.	PROJECT No.:
SCALE: 1:100	ISSUE: DEVELOPMENT APPROVAL	Q14316

SD03

M



EAST ELEVATION



SOUTH ELEVATION

VERIFY ALL DIMENSIONS, LEVELS AND SETOUT ON SITE

NORTH

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PROPOSED 4 MULTIPLE UNIT DWELLINGS
AT
3 SEABREEZE COURT, ORMISTON QLD 4160
FOR
LANDMART QUEENSLAND

TITLE: PROPOSED ELEVATIONS - UNITS 3-5		
DATE: 21.12.15	DRAWN: B.R.A.	PROJECT No.:
SCALE: 1:100	ISSUE: DEVELOPMENT APPROVAL	Q14316

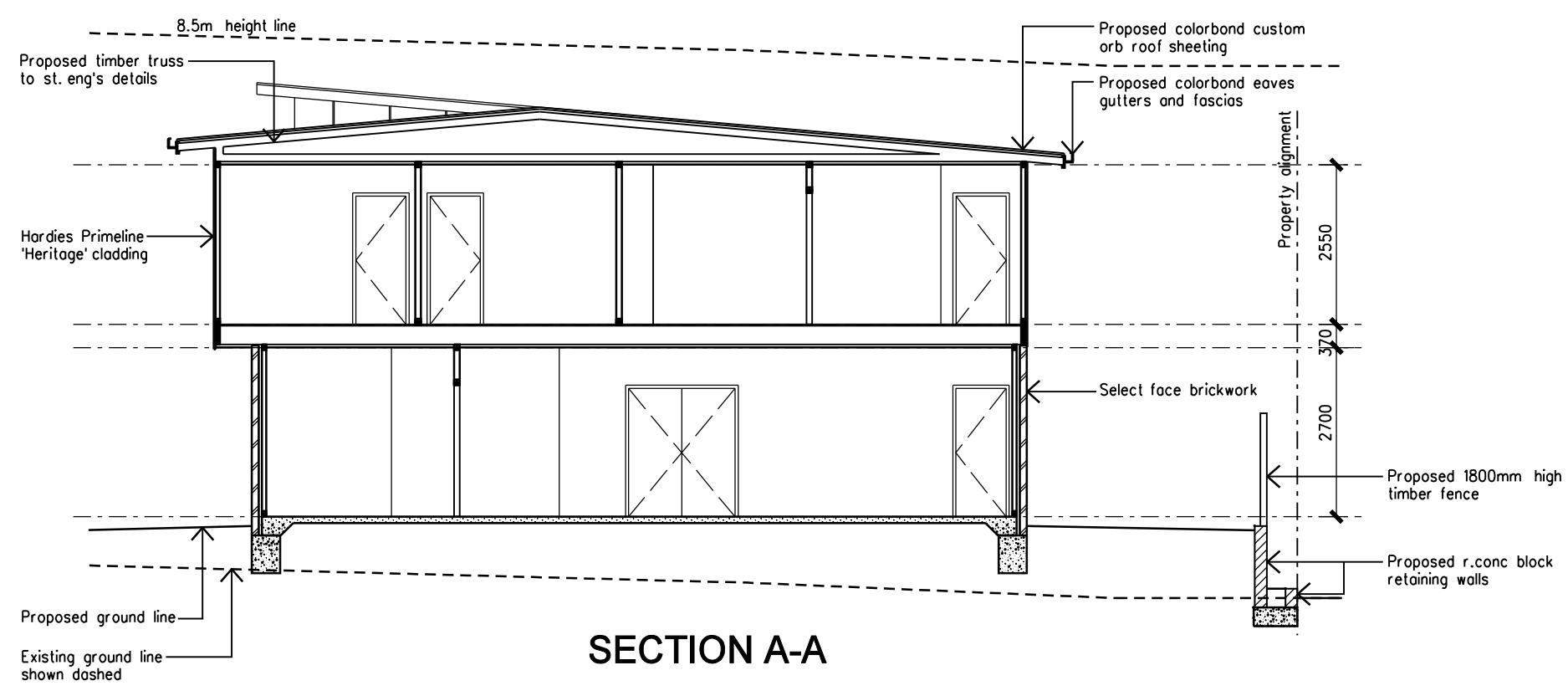
SD04

M

0 10m 20m 30m

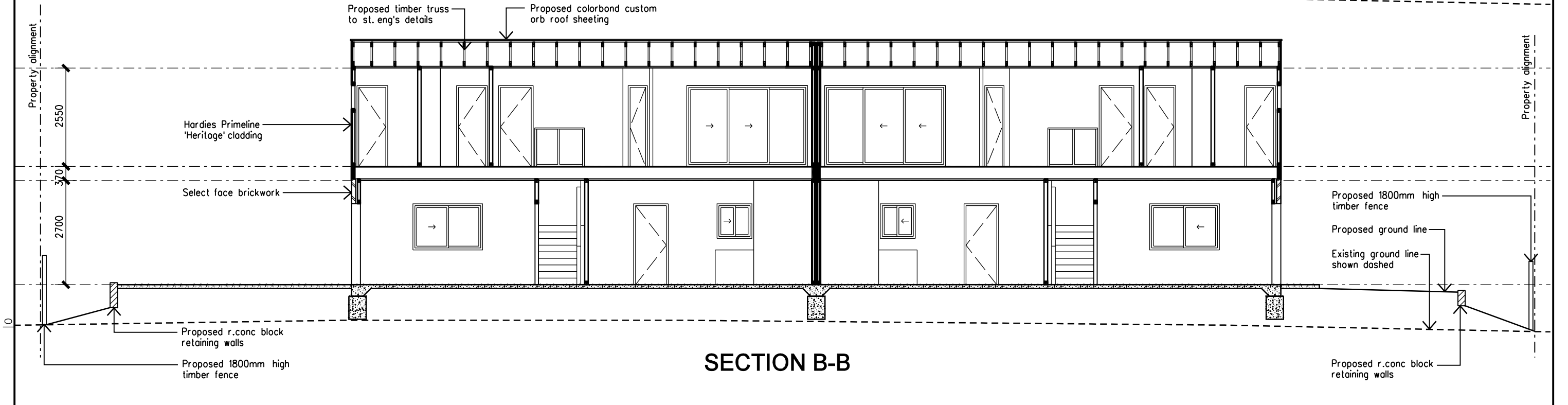
20m

10m



SECTION A-A

8.5m height line



SECTION B-B

VERIFY ALL DIMENSIONS, LEVELS AND SETOUT ON SITE

NORTH

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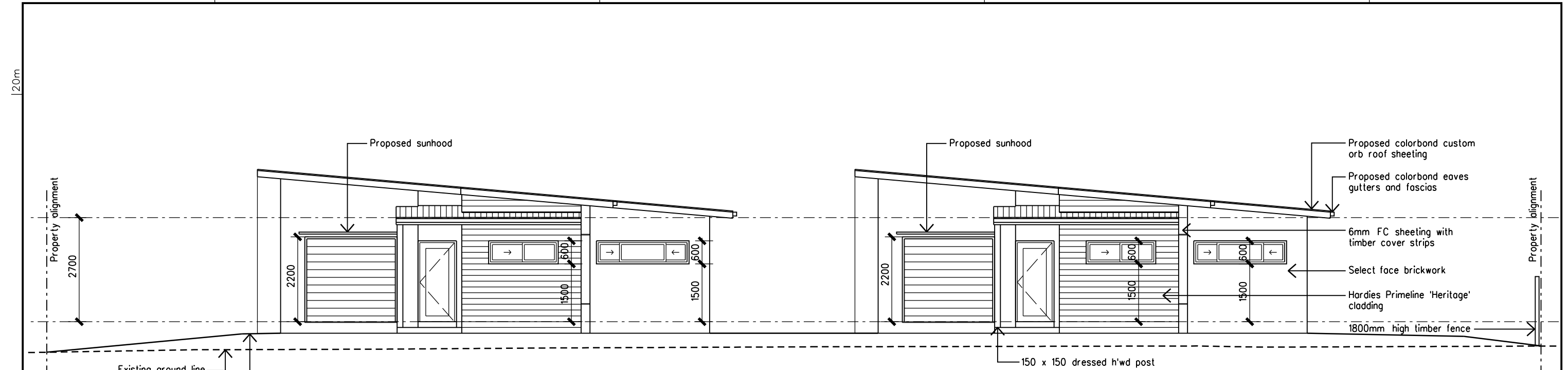
PROPOSED 4 MULTIPLE UNIT DWELLINGS
AT
3 SEABREEZE COURT, ORMISTON QLD 4160
FOR
LANDMART QUEENSLAND

TITLE: PROPOSED SECTIONS - UNITS 3 & 4		
DATE: 21.12.15	DRAWN: B.R.A.	PROJECT No.:
SCALE: 1:100	ISSUE: DEVELOPMENT APPROVAL	Q14316

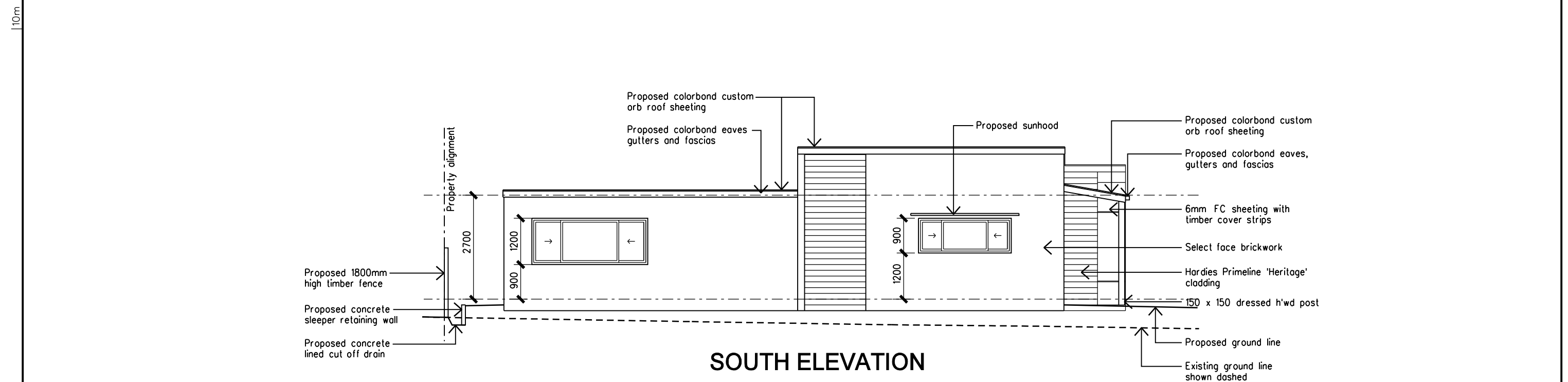
SD05

M

10 10m 20m 30m



EAST ELEVATION



SOUTH ELEVATION

VERIFY ALL DIMENSIONS, LEVELS AND SETOUT ON SITE

NORTH

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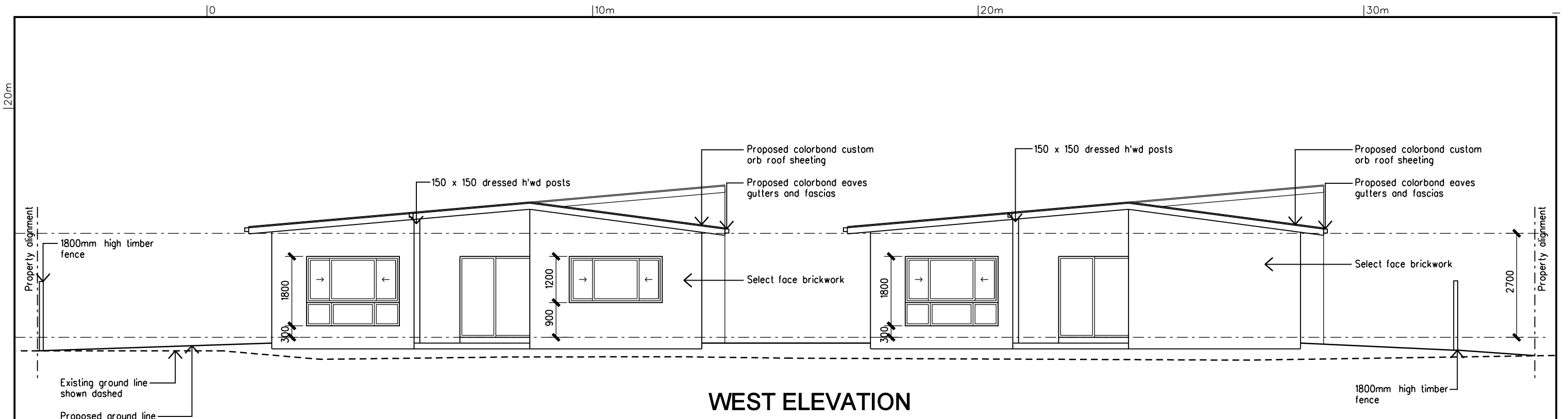
29 Taylor Road, Sheldon QLD 4157
Ph. 3208 0239
Mob. 0412 500 413
Email: brad@ashcroftarchitects.com.au

PROPOSED 4 MULTIPLE UNIT DWELLINGS
AT
3 SEABREEZE COURT, ORMISTON QLD 4160
FOR
LANDMART QUEENSLAND

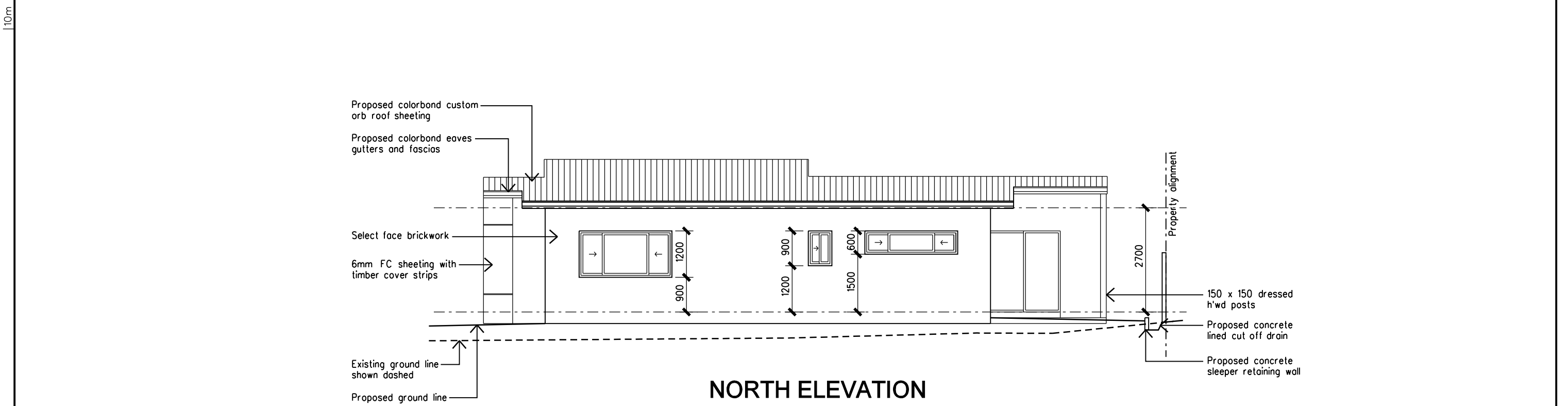
TITLE: PROPOSED ELEVATIONS - UNITS 1 & 2		
DATE: 21.12.15	DRAWN: B.R.A.	PROJECT No.:
SCALE: 1:100	ISSUE: DEVELOPMENT APPROVAL	Q14316

SD06

M



WEST ELEVATION



NORTH ELEVATION

VERIFY ALL DIMENSIONS, LEVELS AND SETOUT ON SITE

NORTH

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PROPOSED 4 MULTIPLE UNIT DWELLINGS
AT
3 SEABREEZE COURT, ORMISTON QLD 4160
FOR
LANDMART QUEENSLAND

TITLE: PROPOSED ELEVATIONS - UNITS 1 & 2		
DATE: 21.12.15	DRAWN: B.R.A.	PROJECT No.:
SCALE: 1:100	ISSUE: DEVELOPMENT APPROVAL	Q14316

SD07

M

10

10m

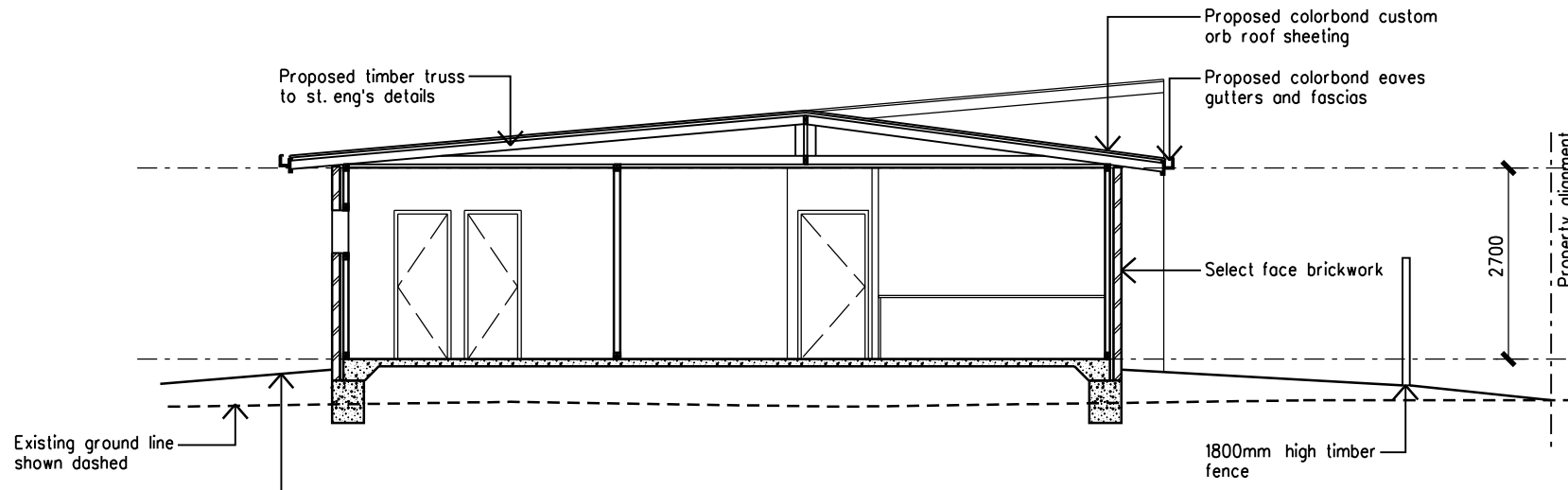
20m

30m

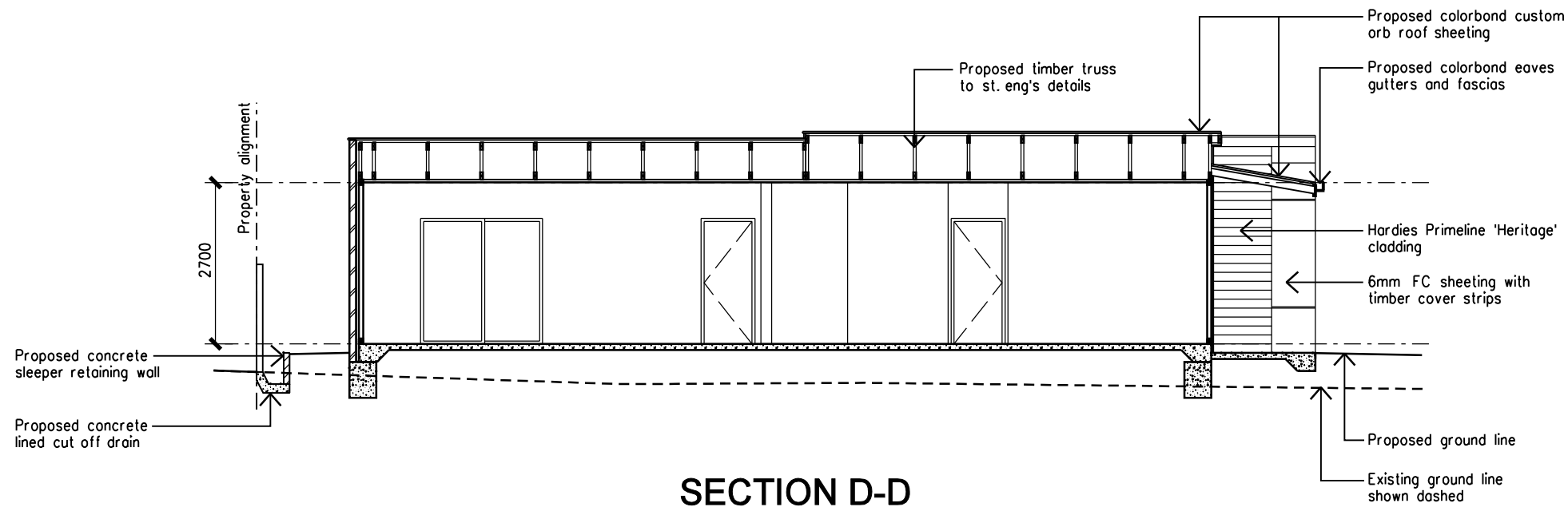
20m

10m

10



SECTION C-C



SECTION D-D

VERIFY ALL DIMENSIONS, LEVELS AND SETOUT ON SITE



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PROPOSED 4 MULTIPLE UNIT DWELLINGS
AT
3 SEABREEZE COURT, ORMISTON QLD 4160
FOR
LANDMART QUEENSLAND

TITLE:

PROPOSED SECTIONS - UNITS 1 & 2

DATE: 21.12.15

DRAWN: B.R.A.

PROJECT No.:

SCALE: 1:100

ISSUE: DEVELOPMENT APPROVAL

Q14316

SD08

M

10

10m

20m

30m

20m

10m

10



SUMMER 9AM



WINTER 9AM



SUMMER 12PM



WINTER 12PM



SUMMER 3PM



WINTER 3PM

VERIFY ALL DIMENSIONS, LEVELS AND SETOUT ON SITE



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PROPOSED 4 MULTIPLE UNIT DWELLINGS
 AT
 3 SEABREEZE COURT, ORMISTON QLD 4160
 FOR
 LANDMART QUEENSLAND

TITLE:

SHADOW ANALYSIS

DATE: 21.12.15

DRAWN: B.R.A.

PROJECT No.:

SCALE: 1:100

ISSUE: DEVELOPMENT APPROVAL

Q14316

SD09

M

0

20m

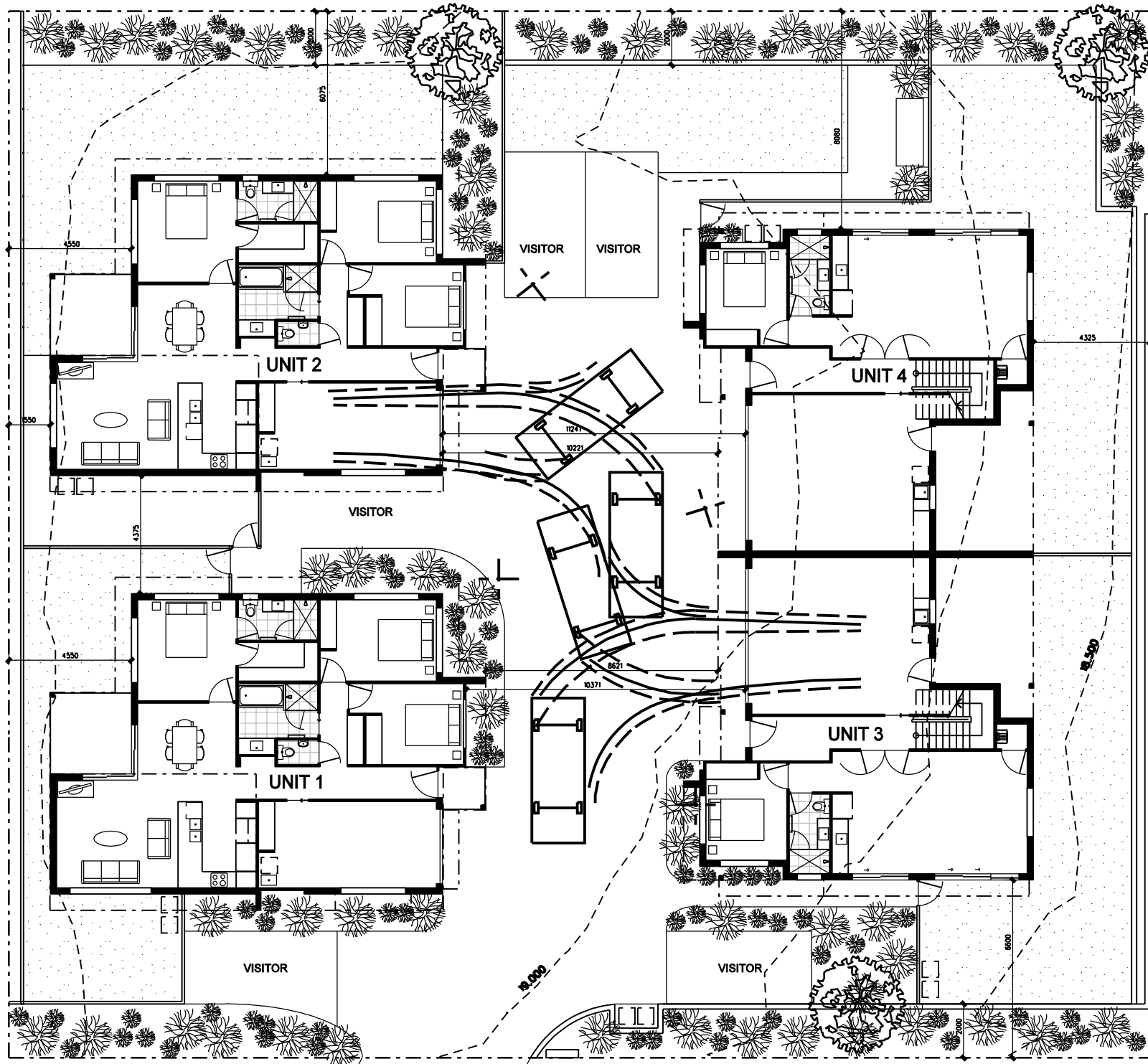
40m

60m

40m

20m

0



GROUND FLOOR PLAN

VERIFY ALL DIMENSIONS, LEVELS AND SETOUT ON SITE



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PROPOSED 4 MULTIPLE UNIT DWELLINGS
 AT
 3 SEABREEZE COURT, ORMISTON QLD 4160
 FOR
 LANDMART QUEENSLAND

TITLE:

TURNING CIRCLE DIAGRAMS - SHEET 1 OF 4

DATE:

21.12.15

DRAWN:

B.R.A.

PROJECT No.:

SCALE:

1:200

ISSUE:

DEVELOPMENT APPROVAL

Q14316

SD10

M

0

20m

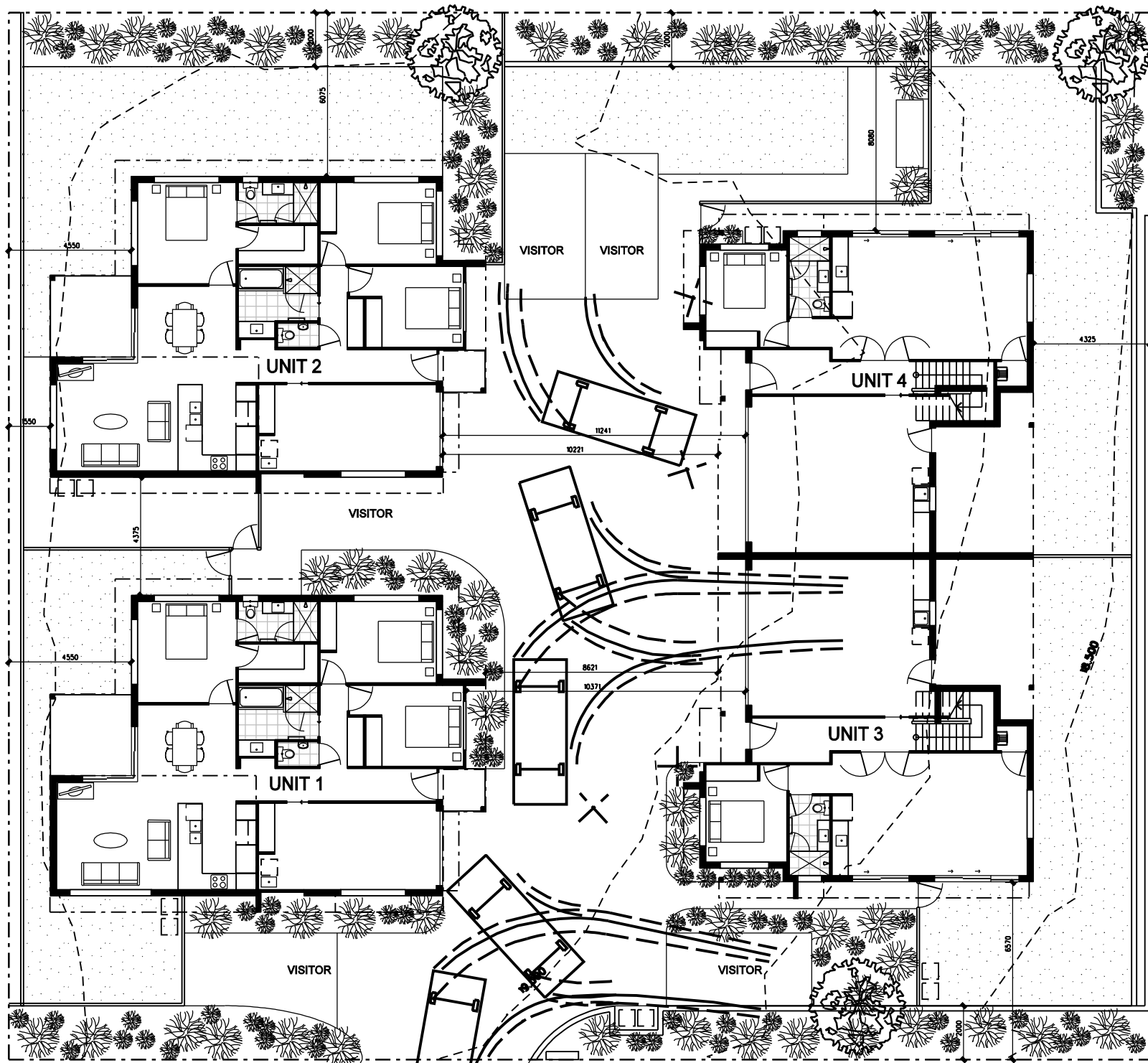
40m

60m

40m

20m

0



GROUND FLOOR PLAN

VERIFY ALL DIMENSIONS, LEVELS AND SETOUT ON SITE



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PROPOSED 4 MULTIPLE UNIT DWELLINGS
 AT
 3 SEABREEZE COURT, ORMISTON QLD 4160
 FOR
 LANDMART QUEENSLAND



TITLE:
 TURNING CIRCLE DIAGRAMS - SHEET 2 OF 4

DATE:	21.12.15	DRAWN:	B.R.A.	PROJECT No.:	
SCALE:	1:200	ISSUE:	DEVELOPMENT APPROVAL	Q14316	

SD11

M

0

20m

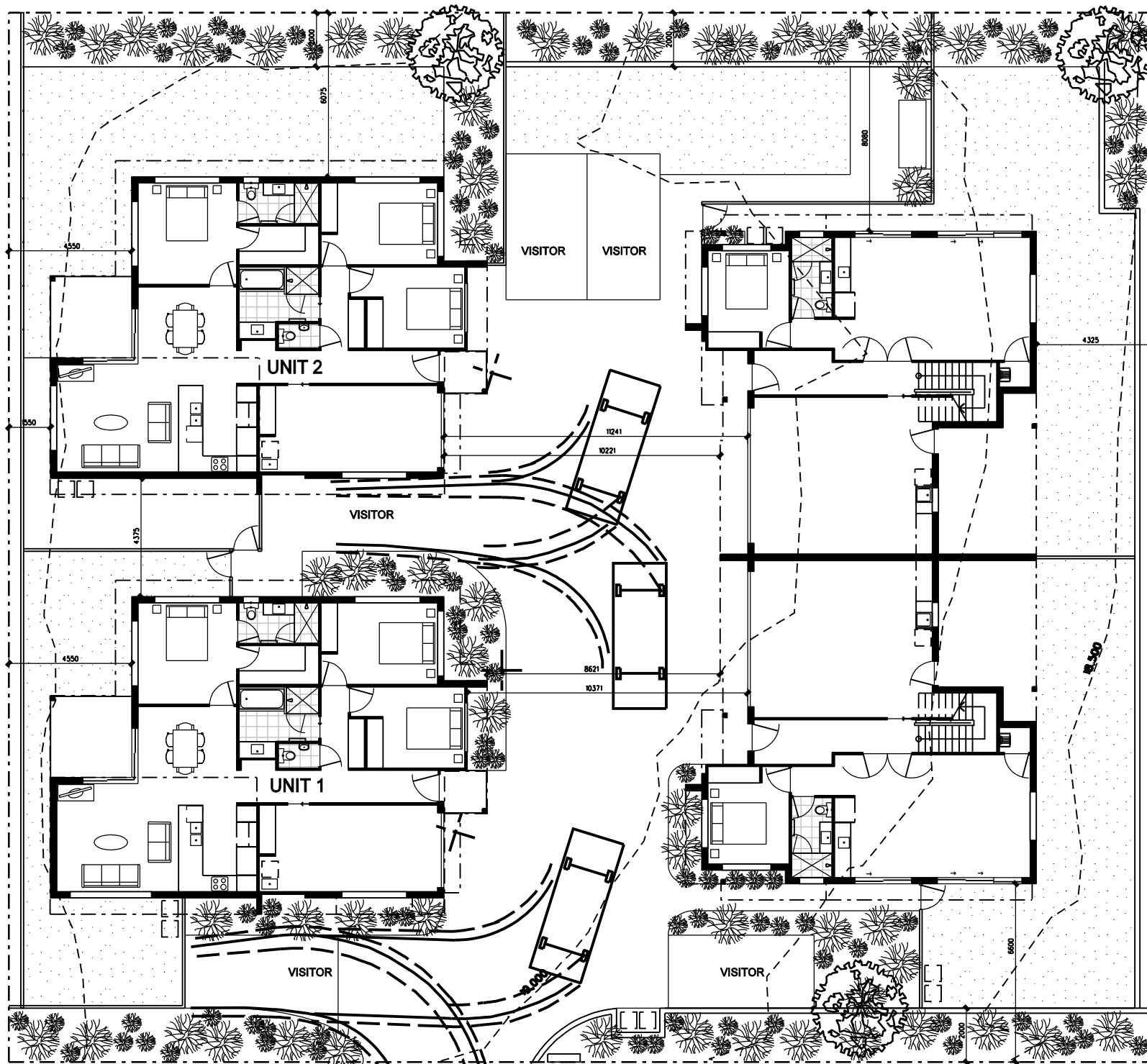
40m

60m

40m

20m

0



GROUND FLOOR PLAN

VERIFY ALL DIMENSIONS, LEVELS AND SETOUT ON SITE



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PROPOSED 4 MULTIPLE UNIT DWELLINGS
AT
3 SEABREEZE COURT, ORMISTON QLD 4160
FOR
LANDMART QUEENSLAND

TITLE:
TURNING CIRCLE DIAGRAMS - SHEET 3 OF 4

DATE: 21.12.15

DRAWN: B.R.A.

PROJECT No.:

SCALE: 1:200

ISSUE: DEVELOPMENT APPROVAL

Q14316

SD12

M

0

20m

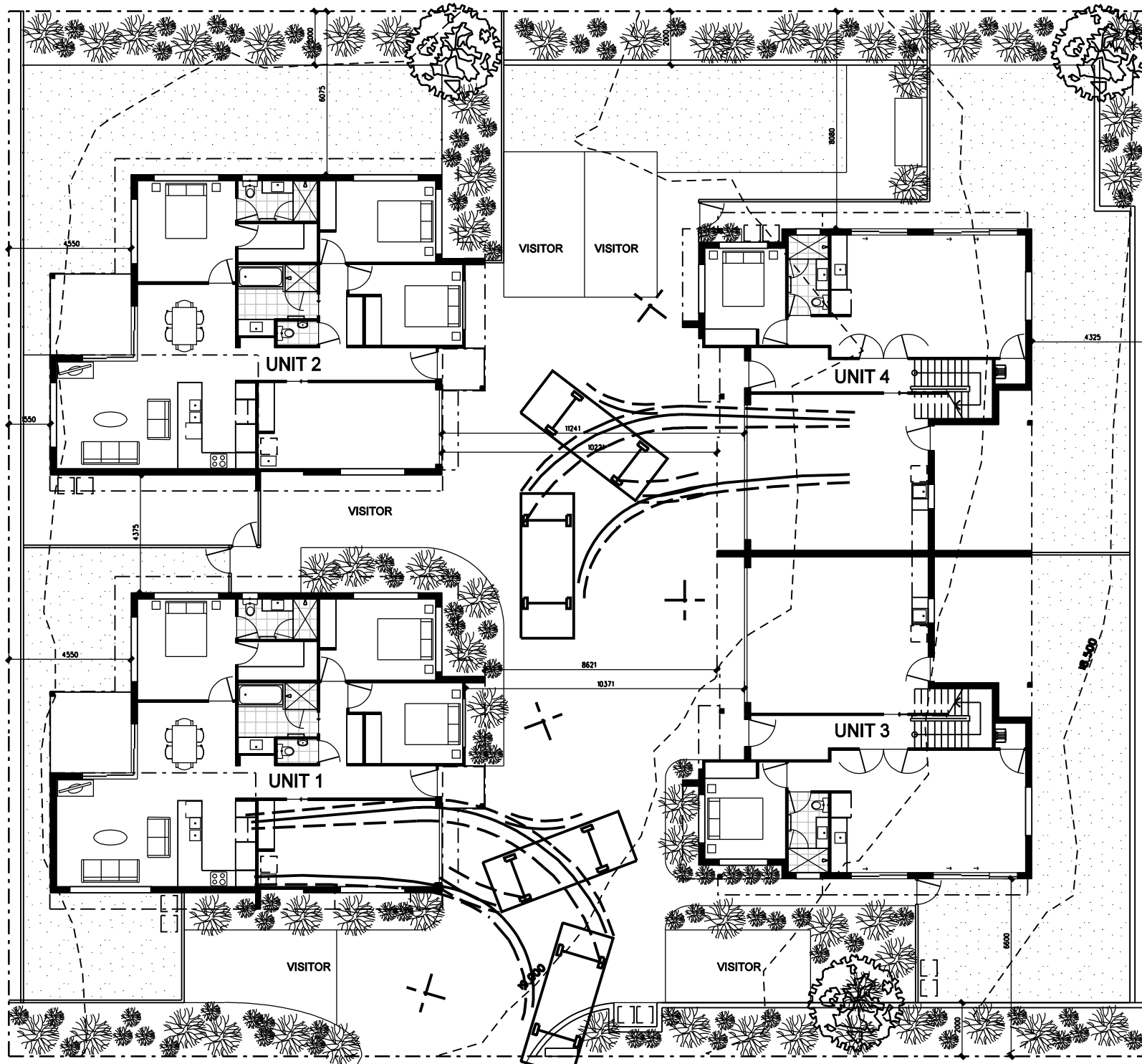
40m

60m

40m

20m

0



GROUND FLOOR PLAN

VERIFY ALL DIMENSIONS, LEVELS AND SETOUT ON SITE



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PROPOSED 4 MULTIPLE UNIT DWELLINGS
 AT
 3 SEABREEZE COURT, ORMISTON QLD 4160
 FOR
 LANDMART QUEENSLAND

TITLE:

TURNING CIRCLE DIAGRAMS - SHEET 4 OF 4

DATE: 21.12.15

DRAWN: B.R.A.

PROJECT No.:

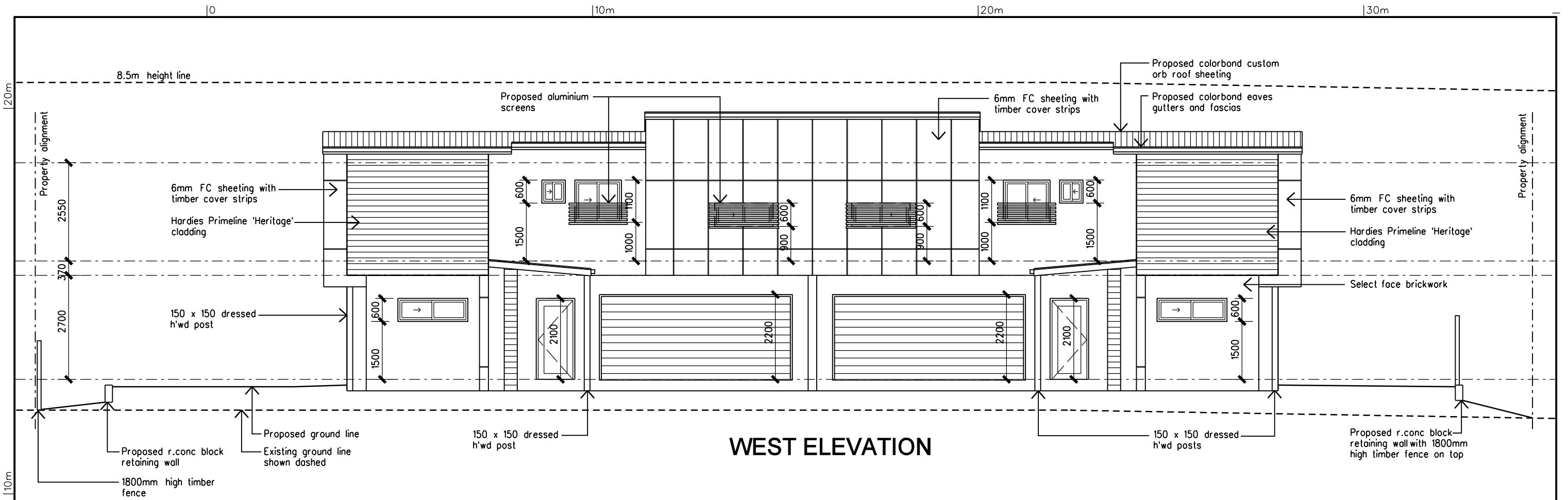
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ISSUE: DEVELOPMENT APPROVAL

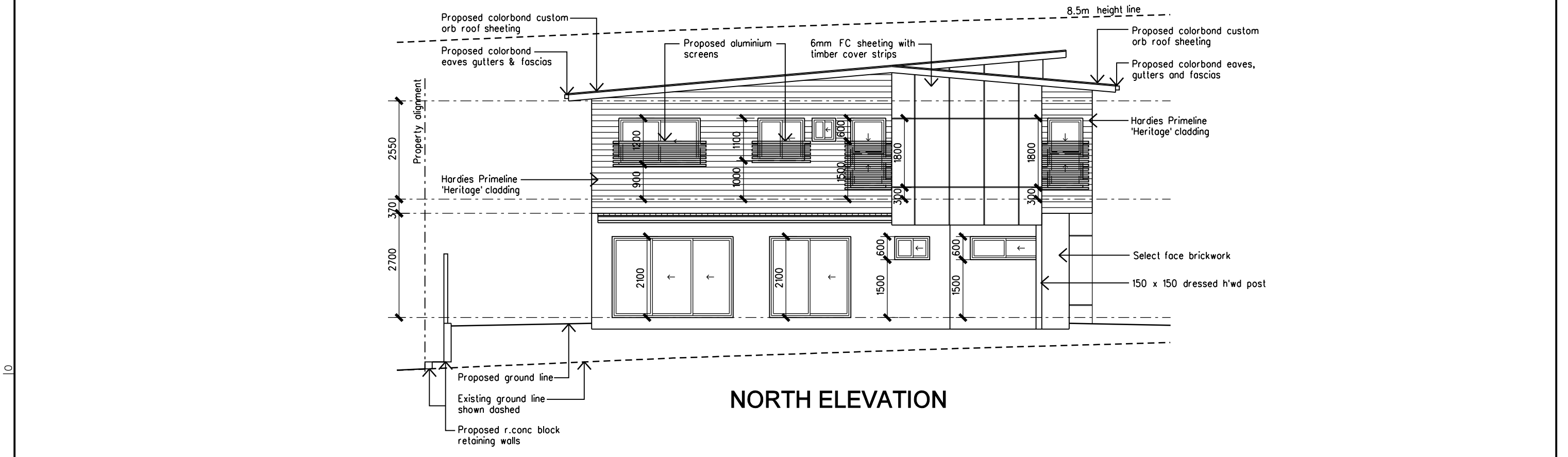
Q14316

SD13

M



WEST ELEVATION



NORTH ELEVATION

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NORTH

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PROPOSED 4 MULTIPLE UNIT DWELLINGS

AT

3 SEABREEZE COURT, ORMISTON QLD 4160

FOR

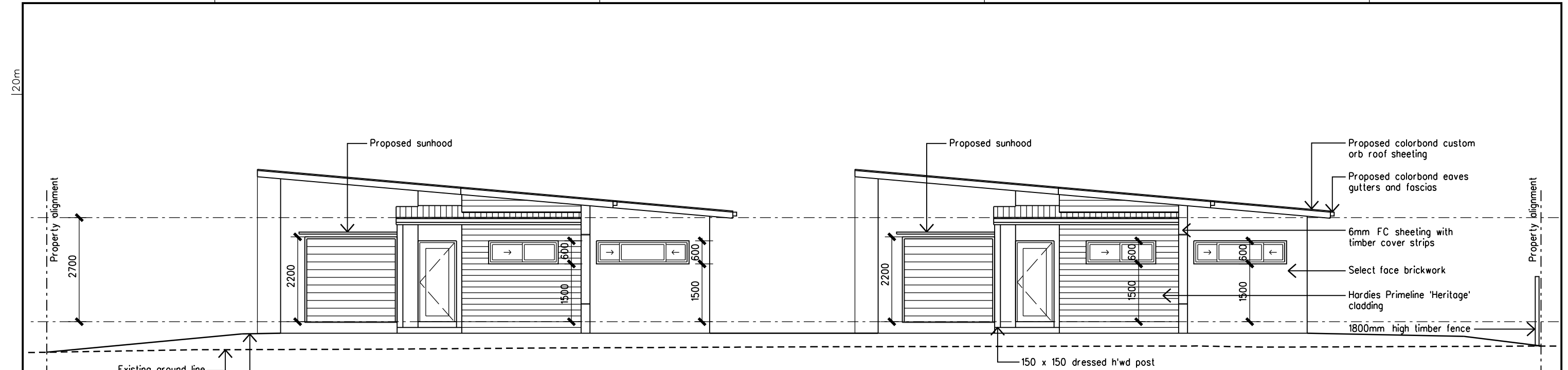
LANDMART QUEENSLAND

TITLE:		
PROPOSED ELEVATIONS - UNITS 3- 4		
DATE:	21.12.15	DRAWN: B.R.A.
SCALE:	1:100	ISSUE: DEVELOPMENT APPROVAL
		PROJECT No.: Q14316

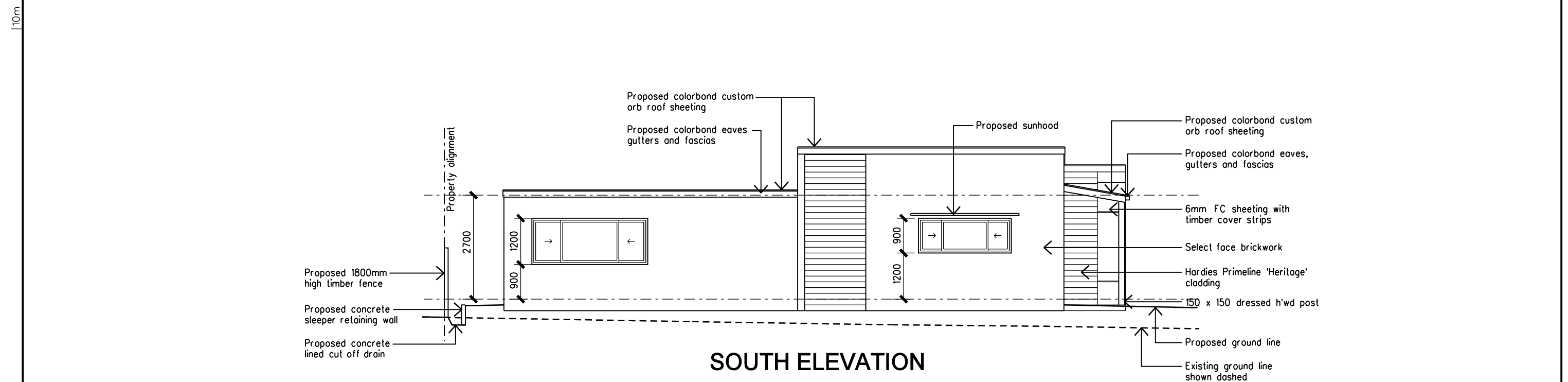
SD03

M

10 10m 20m 30m



EAST ELEVATION



SOUTH ELEVATION

VERIFY ALL DIMENSIONS, LEVELS AND SETOUT ON SITE

NORTH

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PROPOSED 4 MULTIPLE UNIT DWELLINGS

AT

3 SEABREEZE COURT, ORMISTON QLD 4160

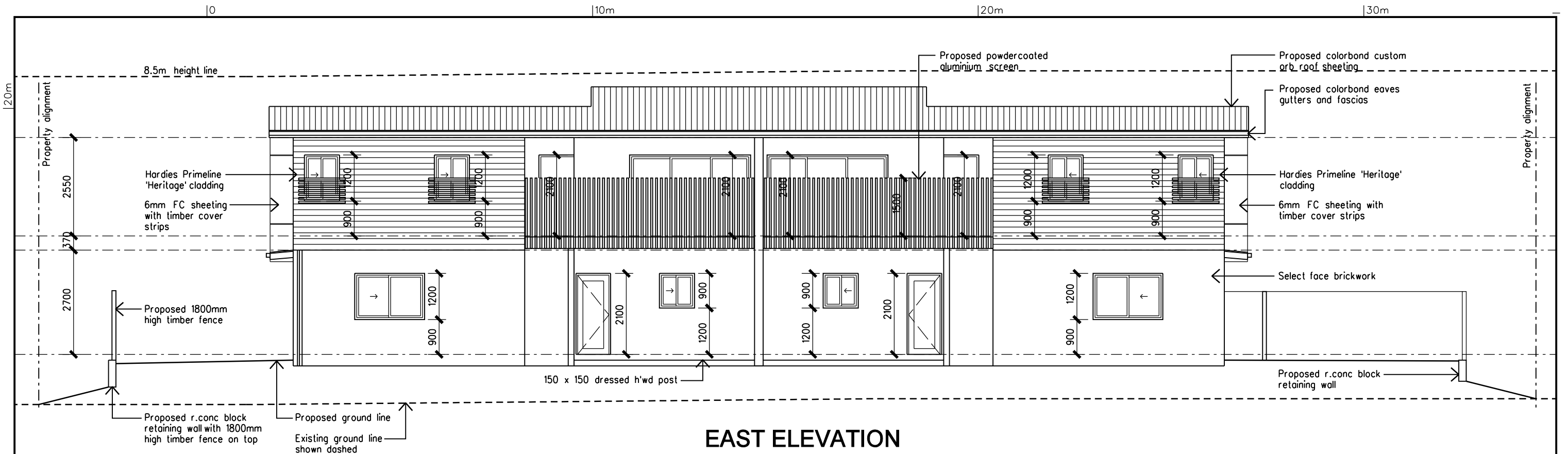
FOR

LANDMART QUEENSLAND

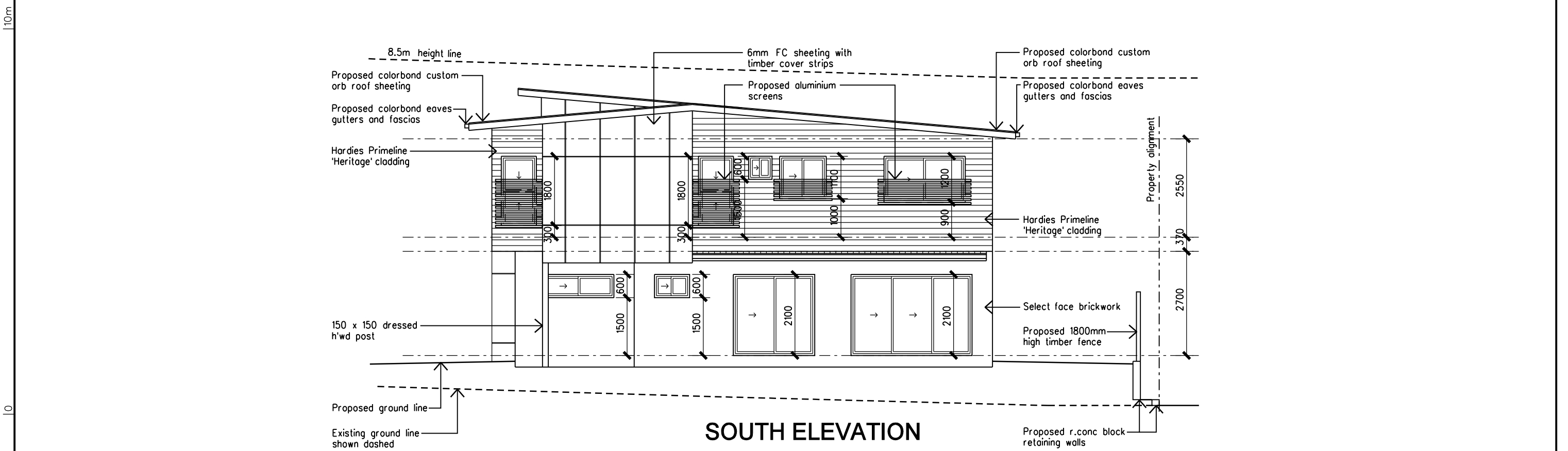
TITLE:		
PROPOSED ELEVATIONS - UNITS 1 & 2		
DATE:	21.12.15	DRAWN: B.R.A.
SCALE:	1:100	ISSUE: DEVELOPMENT APPROVAL
		PROJECT No.: Q14316

SD06

M



EAST ELEVATION



SOUTH ELEVATION

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NORTH

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PROPOSED 4 MULTIPLE UNIT DWELLINGS

AT

3 SEABREEZE COURT, ORMISTON QLD 4160

FOR

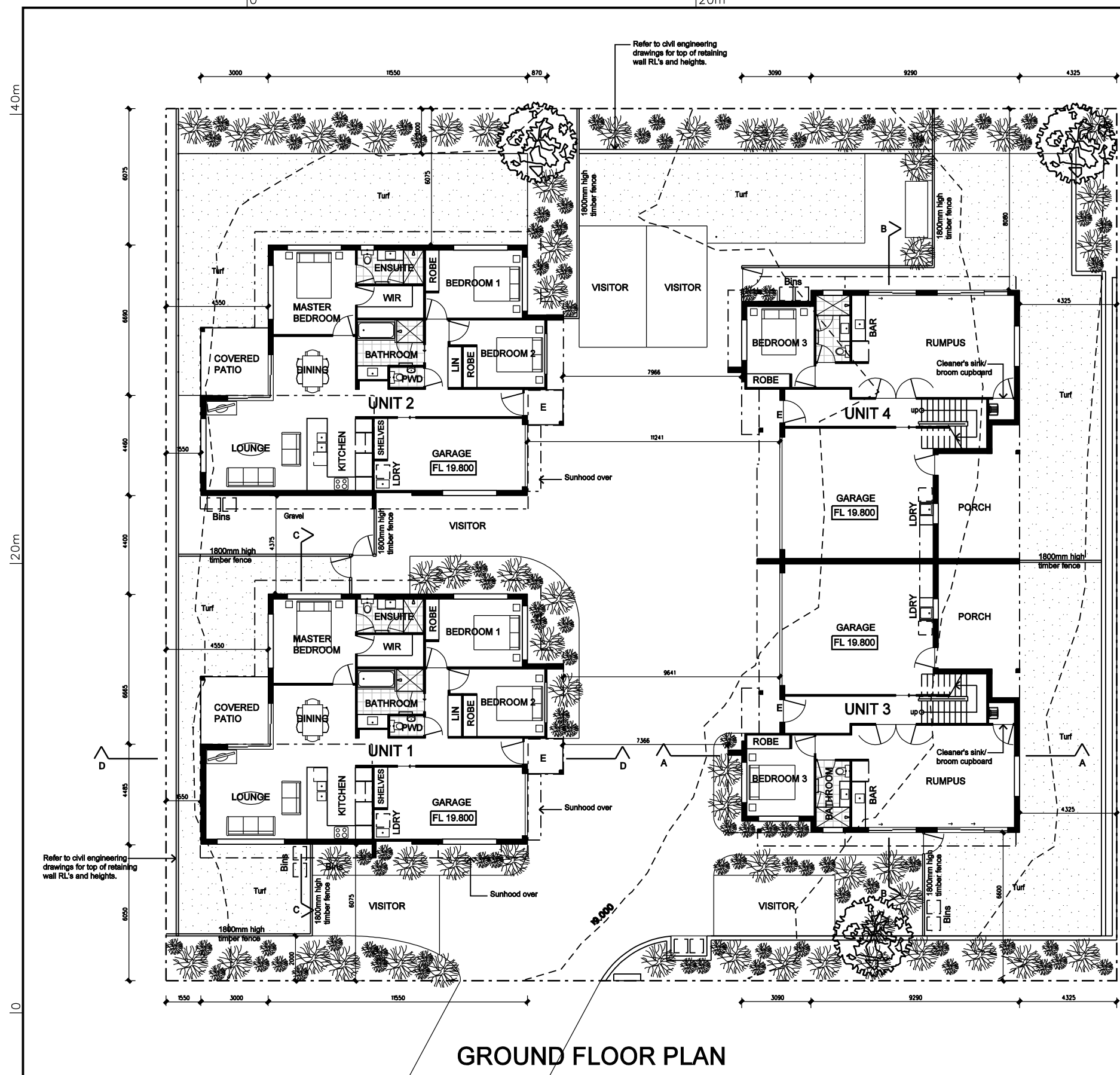
LANDMART QUEENSLAND

TITLE:			SD04
PROPOSED ELEVATIONS - UNITS 3- 4			
DATE:	21.12.15	DRAWN:	B.R.A.
SCALE:	1:100	ISSUE:	DEVELOPMENT APPROVAL
			PROJECT No.: Q14316

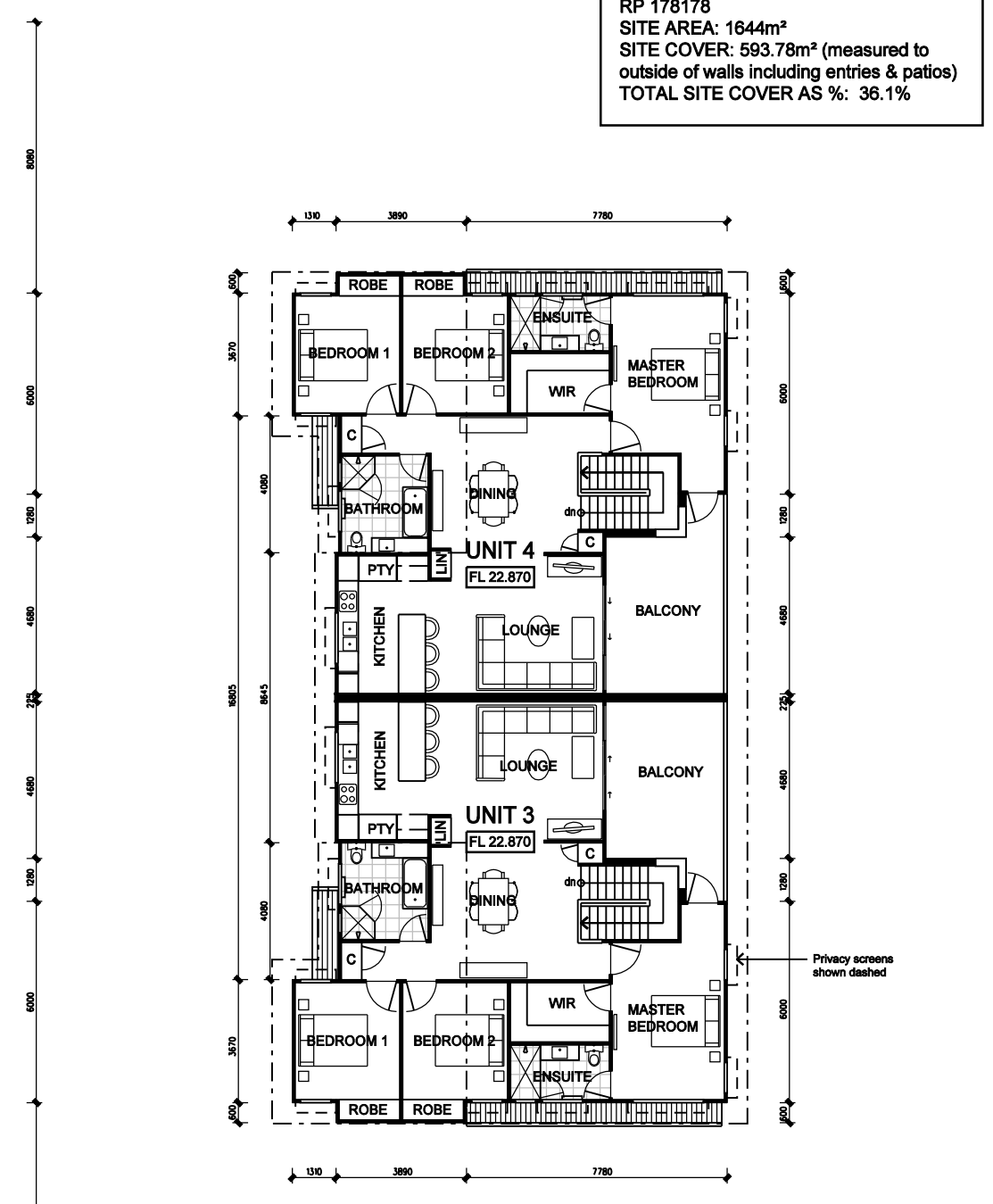
SD04

M

R.P.D.
 LOT 30 ON
 RP 178178
 SITE AREA: 1644m²
 SITE COVER: 593.78m² (measured to
 outside of walls including entries & patios)
 TOTAL SITE COVER AS %: 36.1%



GROUND FLOOR PLAN



UNITS 3 & 4
 UPPER FLOOR PLAN

VERIFY ALL DIMENSIONS, LEVELS AND SETOUT ON SITE

NORTH

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PROPOSED 4 MULTIPLE UNIT DWELLINGS AT 3 SEABREEZE COURT, ORMISTON QLD 4160 FOR LANDMART QUEENSLAND

TITLE: PROPOSED GROUND & UPPER FLOOR PLANS		
DATE: 21.12.15	DRAWN: B.R.A.	PROJECT No.:
SCALE: 1:200	ISSUE: DEVELOPMENT APPROVAL	Q14316

SD01
 M

0

20m

40m

60m

40m



PROPOSED 4 MULTIPLE UNIT DWELLINGS
 AT
3 SEABREEZE COURT, ORMISTON QLD 4160
 FOR
LANDMART QUEENSLAND

PERSPECTIVE 1

20m



PERSPECTIVE 2

0



PERSPECTIVE 3

VERIFY ALL
DIMENSIONS,
LEVELS AND
SETOUT
ON SITE



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PROPOSED 4 MULTIPLE UNIT DWELLINGS
 AT
3 SEABREEZE COURT, ORMISTON QLD 4160
 FOR
LANDMART QUEENSLAND

TITLE:

PROPOSED IMAGES

DATE: 21.12.15

DRAWN: B.R.A.

PROJECT No.:

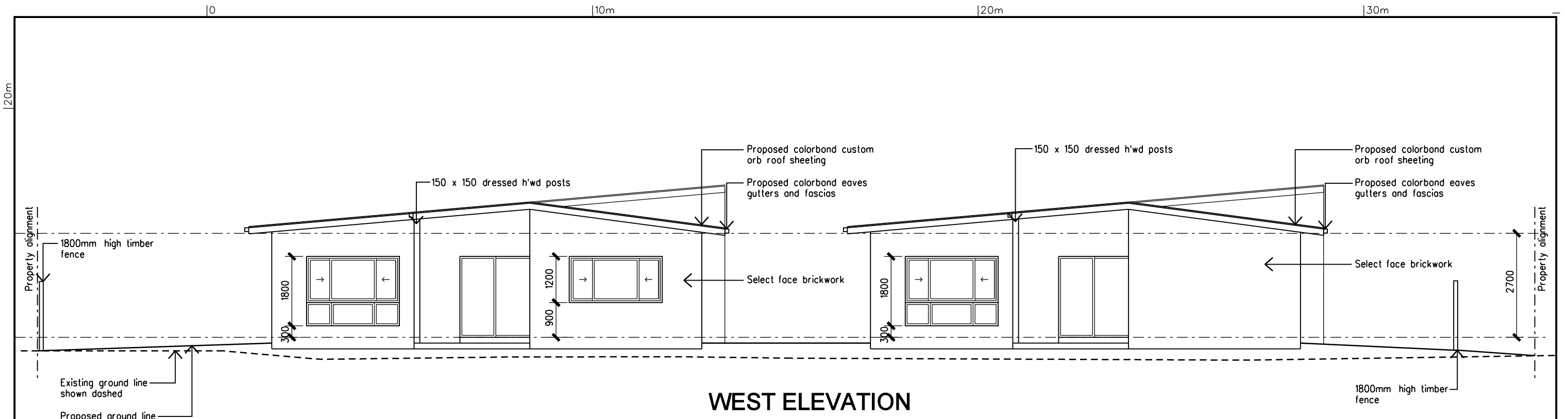
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ISSUE: DEVELOPMENT APPROVAL

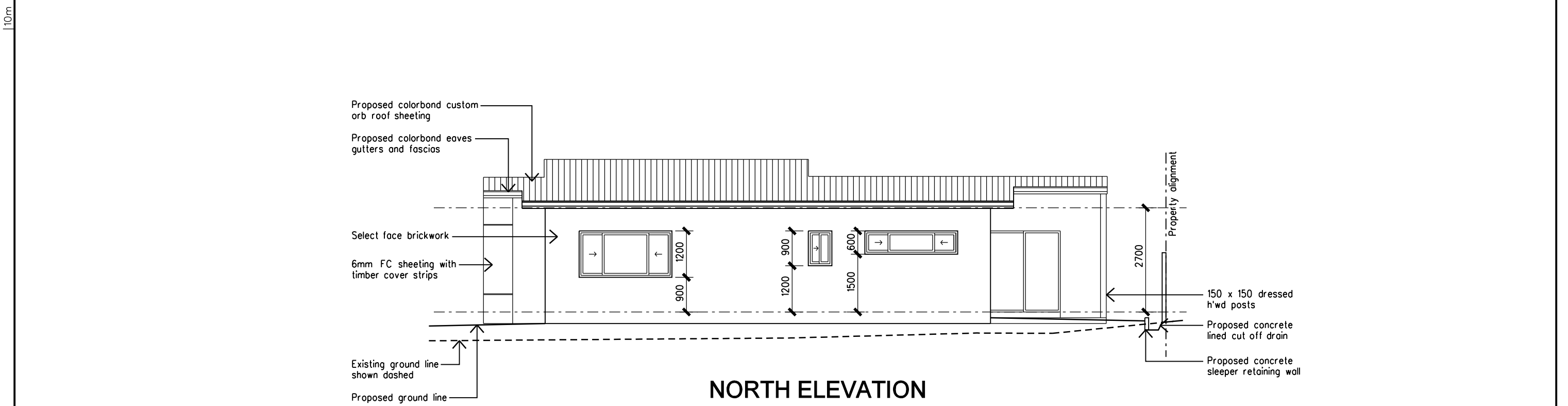
Q14316

SD00

M



WEST ELEVATION



NORTH ELEVATION

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NORTH

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PROPOSED 4 MULTIPLE UNIT DWELLINGS
AT
3 SEABREEZE COURT, ORMISTON QLD 4160
FOR
LANDMART QUEENSLAND

TITLE: PROPOSED ELEVATIONS - UNITS 1 & 2		
DATE: 21.12.15	DRAWN: B.R.A.	PROJECT No.:
SCALE: 1:100	ISSUE: DEVELOPMENT APPROVAL	Q14316

SD07

M

10

10m

20m

30m

20m

10m

10



SUMMER 9AM



WINTER 9AM



SUMMER 12PM



WINTER 12PM



SUMMER 3PM



WINTER 3PM

VERIFY ALL DIMENSIONS, LEVELS AND SETOUT ON SITE



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PROPOSED 4 MULTIPLE UNIT DWELLINGS
 AT
 3 SEABREEZE COURT, ORMISTON QLD 4160
 FOR
 LANDMART QUEENSLAND

TITLE:

SHADOW ANALYSIS

DATE: 21.12.15

DRAWN: B.R.A.

PROJECT No.:

SCALE: 1:100

ISSUE: DEVELOPMENT APPROVAL

Q14316

SD09

M

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.

16 CLOSED SESSION**16.1 COMMUNITY & CUSTOMER SERVICES****16.1.1 APPEAL 4472 OF 2015 – HEALTH CARE & REFRESHMENT ESTABLISHMENT – 687 OLD CLEVELAND ROAD EAST, WELLINGTON POINT**

Objective Reference: A1198128
Reports and Attachments (Archives)

Authorising Officer:



Louise Rusan
General Manager Community & Customer Services

Responsible Officer:

David Jeanes
Group Manager City Planning & Assessment

Report Author:

Brendan Mitchell
Planning 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:

(f) starting or defending legal proceedings involving the local government.

17 MEETING CLOSURE
