

Redland
CITY COUNCIL

AGENDA

GENERAL MEETING

Wednesday, 10 June 2020
commencing at 9.30am

The Council Chambers
91 - 93 Bloomfield Street
CLEVELAND QLD

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1 DECLARATION OF OPENING

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

Recognition of the Traditional Owners

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

2 RECORD OF ATTENDANCE AND LEAVE OF ABSENCE

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

3 DEVOTIONAL SEGMENT

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

4 RECOGNITION OF ACHIEVEMENT

Mayor to present any recognition of achievement items.

5 RECEIPT AND CONFIRMATION OF MINUTES

General Meeting - 27 May 2020

6 MATTERS OUTSTANDING

6.1 MAYORAL MINUTE REPORT REVIEWING THE FUTURE OPERATIONS OF REDLAND INVESTMENT CORPORATION PTY LTD (RIC)

At the General Meeting 23 October 2019 (Item 7.1 refers), Council resolved as follows:

That Council resolves that the Chief Executive Officer prepare a report to Council reviewing the options for the future operations of the Redland Investment Corporation (RIC) for the consideration of a Council after the next quadrennial election in 2020 and prior to the Special Budget meeting of 2020.

A report addressing this matter is listed as Item 13.6 on this agenda.

6.2 PETITION PRESENTED BY CR BISHOP REGARDING CANOE ENTRY AT QUEENS ESPLANADE BIRKDALE

At the General Meeting 18 December 2019 (Item 9.4 refers), Council resolved as follows:

Council resolves as follows:

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

A report will be brought to a future meeting of Council.

6.3 COMMUNITY CONSULTATION - POTENTIAL AMENDMENT TO LOCAL LAW NO. 2 (ANIMAL MANAGEMENT) 2015, REGISTER - ANIMALS IN PUBLIC PLACES

At the General Meeting 26 February 2020 (Item 10.1 refers), Council resolved as follows:

That Item 13.2 Community Consultation - Potential Amendment to Local Law No. 2 (Animal Management) 2015, Register - Animals in Public Places (as listed on the agenda) be withdrawn and a city wide review undertaken and brought back to a future meeting.

A report will be brought to a future meeting of Council.

6.4 FORMER BIRKDALE COMMONWEALTH LAND - STATUS UPDATE

At the General Meeting 11 March 2020 (Item 14.5 refers), Council resolved as follows:

That Council resolves as follows:

- 1. To note this status update report on the former Commonwealth Land at 362-388 Old Cleveland Road East, Birkdale.*
- 2. To note that officers will prepare a report to Council summarising the findings of the environmental, planning and land assessments, gap analysis and the outcomes of the community conversations once complete.*
- 3. To note that officers will prepare a report to Council for adoption of the Conservation (Heritage) Management Plan once complete.*

A report will be brought to a future meeting of Council.

6.5 MASTER PLAN – REDLANDS COAST REGIONAL SPORT AND RECREATION PRECINCT

At the General Meeting 13 May 2020 (Item 15.1 refers), Council resolved as follows:

That Council resolves as follows:

- 1. To note that a report will be presented to Council on the identification, investigation and negotiation for additional suitable sport and recreation land to augment the Precinct at Heinemann Road; and to note the contents of this report.*
- 2. To approve the Master Plan including the high level Implementation Plan for the Redlands Coast Regional Sport and Recreation Precinct at Heinemann Road, Mount Cotton.*
- 3. Provide the adopted Master Plan for the Redlands Coast Regional Sport and Recreation Precinct to the Minister for Sport for information.*

A report will be brought to a future meeting of Council.

7 MAYORAL MINUTE

In accordance with s.6.9 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.

8 PUBLIC PARTICIPATION

There will be no Public Participation as this meeting will be closed to the public, as a result of COVID-19 Pandemic social restrictions and regulation changes.

9 PETITIONS AND PRESENTATIONS

Councillors may present petitions or make presentations under this section.

10 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.

11 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 Division 5A of the *Local Government Act 2009*).

In summary:

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

Under s.175C *Local Government Act 2009*, the councillor must inform the meeting of the councillor's material personal interest in the matter, including the following particulars:

- The name of the person or other entity who stands to gain benefit or suffer a loss from the outcome of the consideration of the matter at the meeting;
- How the person or other entity stands to gain the benefit or suffer the loss;
- If the person or other entity who stands to gain the benefit or suffer the loss is not the councillor, the nature of the councillor's relationship to the person or entity.

If the councillor has a material personal interest they must leave the meeting, including any area set aside for the public while the matter is discussed and voted on, unless the councillor has approval from the Minister to be present while the matter is discussed and voted on pursuant to section 175F.

Record of material personal interest

Under s.175J of the *Local Government Act 2009*, if a councillor has a material personal interest under section 175C of the *Local Government Act 2009*, the following information must **be recorded in the minutes of the meeting, and published on the local government's website**—

- (a) the name of the councillor who has the material personal interest in the matter;
- (b) the material personal interest including the particulars mentioned in section 175C(2)(a) as described by the councillor;
- (c) whether the councillor participated in the meeting, or was present during the meeting, under an approval given by the Minister under section 175F.

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, under s.175E of the *Local Government Act 2009*, inform the meeting about the councillor's personal interests in the matter, including the following particulars:

- The nature of the interest;

- *If the personal interest arises because of the councillor's relationship with, receipt of a gift from, another person-*
 - *The name of the other person;*
 - *The nature of the relationship or the value and date of the receipt of gift; and*
 - *The nature of the other person's interest in the matter.*

If the other councillors in the meeting are informed about a councillor's personal interests in a matter and the councillor has not voluntarily left the meeting while the matter is discussed and voted on, the other councillors must decide:

- *Whether there is a real or perceived conflict; and*
- *If the councillors decide that there is a real or perceived conflict, whether the councillor-*
 - *Must leave the meeting including any area set aside for the public, while the matter is voted on and discussed; or*
 - *May participate in the meeting in relation to the matter, including voting on the matter.*

Record of conflict of interest

Under s.175J of the *Local Government Act 2009*, if a councillor has a conflict of interest under section 175E, ***the following information must be recorded in the minutes of the meeting, and published on the local government's website—***

(a) the name of the councillor who has a real conflict of interest or perceived conflict of interest in the matter;

(b) the councillor's personal interests in the matter, including the particulars mentioned in section 175E(2) as described by the councillor;

(c) the decisions made by the other councillors in relation to the existence and nature of the conflict and whether the councillor was permitted to participate in the meeting in relation to the matter, and the reasons for the decisions;

(d) whether the councillor participated in the meeting, or was present during the meeting, under an approval under section 175F;

(e) if the councillor voted on the matter—how the councillor voted on the matter;

(f) how the majority of councillors who were entitled to vote at the meeting voted on the matter.

Duty to report another councillor's material personal interest or conflict of interest

Section 175G of the *Local Government Act 2009* imposes an obligation on councillors to report undisclosed material personal interests and conflicts of interest at a meeting relating to other councillors.

If a councillor at a meeting reasonably believes, or reasonably suspects:

- *That another councillor at a meeting has a material personal interest or a real or perceived conflict in a matter; and*
- *The other councillor has not informed the meeting about the interest under section 175C(2) or 175E(2);*

The councillor who has the belief or suspicion, must as soon as practicable, inform the person who is presiding at the meeting about the facts and circumstances that form the basis of the belief or suspicion.

Note: Section 175H makes it an offence for a person to prejudice, intimidate or harass a councillor or another person take action that is likely to be detrimental to a councillor because a councillor has complied with their disclosure obligation under s.175G

12 REPORTS FROM THE OFFICE OF THE CEO

Nil

13 REPORTS FROM ORGANISATIONAL SERVICES

13.1 OPERATIONAL PLAN QUARTERLY PERFORMANCE REPORT MARCH 2020

Objective Reference:

Authorising Officer: John Oberhardt, General Manager Organisational Services

Responsible Officer: Vivek Vivekanandam, Group Manager Corporate Strategy and Performance

Report Author: Lorraine Lee, Senior Adviser Corporate Planning and Performance

Attachments: 1. [Operational Plan Quarterly Performance Report March 2020](#) 

PURPOSE

To provide an update on the overall progress of the Operational Plan 2019-2020 from 1 January to 31 March 2020.

BACKGROUND

The *Local Government Act 2009* (the Act) requires Council to adopt an operational plan each year. The Operational Plan 2019-2020 forms an important part of Council's strategic planning process and sets out the work Council plans to deliver towards achievement of the Corporate Plan 2018-2023.

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

ISSUES

The Operational Plan 2019-2020 defines 71 significant activities that Council plans to undertake during the year. Table 1 details the status of planned activities undertaken in quarter three.

The attached Operational Plan Quarterly Performance Report March 2020 provides a status update and comment summarising overall progress for each of the 71 significant activities in quarter three. The information in the report has been provided by the responsible departments for each significant activity.

Of the 71 significant activities, 67 are on track, two are complete and two are being monitored but are expected to be delivered. The impacts of COVID-19 are beginning to emerge.

The completed activities are:

2.5.2 - Manage planning for transport connectivity for the Southern Moreton Bay Islands.

4.4.1 - Contribute to the implementation of the North Stradbroke Island Economic Transition Strategy and Redland City Economic Development Framework 2014-2041.

The activities being monitored are:

2.3.1 - Plan and deliver waste management services to meet current and future needs for the City.

5.2.3 - Identify and protect places of European heritage significance.

Table 1

Status of significant activities in the Operational Plan 2019-2020	
On Track	67
Monitor	2
Complete	2
Total	71

SUMMARY

A more detailed summary of the progress of each significant activity for quarter three is outlined in the attached Operational Plan Quarterly Performance Report March 2020.

STRATEGIC IMPLICATIONS**Legislative Requirements**

Council's Operational Plan 2019-2020 is an important statutory document which sets out the significant activities that Council plans to deliver for the financial year. The significant activities directly contribute to outcomes specified in the Corporate Plan 2018-2023. Tracking progress against this plan provides a useful assessment of Council's performance in delivering against its plans.

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

Risk Management

The risk of not delivering against Council's Operational Plan 2019-2020 is that Council does not achieve the commitments set out in the longer term corporate and community plans. Each significant activity has associated risks which are managed by the relevant area of Council.

Financial

The Operational Plan 2019-2020 is funded from the 2019-2020 Annual Budget.

People

Significant activities listed in the Operational Plan 2019-2020 are managed by the responsible Council group. The status and comments for each significant activity in the attached report are provided by the relevant group. The report is compiled by the Corporate Planning and Transformation Unit. Although delivery of the plan itself is dependent on staff resources and some significant activities relate to people issues, there are no direct impacts on people resulting from this report.

Environmental

Some significant activities within the Operational Plan 2019-2020 directly contribute to Council's environmental commitments. However, this report does not have any direct environmental impacts.

Social

Some significant activities within the Operational Plan 2019-2020 directly contribute to Council's social commitment. However, this report does not have any direct social impacts.

Alignment with Council's Policy and Plans

Council's Operational Plan 2019-2020 outlines planned significant activities against the eight key outcomes in the Corporate Plan 2018-2023. It is a key planning document and consistent with both the Corporate Plan 2018-2023 and the Redlands 2030 Community Plan.

Human Rights

There are no known human rights implications for this report.

CONSULTATION

Consulted	Date	Comments
Office of CEO Head of People and Culture	March 2020	The status and comments have been provided by the officers involved in delivering the particular significant activities within the Operational Plan 2019-2020.
Organisational Services General Manager Organisational Services	March 2020	The status and comments have been provided by the officers involved in delivering the particular significant activities within the Operational Plan 2019-2020.
Community and Customer Services General Manager Community and Customer Services	March 2020	The status and comments have been provided by the officers involved in delivering the particular significant activities within the Operational Plan 2019-2020.
Infrastructure and Operations General Manager Infrastructure and Operations	March 2020	The status and comments have been provided by the officers involved in delivering the particular significant activities within the Operational Plan 2019-2020.
Redland Investment Corporation Pty Ltd (RIC) Chief Executive Officer - RIC Communications Specialist - RIC	March 2020	The status and comments have been provided by the officers involved in delivering the particular significant activities within the Operational Plan 2019-2020.

OPTIONS

Option One

That Council resolves to note the Operational Plan Quarterly Performance Report March 2020.

Option Two

That Council requests additional information in relation to the attached Operational Plan Quarterly Performance Report March 2020.

OFFICER'S RECOMMENDATION

That Council resolves to note the Operational Plan Quarterly Performance Report March 2020.



Operational Plan 2019 - 2020

January to March 2020



Council's Strategic Priorities 2016-2020

In 2016, Redland City Council identified a number of 'strategic priorities' to help shape the Council's strategy to succeed and address the areas of greatest opportunity and challenge for the Redlands Coast and its place in the region.

The strategic priorities guide prioritisation and investment in transformational initiatives and actions over the Council's four year term alongside the commitments in our Corporate Plan and other responsibilities to the community. The priorities also ensure there is clear alignment with the goals and priorities of the State and Federal governments for a liveable, prosperous and sustainable South East Queensland region.

The activities that deliver Council's priority outcomes are reflected in our Operational Plan and can be identified throughout this report by the symbols below.



Economic Development - Building a strong, connected economy while creating more jobs

Council will facilitate and support investment, local business and tourism growth to help create new jobs across the city through strong industry partnerships and regional connections.



Branding Identity - Creating a shared identity for the city

Council will lead the development of a shared identity for the city that celebrates our unique characteristics and positions the city as a tourism destination in the South East Queensland region.



City Planning - Planning for future growth and change to improve liveability

Council will plan for the future development of the city that retains and enhances our quality of life [and natural and cultural assets] while facilitating the activation of vibrant mixed-use centres and places focused around transport and lifestyle options.



Transport and Connectivity - Creating more travel options and continuing to tackle urban congestion

Council will plan and advocate for a safe, accessible and integrated transport network that connects our mainland and island communities to the broader region.



Sport, Education and the Arts - Creating active, healthy lifestyles and learning opportunities

Council will provide and facilitate access to a broad range of high-quality community venues, facilities and precincts that attract new talent and contribute to the active, cultural and educational lives of residents, students and visitors across the city.

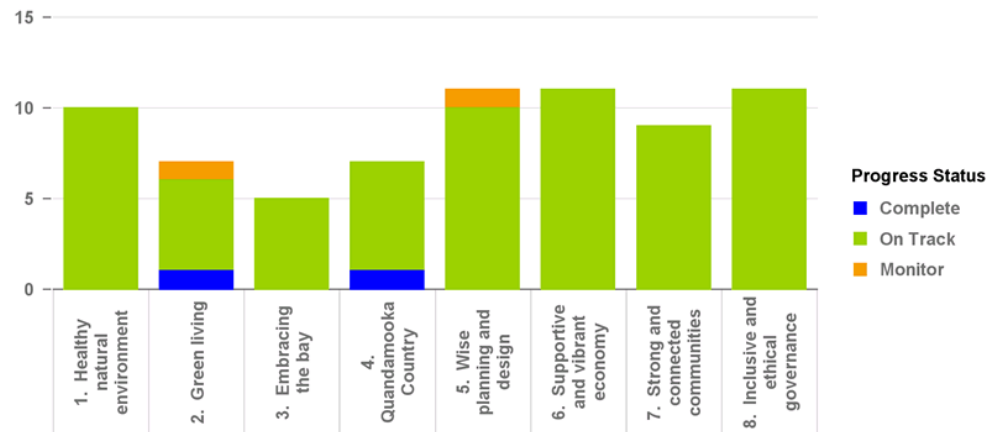
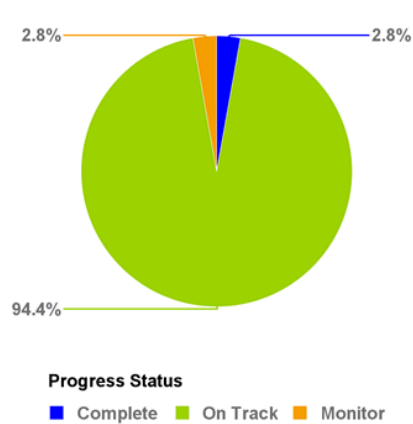


A Smart City - Positioning Redlands Coast as a smart innovative city

Council will plan and advocate for investment in smart local and regional solutions that address community needs and opportunities and support collaborative innovation ecosystem growth.

Vision Outcome – Quarter Summary

Vision Outcome	Complete	On Track	Monitor	Total
1 Healthy natural environment	0	10	0	10
2 Green living	1	5	1	7
3 Embracing the bay	0	5	0	5
4 Quandamooka Country	1	6	0	7
5 Wise planning and design	0	10	1	11
6 Supportive and vibrant economy	0	11	0	11
7 Strong and connected communities	0	9	0	9
8 Inclusive and ethical governance	0	11	0	11
Total	2	67	2	71

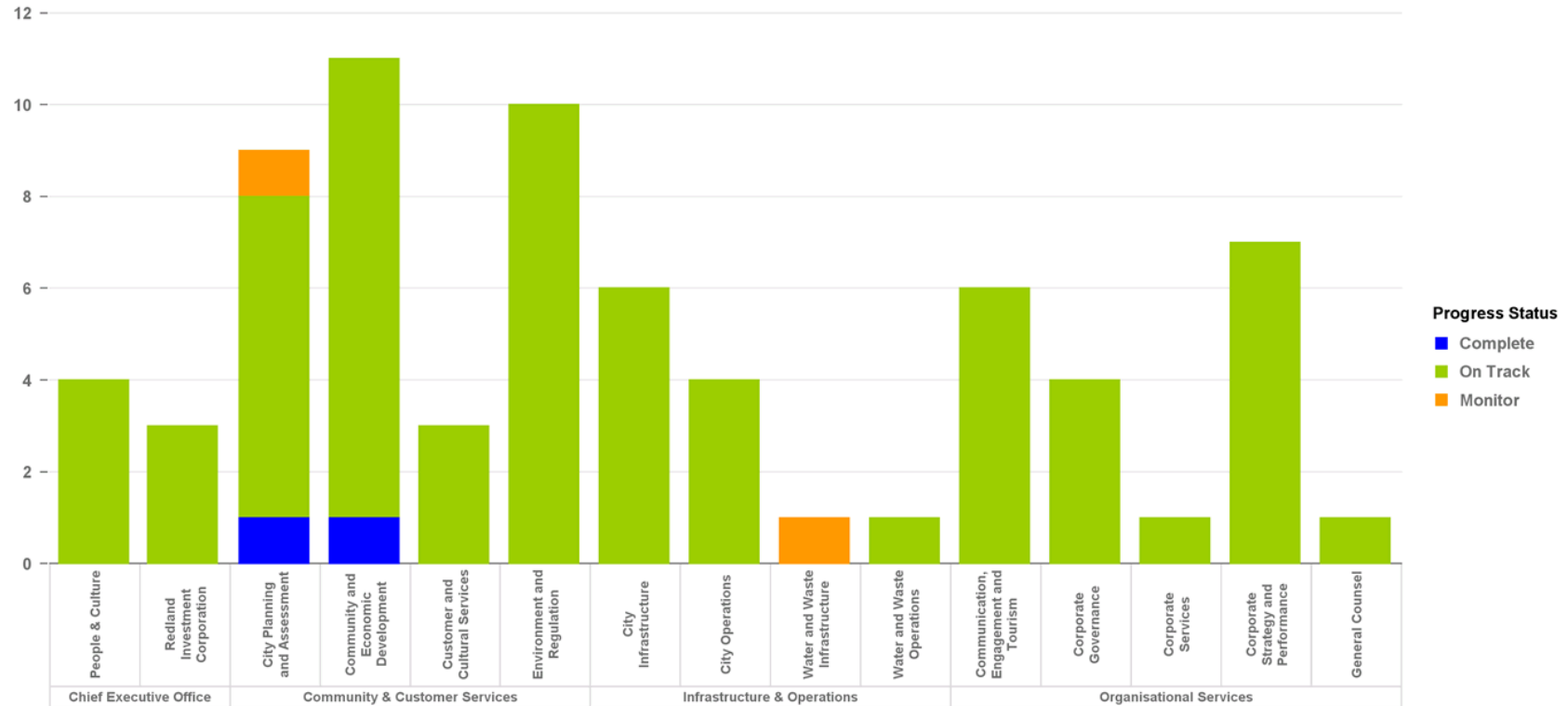


- On Track** The significant activity is progressing on time and on budget and is on track for delivery.
- Monitor** There are issues with timeframes and/or budget but it is still expected that with close monitoring the significant activity will be delivered.
- Complete** The significant activity has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

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Organisational Performance – Quarter Summary

Department	Complete	On Track	Monitor	Total
Chief Executive Office	0	4	0	4
Community & Customer Services	2	33	1	36
Infrastructure & Operations	0	11	1	12
Organisational Services	0	19	0	19
Total	2	67	2	71



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1. Healthy natural environment

2023 Strategic Outcomes

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



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

1.3 Community and private landholder stewardship of natural assets increases.

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

Significant Activity	Op Plan Ref	Key Accountable	Status	Comment	Strategic Priorities
Plan and implement a program to improve conservation management and protect natural assets.	1.1.1	Infrastructure & Operations	On Track	A total of 321 sites are currently being maintained across Redlands Coast. These works have occurred within priority catchments including Tarradarrapin, Hilliards, Coolhwynpin, Moogurrapum, Erapah and Native Dog Creeks. The majority of the maintenance works completed were undertaken on Russell and Macleay Islands. Quarter three has seen significant plantings with 2,600 plants at Saint Andrew's Avenue, Birkdale, 2,000 plants at Valleygreen Close, Redland Bay and 20,310 plants at Bibury Street, Wellington Point.	
Provide clear guidelines on how Council will meet its biosecurity obligations, inform the community and manage invasive plants, pest fish and pest animals under the Redlands Coast Biosecurity Plan 2018-2023.	1.1.2	Community & Customer Services	On Track	<p>The Biosecurity Surveillance Program commenced on 10 October 2019. The Program allows Council to manage restricted and prohibited biosecurity matter identified across Redlands Coast. Since the Program commenced, 730 private properties and 138 public places have been surveyed. A total of 118 properties were confirmed to have restricted or prohibited biosecurity matter. As a result, these properties were issued General Biosecurity Obligation notices.</p> <p>Of the 33,525 known domestic dogs and cats in Redlands Coast, 85% are desexed and 89% are microchipped. Council received and investigated 22 complaints relating to pest animals.</p> <p>Officers attended the Queensland Biosecurity Act working group meeting. Draft Biosecurity Act implementation tools were provided for trial by operational teams. A 12-month review of the Redlands Coast Biosecurity Plan 2018-2023 commenced with formal feedback received via Council's Your Say web page. A six week social media campaign was delivered via Council's Facebook page on General Biosecurity Obligations (GBO). Draft flyers for GBO were developed for distribution to targeted key external stakeholders.</p> <p>Council officers attended the Cactus workshop held by Biosecurity Qld. Council partnered with the Minjerrabah Pest Management Group to develop and provide fox control maps for the 2020 targeted trapping program, including advice on community awareness options.</p>	
Geographically identify and provide priority actions for the management, enhancement and protection of core wildlife habitat and facilitate improved connection of wildlife corridors in alignment with the Wildlife Connections Action Plan 2018-2023.	1.1.3	Community & Customer Services	On Track	<p>Priority area mapping continued to progress, incorporating areas identified in the Wildlife Connections Plan 2018-2028 and the Koala Conservation Strategy 2016 as well as environmental partnerships and other areas of significance, into one system.</p> <p>A process for considering land dedication proposals as a result of development applications was implemented to check consistency with the Wildlife Connections Plan 2018-2028 and the Koala Conservation Strategy 2016 as well as operational maintenance considerations before ownership of land is accepted by Council.</p>	


Significant Activity	Op Plan Ref	Key Accountable	Status	Comment	Strategic Priorities
Conduct erosion and sediment control regulation to minimise environmental impacts from approved development activities.	1.1.4	Community & Customer Services	On Track	<p>Council officers continued to respond to, and investigate, requests for erosion and sediment control matters. A total of 31 customer requests were resolved in quarter three.</p> <p>Officers undertook proactive compliance inspections and monitoring on all major development sites at least once a month to ensure best practice erosion and sediment control implementation, and to minimise the release of contaminants and environmental impacts.</p> <p>Large rain events in January and February 2020 saw an increase in stormwater and runoff related requests. Proactive monitoring on smaller development sites was temporarily reduced to accommodate the increase in customer requests, but has since resumed.</p>	
Continue implementing a program to plant one million native plants across Redlands Coast by 2026.	1.1.5	Infrastructure & Operations	On Track	<p>Since the 'One Million Native Plant' project started in 2017, a total of 357,851 plants were planted. In 2019-2020 a total of 67,414 plants have been planted by Council and Bushcare, and 32,606 were planted in quarter three. The most significant of the plantings occurred within Hilliards Creek Catchment at Bibury Street, Wellington Point. A total of 20,310 plants were planted at Bibury Street accounting for 6,575m² of riparian planting area and 1,070 koala food trees.</p>	
Implement management actions for a viable koala population and to conserve and manage suitable habitat in accordance with the Koala Conservation Action Plan 2016-2021.	1.2.1	Community & Customer Services	On Track	<p>Delivery of Council's Koala Conservation Action Plan 2016-2021 (KCAP) continued. This included work on a range of research projects that were implemented in 2019 to consolidate foundational work that commenced in 2018. Interim reports have been completed for each project. The KCAP has seven ongoing major projects that are being delivered by three separate research groups.</p> <ol style="list-style-type: none"> 1. Ormiston koala safe neighbourhood koala monitoring - University of Sunshine Coast (USC). 2. Koala scats genetic sampling for three potential new Koala Safe Neighbourhood areas (Birkdale, Mount Cotton and Thornlands areas) – USC. 3. Koala genetic surveys and analysis for North Stradbroke Island (Minjerribah) – USC 4. Ormiston smart sign driver awareness project – Griffith University Applied Road Ecology Group. 5. Driver Wildlife Awareness pilot study – Griffith University Social Marketing. 6. Leave It – dog change behaviour project: Transition to business as usual – Griffith University Social Marketing. 7. Community and media evaluation surveys – Griffith University Social Marketing. <p>Council continued to work extensively with the Local Government Association of Queensland and Department of Environment and Science (DES) regarding development of the State Government South East Queensland Koala Conservation Strategy. Council provided a formal response to the South East Queensland Koala Habitat Mapping in December 2019, with responses to the South East Queensland Koala Conservation Strategy provided in January and February 2020.</p> <p>Council officers liaised extensively with DES regarding the release of koalas from Minjerribah on the mainland while protocols for quarantine and release are developed in liaison with the Quandamooka Yoolooburrabee Aboriginal Corporation. The capture and release of ambassador koalas for the selected areas of Birkdale, Thornlands and Mount Cotton was postponed under Queensland Health measures to slow the spread of COVID-19.</p> <p>Koala surveys on Minjerribah using drones have been delayed due to incidents of fire, rain events and under Queensland Health measures to slow the spread of COVID-19. Council delivered a presentation to the Department of Transport and Main Roads on a number of solutions to improve mitigation outcomes for koalas crossing roads in Redlands Coast.</p>	




Significant Activity	Op Plan Ref	Key Accountable	Status	Comment	Strategic Priorities
Enhance community education, awareness and involvement in environmental and wildlife management.	1.2.2	Community & Customer Services	On Track	<p>Work commenced on a city-wide citizen scientist project that encompasses four koala safe priority areas. This includes the development of project tools and information in collaboration with a newly formed working group of existing citizen scientists from the Ormiston area. The objective is for Council to continue to collect high-value data on koala population dynamics through community participation.</p> <p>Development of a strategy for the 2020-2021 community engagement and koala awareness campaigns commenced, with a draft communication plan and media brief prepared.</p> <p>Officers partnered with Birdlife Australia, Logan City Council and Gold Coast City Council to develop a proposal and draft plan to broaden the Redlands Coast Coastal Raptor Citizen Science project to include Logan City Council and Gold Coast City Council areas and recruit new volunteers. Officers partnered with the Australian Citizen Science Association to support the City Nature Challenge 2020. Officers continued to refine a 'Right Plant Right Place' database to support the community in identifying suitable local native plants for a specific location.</p>	
Achieve improved environmental outcomes through extension programs delivered in accordance with adopted environmental strategies and plans.	1.3.1	Community & Customer Services	On Track	<p>The total number of properties engaged in environmental partnership programs remained at approximately 500, with more than 3,500 plants distributed to participants in quarter three.</p> <p>Six community Bushcare extension visits were completed in addition to holding the Annual Bushcare convener's workshop, where Bushcare participants met for a group training and networking day.</p> <p>A significant number of social media posts, live feeds and workshops were delivered online, increasing late in quarter three in light of restrictions due to COVID-19 preventing public events.</p>	
Enhance the visitor experience of natural assets across Redlands Coast.	1.4.1	Infrastructure & Operations	On Track	<p>Upgrades and repairs to the walking trail network through IndigiScapes were undertaken in conjunction with the Centre's reopening in February this year. Repairs to an eroded fire access trail at the eastern escarpment have occurred with the addition of bollards and signage to prevent unlawful access by 4WDs which will assist in a more usable trail for visitors.</p> <p>Council maintained the experience of walkers and cyclists by timely clearing of fallen trees from mountain bike and walking tracks after previous rain events. Renewal and replacement of old fencing on Coochiemudlo foreshore was undertaken which both protects the foreshore vegetation and improves visual amenity and experience for users.</p> <p>One kilometre of a new fire trail was added to Heinemann Road Conservation Area to add to existing trail works that enhance recreational connectivity between the reserve, Mount Cotton Park and Bayview Conservation Area.</p> <p>Council's mapping system was updated to include new or revised trails to assist in visitor wayfinding with up to date and accurate information.</p>	
Continue to improve the customer experience at IndigiScapes.	1.4.2	Community & Customer Services	On Track	<p>The IndigiScapes Centre refurbishment was completed, and officially opened to the public on Friday 21 February 2020. Council officers moved into the new administration building and IndigiScapes Centre in February 2020.</p> <p>The development and delivery of the IndigiScapes event and workshop calendar continued until the Centre was closed to the public on Monday 23 March 2020 due to COVID-19 restrictions.</p> <p>Prior to closure, the new centre was making a significant contribution to enhancing the experience of residents and visitors alike, with positive feedback received about the Discovery Centre, theatre, café, gift shop and grounds.</p>	

2. Green living

2023 Strategic Outcomes

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

Significant Activity	Op Plan Ref	Key Accountable	Status	Comment	Strategic Priorities
Monitor Council's emissions and carbon footprint, and implement reduction strategies.	2.1.1	Community & Customer Services	On Track	<p>The Energy and Emissions Dashboard, which monitors Council's electricity usage and carbon emissions, indicated an increase in energy consumption at Council's large sites in quarter three. Many residents staying home due to COVID-19 restrictions, contributed to an increased demand on Wastewater Treatment Plants, which is likely to be a contributing factor. Energy from Council's four solar panel systems continued to be exported to the grid.</p> <p>Council officers continued to progress the upgrade of the South Street Depot lighting fixtures to improve energy efficiency at this site.</p>	
Provide educational opportunities to the community.	2.2.1	Community & Customer Services	On Track	<p>Two Council-branded water-refilling stations were purchased for installation at the IndigiScapes Environmental Education Centre. The stations offer an opportunity for visitors to reduce plastic waste by providing a water fountain to drink from or to fill their water bottles. The display on the station shows users how much plastic waste has been reduced through refilling.</p> <p>The IndigiScapes Centre Café (Indigi Café) reopened, delivering sustainable food messaging and initiatives via reduced food waste and ongoing communication to customers regarding why the Indigi Café does not provide takeaway coffee cups or plastic straws. The community embraced the environmental initiatives with the Indigi Café recording high patronage throughout the reopening period.</p> <p>Resources and material included in the IndigiScapes Discovery Centre highlight pollution prevention, sustainable water management and reduced plastic considerations. Planning for the Green Living Expo 2020 at IndigiScapes has been put on hold due to COVID-19 restrictions.</p>	
Plan and deliver waste management services to meet current and future needs of the city.	2.3.1	Infrastructure & Operations	Monitor	<p>Development of the draft Waste Reduction and Recycling Plan 2020-2023 continued, along with significant advancement of the bulk waste disposal plan contractual arrangements.</p> <p>New field work investigations commenced at Judy Holt Park closed landfill. Discussions occurred with The Department of Environment and Science regarding a new project plan for this site. The northern batter capping and leachate collection system was deferred pending the outcome of the field investigations. Other closed landfill site inspections and monitoring continued.</p>	

Significant Activity	Op Plan Ref	Key Accountable	Status	Comment	Strategic Priorities
Provide kerbside recycling bins and encourage the community to increase recycling.	2.4.1	Infrastructure & Operations	On Track	<p>Domestic resource recovery in quarter three was 44.8%, and year to date is 43.3% both against a target of 45.8%. Significant rainfall in mid-February resulted in higher than average green waste generated from households. In March, the COVID-19 restrictions saw more residents staying at home and undertaking home maintenance, resulting in increased green waste levels received by the kerbside collections and the Waste Transfer Stations. The kerbside green waste collection is now accessed by 15,830 households, resulting in 26.4% of eligible properties participating in the service and captured 1,771 tonnes of green waste for composting in quarter three. RecycleWorld at Redland Bay was temporarily closed due to COVID-19 restrictions.</p> <p>Community engagement in quarter three included:</p> <ul style="list-style-type: none"> - E-waste drive to the islands including North Stradbroke Island, Coochiemudlo, Russell and Macleay Islands, - messages and support for the launch of the IndigiScapes opening, - support for the 'Be a lunchbox hero' event at IndigiScapes'. <p>Planning and coordination occurred for a number of activities and community engagement:</p> <ul style="list-style-type: none"> - National Composting Week and Stop Food Waste Day, - what happens to green waste education, - Clean Up Australia Day event both internally and externally to Council, - hosted the regional Queensland Waste Educator Group meeting. 	
Advocate for public transport in accordance with the Redlands Coast Transport Strategy 2041.	2.5.1	Community & Customer Services	On Track	<p>Council officers liaised with Department of Transport and Main Roads network planners to advocate for a more efficient bus network across Redlands Coast, to create a network that provides a more viable transport choice for the community with a particular focus on improving public transport options in the southern portion of the City as well as peak hour services for commuters.</p>	
Manage planning for transport connectivity for the Southern Moreton Bay Islands.	2.5.2	Community & Customer Services	Complete	<p>The Redlands Coast Smart Mobility Trial on Karragarra Island concluded. After four months of operation, the autonomous vehicle travelled more than 1,200km and carried more than 750 passengers. During the trial, the project team acquired valuable insight as to how an autonomous vehicle operates in live traffic and how this type of transport technology could potentially be applied to different scenarios across Redlands Coast.</p>	
Expand the footpath and cycleway network.	2.5.3	Infrastructure & Operations	On Track	<p>Design for the 2020-2021 expansion program was completed. Fifty per cent of the current stage of the Moreton Bay Cycleway Project (School Road, Victoria Point to Lakefield Drive, Victoria Point) was completed.</p>	

3. Embracing the bay



2023 Strategic Outcomes

3.1 Council collaborates with partners to understand, nurture and protect Moreton Bay's marine health and values.

3.2 Communities on the islands and foreshores enjoy equitable access to development opportunities and community services.

3.3 Our community is ready for and adapting to changing coastlines, storm tide and severe weather.

3.4 Redlands Coast residents and visitors can easily access the foreshore and use recreation infrastructure for boating and non-boating activities.

Significant Activity	Op Plan Ref	Key Accountable	Status	Comment	Strategic Priorities
Monitor and develop strategies aimed at identifying priority areas to inform decision making and improve aquatic environments.	3.1.1	Community & Customer Services	On Track	<p>Council continued to participate in various working groups such as the Healthy Land and Water, Monitoring and Evaluation Steering Committee, SEQ Water by Design Steering Committee and Moreton Bay Ramsar Wetland Stakeholder Network. Council officers also participated in events such as the SEQ Stormwater Community of Practice and Cooperative Research Centres Water Sensitive Cities workshops.</p> <p>The Ambient Water Quality Monitoring Program continued in quarter three, concluding in March 2020. Several aquatic and riparian weeds were reported, and the identification of areas of significant creek erosion observed. This monitoring assists with prioritising resources for remedial and maintenance works. The Sovereign Waters Lake water quality monitoring program continued in quarter three. Officers continued to develop the Redlands Coast Bay and Creeks Plan.</p>	
Partner with the Queensland Government to review the agreement between the Department of Education and Training and Redland City Council regarding management of the Russell Island Pool.	3.2.1	Infrastructure & Operations	On Track	<p>Council continued to operate the Bay Island Aquatic Centre as per agreed hours. Council is currently in negotiations with Education Queensland to extend the agreement for a further six months as decided at the General Meeting held on 26 February 2020. On 26 March the Centre was temporarily closed, in compliance with a directive from Queensland Health relating to COVID-19.</p>	
Support a sustainable governance model for the Southern Moreton Bay Islands (SMBI) Hub to coordinate delivery of community services.	3.2.2	Community & Customer Services	On Track	<p>Ongoing collaborative work on the Southern Moreton Bay Islands (SMBI) has provided a platform to coordinate the COVID-19 SMBI Working Group, including the COVID-19 SMBI Advisory and COVID-19 SMBI Community Leaders Sub-Groups. This working group, which reports to the Redland City Local Disaster Management Group, is developing systems to treat community vulnerabilities throughout the crisis, building capacity and sustainability for post-crisis social development in accordance with the SMBI Collaborative Action Plan.</p>	
Continue to develop and implement the Coastal Hazard Adaptation Strategy.	3.3.1	Infrastructure & Operations	On Track	<p>Phase 5 of the Coastal Hazard Adaptation Strategy was submitted for Local Government Association Queensland approval. A consultant was engaged for Phases 6-8 of the Strategy.</p>	
Improve access provisions to Moreton Bay.	3.4.1	Infrastructure & Operations	On Track	<p>A Deed of Agreement was finalised between Council and the Queensland Government for the Southern Moreton Bay Island Ferry Terminal Upgrade Project. The design process commenced for all four sites.</p>	

4. Quandamooka Country




2023 Strategic Outcomes



4.1 Council's organisational and staff capacity to deliver positive outcomes for Aboriginal communities, including the Quandamooka People, is improved through policy, cultural awareness training and cultural heritage training for elected members and Council staff.

4.2 Council's and the community's respect and understanding of the Quandamooka Peoples' relationship with their traditional land and waters continue to improve.

4.3 Council continues to support and resource the delivery of commitments under the Indigenous Land Use Agreement (ILUA) with the Quandamooka People.

4.4 Council works with the Quandamooka Traditional Owners to help them achieve their goal of establishing North Stradbroke Island (Minjerrabah) as a global eco-cultural tourism destination.

Significant Activity	Op Plan Ref	Key Accountable	Status	Comment	Strategic Priorities
Continue to work collaboratively with Quandamooka Yoolooburrabee Aboriginal Corporation (QYAC).	4.1.1	People & Culture	On Track	Two Quandamooka Cultural Days on North Stradbroke Island were organised in quarter three, with 16 employees attending. Council continued to implement deliverables from the new internal Reconciliation Action Plan in relation to fostering a culturally inclusive workplace.	
Continue to implement culturally appropriate protocols.	4.1.2	Organisational Services	On Track	Reconciliation Action Plan initiatives continued to progress with Cultural Information Sessions delivered throughout the organisation and Acknowledgement of Country being delivered in meetings. Corporate inductions for new employees continued with an Indigenous information pack given to each attendee. The Reconciliation Action Plan Implementation Committee advocated and promoted the Reconciliation Action Plan by visiting various locations of Council to discuss the story of 'Kanara Malara' with employees, hanging the reproduced artwork within prominent locations. The Communications Plan for the Reconciliation Action Plan was completed.	
Promote awareness and understanding of Quandamooka culture.	4.2.1	Organisational Services	On Track	Council promoted through media the completed North Stradbroke Island (Minjerrabah) place markers. The Amity Point (Pulan) place marker designed by Quandamooka artist Belinda Close was promoted in February 2020 and the Mulumba (Point Lookout) place marker designed by Quandamooka artist Delvene Cockatoo-Collins was promoted in March 2020. Where known, Quandamooka place names were used in a variety of media communications and acknowledgement of Quandamooka Traditional Owners was included in fortnightly print advertising and on Council's website.	
Promote traditional knowledge.	4.2.2	Organisational Services	On Track	Council continued to promote cultural awareness. The Capalaba artwork sculpture named Passages was completed. Quandamooka people were invited to attend and deliver Welcome to Country at the Australia Day Awards and the Creative Arts Program Launch.	
Support delivery of Indigenous Land Use Agreement (ILUA) commitments.	4.3.1	Organisational Services	On Track	Council continued to manage the Indigenous Land Use Agreement (ILUA) sub-committees and monitor progress of ILUA activities. The ILUA quarterly report was presented to the Executive Leadership Team in February 2020.	

Significant Activity	Op Plan Ref	Key Accountable	Status	Comment	Strategic Priorities
Contribute to the implementation of the North Stradbroke Island Economic Transition Strategy and Redland City Economic Development Framework 2014-2041.	4.4.1	Community & Customer Services	Complete	<p>Council is lead for Project 13: Location and Interpretive Signage and worked in support of a further 17 of 23 projects under the Queensland Government's Minjerrabah Futures - North Stradbroke Island Economic Transition Strategy.</p> <p>Council continued to work with the Quandamooka Yoolooburrabee Aboriginal Corporation (QYAC) to deliver two Quandamooka-inspired place markers designed by Quandamooka artists which have now been installed at Amity and Point Lookout. Island artist Belinda Close's Mirriginpah public art place marker was installed in Cabarita Park in December 2019 and Delvene Cockatoo-Collin's Mooloomba artwork in March 2020. This concludes stage 1 of Project 13 with management of stage 2 (placemaker at Dunwich) the responsibility of QYAC.</p>	
Promote Quandamooka tourism initiatives.	4.4.2	Organisational Services	On Track	<p>Council worked with Quandamooka Traditional Owners to promote Quandamooka cultural experiences on Redlands Coast to support the 2020 Year of Indigenous Tourism. Council officers attended the First Nations Tourism Consultation in Brisbane facilitated by Queensland Tourism Industry Council to develop the First Nations Tourism Plan for Queensland. Council worked with Quandamooka Yoolooburrabee Aboriginal Corporation to install the place marker and eugarie sculptures designed by Delvene Cockatoo-Collins at Mulumba (Point Lookout) as part of the Economic Transition Strategy funded by the Queensland Government.</p> <p>Quandamooka Traditional Owners presented Welcome to Country and traditional dance performances at Council-run events including Redlands Coast Australia Day Awards, Australian Citizenship Ceremony, IndigScapes Centre re-opening, Redland City Education Roundtable and the Creative Arts Redland Program Launch. Council met and liaised with community event organisers to engage Quandamooka Traditional Owners to present Welcome to Country and traditional dance performances. Three community events incorporated a Welcome to Country into their program including Bayside Vehicle Restorers Club, RATS Summer Sprint and All for One Wellness Expo.</p>	

5. Wise planning and design



2023 Strategic Outcomes



5.1 Growth and development in the city is sustainably managed through the adoption and implementation of the Redland City Plan and Local Government Infrastructure Plan.

5.2 Redland City's character and liveability are enhanced through a program of master planning, place-making and centre improvement strategies, including maximising opportunities through the catalyst Toondah Harbour Priority Development Area and Redlands Health and Wellbeing Precinct projects to build a strong and connected Cleveland.

5.3 An effective and efficient development assessment process delivers quality development that is consistent with legislation, best practice and community expectations.

5.4 Regional collaboration and targeted advocacy drives external funding for key infrastructure upgrades and enhanced community outcomes.

Significant Activity	Op Plan Ref	Key Accountable	Status	Comment	Strategic Priorities
Manage planning for transport initiatives and services across the city.	5.1.1	Community & Customer Services	On Track	The Urban Congestion Tool was initiated and Council officers commenced working with Logan City Council, Gold Coast City Council, the Department of Transport and Main Roads and the Local Government Association of Queensland to deliver a region-wide spatial tool to assist in transport planning and inform future network upgrades.	
Ensure that infrastructure necessary to support growth in the city is provided through the development assessment process and capital works program.	5.1.2	Community & Customer Services	On Track	Local Government Infrastructure Plan projects continued to be delivered as part of development approvals and are progressively being scheduled through capital works programming and budget reviews for delivery by Council.	
Implement actions outlined in the Cleveland Centre Traffic and Transport Action Plan 2019-2020.	5.1.3	Community & Customer Services	On Track	Council officers engaged with key internal stakeholders to identify a number of actions to be delivered for the 2020-2021 financial year to improve pedestrian safety and connectivity in the Cleveland Centre.	
Maintain the Redland City Plan to ensure it reflects best practice and is responsive to community expectations.	5.1.4	Community & Customer Services	On Track	Council adopted a general major amendment package to the City Plan on 29 January 2020. The general major amendment package came into effect on 19 February 2020. Three other major amendment packages addressing Local European Heritage, Environmental corridors and habitat and the Victoria Point Local Plan are currently at various stages of the State interest review process as outlined in the Minister's Guidelines and Rules under the Planning Act 2016. These amendment packages will remain confidential until such time as the Minister and Council have given approval to commence statutory public consultation.	
Coordinate a place management program for key activity centres and contribute to master planning for precincts.	5.2.1	Community & Customer Services	On Track	Council continued to engage with Metro South Health and Redlands Mater Private Hospital regarding their future plans in the context of the draft Redland Health and Wellness Precinct Stage 3 Report (conceptual land use plan and strategy).	 

Significant Activity	Op Plan Ref	Key Accountable	Status	Comment	Strategic Priorities
Coordinate planning and guidance for future development and infrastructure delivery for local areas in the city.	5.2.2	Community & Customer Services	On Track	<p>Council received State Interest assessment comments on the draft South West Victoria Point Local Plan to the Redland City Plan 2018 on 24 February 2020. The State Interest assessment comments are currently being reviewed. The draft Local Plan and consequential amendment package will remain confidential until such time as the Minister and Council give approval to commence statutory public consultation.</p> <p>Council commenced investigations of the Southern Thornlands Potential Future Growth Area. In accordance with Council resolution 19.3 at its General Meeting on 9 October 2019, the study will remain confidential until a City Plan amendment is released for public consultation, or in the event the Southern Thornlands Potential Future Growth Area Study does not require any amendment to the City Plan, until Council has prepared a communication plan to inform the community of the outcomes of the study.</p>	
Identify and protect places of European heritage significance.	5.2.3	Community & Customer Services	Monitor	A proposed major amendment to the City Plan to address local European heritage protection in the City received Ministerial approval to proceed to public consultation. The proposed major amendment remains confidential until such time as Council considers further budgetary implications and approves the amendment for public notification.	
Develop a master plan for the Redland Aquatic Precinct Redevelopment	5.2.4	Infrastructure & Operations	On Track	Council continued to progress an opportunity for design and master planning for the Redland Aquatic Precinct to be included in the concept for an integrated Redlands Coast Adventure Sports Precinct.	
Maintain effective systems and processes that underpin quality and timely decision making for development applications.	5.3.1	Community & Customer Services	On Track	Council's systems and processes continued to be refined to ensure effective implementation of planning instruments. This included development and testing of new event processes for development inspections in Council's Property and Rating system.	
Contribute to implementation of a South East Queensland (SEQ) City Deal.	5.4.1	Community & Customer Services	On Track	Commonwealth, state and local governments continued work on the SEQ City Deal project. Council is represented on the Local Government Working Group and CEO's Forum, contributing input to help shape the SEQ City Deal through major work program streams.	
Develop a strategic funding framework.	5.4.2	Organisational Services	On Track	<p>Council officers identified 19 competitive funds in quarter three, in addition to participating in two invitational opportunities. Council submitted four applications in quarter three, with a further three applications still under development. In response to COVID-19, Council had one funding opportunity cancelled and a funding application put on hold.</p> <p>Council was successful in two applications, one under the School Transport Infrastructure Program, which awarded Council with \$79,000 towards safety works for Birkdale State School, and one under the First 5 Forever Project Grants (Round 2), which awarded Council with \$23,845 towards Jandai language kits. Council is still awaiting outcomes on 13 applications across state and federal funds.</p> <p>Work continued on a risk assessment tool specific to external funding, and a 10 year capital and operational grant pipeline was finalised and aligned with known state and federal funding opportunities.</p>	

6. Supportive and vibrant economy

2023 Strategic Outcomes

6.1 Council supports infrastructure that encourages business and tourism growth.




6.2 Redland City delivers events, activities and performances that bring economic and social benefits to the community.






6.3 Council's involvement in the State Government's North Stradbroke Island Economic Transition Committee supports and aligns with Council's strategic objectives, which help deliver long-term economic sustainability for North Stradbroke Island (Minjerribah).






6.4 Council receives a return on the community's investment in land to enhance economic and community outcomes.

6.5 Growth in key sectors identified in Council's Economic Development Framework is supported through the development and implementation of action plans by the Industry Economic Development Advisory Board.

6.6 Development will be facilitated specifically in the Toondah Harbour Priority Development Area (PDA) and Weinam Creek PDA with a focus on economic growth.

Significant Activity	Op Plan Ref	Key Accountable	Status	Comment	Strategic Priorities
Implement actions in the Redland City Tourism Strategy and Action Plan 2015-2020.	6.1.1	Organisational Services	On Track	Council continued to progress actions in the Redland City Tourism Strategy and Action Plan 2015-2020 including the development of the volunteer ambassador program, customer service training program and development of Coochiemudlo Island and Cleveland maps. Work continued on the City Destination Entry Sign project including concept design finalisation and material selection. Redlands Coast Visitor Information Centre received more than 1,050 walk in and telephone clients and 5,300 website visitors. The Redlands Coast Tourism Subcommittee met twice in quarter three and included representatives from the Quandamooka Yoolooburrabee Aboriginal Corporation, Redlands Coast Chamber of Commerce, Straddie Chamber of Commerce, Southern Moreton Bay Chamber of Commerce, Scouts Queensland and tourism representatives from Coochiemudlo Island and mainland businesses.	
Contribute to the development of a Smart Cities Strategy.	6.1.2	Community & Customer Services	On Track	Drafting of the Redlands Coast Smart and Connected City Strategy progressed, with a progress report noted by Council on 26 February 2020. The Advancing Regional Innovation Program (ARIP), in conjunction with the Australian Government and Fiftysix Creations, delivered a new digital literacy program for seniors. The program offered one-on-one 30 minute sessions covering topics including social media, health, shopping and banking services to assist seniors to access support and assistance during COVID-19 restrictions. Council resolved to establish a targeted grants program aimed at both relief and recovery efforts for small businesses and community organisations affected by COVID-19. The program includes provision for innovation under ARIP.	
Implement actions in the Redland City Events Strategy and Action Plan 2017-2022.	6.2.1	Organisational Services	On Track	Council delivered four events attended by more than 1,465 people and supported the delivery of 15 community events, attended by more than 64,762 people. Council events included three citizenship ceremonies and the Redlands Coast Australia Day Awards function. Community events included The 5K Foam Fest, Elton John Day on the Green, Bayside Vehicle Restorers Club Rally, Movie in the Park, RATS Summer Sprints, Cold Chisel Day on the Green, All for One Wellness Expo, Redlands Coast Sports Gala, Redland Bayside Blues Festival, Queensland Triathlon Series and Battle of the Bays Paddling event. Council continued to progress actions in the Redland City Events Strategy and Action Plan 2017-2022 including improvements to the events portal and the development of the targeted sponsorship for civic and signature events program.	


Significant Activity	Op Plan Ref	Key Accountable	Status	Comment	Strategic Priorities
Deliver events, activities and workshops that contribute to bringing economic and social benefits to the community.	6.2.2	Community & Customer Services	On Track	<p>Council delivered a Strategic Planning workshop on 3 March 2020 at the Wellington Point Sports Club with 22 attendees and a Financial Management Webinar on 31 March 2020 with 24 attendees, which were both well received.</p> <p>Council partnered with the University of Queensland's Healthy Ageing Initiative and DMA Engineers to deliver a Longevity by Design charrette, held in Brisbane on 6 February 2020. The charrette brought together 121 practitioners from more than 60 private and community-based organisations, government bodies and educational institutions to challenge the way communities and buildings are currently designed for life in later years. Sixteen teams took on the design challenge set in Redlands Coast.</p> <p>A Crime Prevention Through Environmental Design Training course was held for 20 people on 28 February 2020 at IndigiScapes. Council officers also participated in a wide range of external events focused on the National Disability Insurance Scheme, homelessness, mental health, community development, place-based practice and other initiatives.</p> <p>Reference committee meetings were held for the manufacturing sector, health care and social assistance sector and the education roundtable. Council supported the Redlands Coast Chamber of Commerce 'Going for Gold' event and Redlands Coast Chamber of Commerce Business Breakfast.</p>	
Continue to roll-out the city's new destination brand, Redlands Coast - Naturally Wonderful.	6.2.3	Organisational Services	On Track	The Redlands Coast Deals & Rewards App developed to encourage residents and visitors to shop locally was extended. Redlands Coast brand awareness continued to be developed through print advertising, Council-owned bus shelters, Facebook and Instagram. Ongoing development of the Redlands Coast brand website 'microsite' and online merchandise store for local businesses also continued.	
Coordinate Council's involvement in the implementation of the Queensland Government North Stradbroke Island Economic Transition Strategy.	6.3.1	Community & Customer Services	On Track	Council continued to work closely with the Queensland Government on the implementation of the State Government's North Stradbroke Island Economic Transition Strategy. The Minjerrabah Futures Reference Group, which includes representation from state and local government, Quandamooka Yoolooburabee Aboriginal Corporation, business groups and other organisations, met in February 2020 to progress the work of the group's sub-committees to improve the tourism experience on the island.	
Identify and develop strategic opportunities for Redland City Council land holdings.	6.4.1	Community & Customer Services	On Track	Shayher Group was appointed as the preferred expression of interest (EOI) proponent following the EOI campaign held to secure a development partner. Commercial agreements between Council and Shayher Group are currently under negotiation.	
Provide secretariat support to the Redlands Economic Development Advisory Board (EDAB).	6.5.1	Community & Customer Services	On Track	The Redlands Economic Development Advisory Board Annual Report 2018-2019 was noted at Council's General Meeting on the 12 February 2020. Board members provided input in relation to Council's response to COVID-19.	



Significant Activity	Op Plan Ref	Key Accountable	Status	Comment	Strategic Priorities
Deliver industry-enabling action plans and a targeted investment attraction strategy.	6.5.2	Community & Customer Services	On Track	<p>The third Education Roundtable, a key initiative under the Education and Training Industry Sector Plan 2018-2023, was held in February 2020. Planning for a city-wide Courses and Careers Expo commenced with principals and school representatives providing input and support. Implementation of actions of the Health Care and Social Assistance and Rural Enterprises industry sector plans continued including planning for a Health Care and Social Assistance Summit.</p> <p>A survey of manufacturing businesses was completed and an analysis of the survey results will assist with framing a Manufacturing Industry Sector Plan. Council also commissioned a manufacturing preliminary analysis study, which will report on a comprehensive environmental scan of the economic, socio-cultural, technological and regulatory opportunities and constraints affecting manufacturing in Redlands Coast, and identify opportunities for the sector's growth.</p>	 
Engage Redland Investment Corporation to facilitate the Toondah Harbour Priority Development Area (PDA) in partnership with Economic Development Queensland.	6.6.1	Community & Customer Services	On Track	<p>The Environmental Impact Statement (EIS) phase continued. As the EIS progressed, fact sheets were produced and provided to Councillors and the Redlands Coast community. As part of the environmental assessment process, focus groups were recruited. Topics covered include wetlands and shorebirds, coastal processes and water quality, and koalas.</p>	
Facilitate the development of the Weinam Creek Priority Development Area (PDA) in partnership with Economic Development Queensland.	6.6.2	Community & Customer Services	On Track	<p>Redland Investment Corporation continued preparing the development application for the master plan of the Weinam Creek Priority Development Area (PDA). Stage 1 of the Weinam Creek PDA continued. This includes construction of the car park on Moores Rd, Redland Bay, and a footbridge and boardwalk connecting the car park to the ferry terminal.</p>	 


7. Strong and connected communities

2023 Strategic Outcomes

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

Significant Activity	Op Plan Ref	Key Accountable	Status	Comment	Strategic Priorities
Celebrate the cultural life of the region.	7.1.1	Community & Customer Services	On Track	<p>Redland Performing Arts Centre (RPAC) was visited by a total of 9,122 people, with a program of 35 activities including performances, workshops and community events held in the Centre. Highlights included the first Musical Melodies performance for the 2020 season Mad Maestros, sold out performances by Anh Do and The 91 Storey Treehouse. RPAC Entrepreneurial performances and events included Mission Songs by Jessie Lloyd, Creative Arts Redlands 2020 Program Launch and RPAC's 12th birthday. Community groups continued to utilise the venue for rehearsals and workshops. The Community Art Wall initiative was utilised by local artists from Redlands Creative Alliance from mid-March to mid-April 2020. RPAC was temporarily closed on 16 April 2020 due to COVID-19 restrictions, with 10 events cancelled.</p> <p>Redland Art Gallery (RAG) hosted 20 events, activities, workshops and public programs visited by 14,492 people across venues at Cleveland and Capalaba. The 2020 RAG exhibition and events program was launched and eight exhibitions were featured in quarter three. The galleries were temporarily closed on 23 March 2020 due to COVID-19 restrictions, with exhibitions: Living Treasures: Masters of Australian Craft Prue Venables and Wildish: Emma Gardner closed early and three events cancelled.</p>	
Plan, provide and advocate for essential social infrastructure for community activities.	7.2.1	Community & Customer Services	On Track	Drafting of the Stronger Communities Strategy was completed. The draft Strategy utilised the Redlands Community Needs Assessment and Social Provisioning Analysis, which was recently completed by the Regional Innovation Data Lab. Council continued to work on the development of human and social service capacity mapping in Redlands Coast. This work will support social service capacity integration into strategic planning, ensuring that changing community needs are appropriately supported by the social service system. Drafting of the Age Friendly Cities Strategy was also completed.	

Significant Activity	Op Plan Ref	Key Accountable	Status	Comment	Strategic Priorities
Deliver innovative and accessible services as part of the implementation of the Library Services Strategy 2017-2022.	7.2.2	Community & Customer Services	On Track	<p>Libraries continued to provide public spaces in quarter three for the following programs: morning children's programs, school holiday activities, guest authors and presenters, family history research, technology lessons particularly for seniors, and venues for corporate discussions and community lifestyle services. A new co-working space was implemented at Cleveland Library that can accommodate eight people with devices.</p> <p>The Adult Literacy Program continued to assist those in the community who have low levels of reading and writing. An additional 12 volunteers were recruited, trained and matched with learners. A new Saturday STEAM (Science, Technology, Engineering and Mathematics) program was introduced. The program, aimed at engaging families, has been popular with an average of 30 participants per session.</p> <p>Libraries were temporarily closed in the last two weeks of March 2020 due to COVID-19 restrictions. Council continues to provide story time and children's activities online to the community, and is utilising the Cleveland Library for internal meetings.</p>	
Plan for effective sport and recreation at Heinemann Road, Redland Bay.	7.2.3	Infrastructure & Operations	On Track	<p>Development of the draft Regional Sport and Recreation Precinct Master Plan included:</p> <ul style="list-style-type: none"> - release of the draft master plan in January 2020 following a Council resolution in December 2019, - completion of community and stakeholder consultation and incorporation of relevant feedback into finalisation of plan, - monthly reviews of corporate and project risks, - approval of an extension of the Queensland Government Deed of Grant schedule to 31 May 2020, - Project Control Group and Project Steering Committee meetings including Queensland Government involvement. <p>Other activities to improve the quality and access to parks, sport and recreation facilities and activities:</p> <ul style="list-style-type: none"> - completion of 47 of 90 sub-renewal and upgrade and community infrastructure projects, - continued investigations into sport and recreation land use, - released a request for consultancy services to review existing facility optimisation levels and develop a five year facility action plan, - continued negotiations through development assessment for positive outcomes for sport and recreation facilities and parks. 	
Plan for the future use of the Willard's Farm site.	7.2.4	Infrastructure & Operations	On Track	Council has prepared and is now finalising negotiations for a Memorandum of Understanding with the Redland Museum to jointly investigate the feasibility and future use of the Willards Farm Site.	
Deliver Council's Grants and Sponsorship Program.	7.3.1	Community & Customer Services	On Track	<p>Round two of the 2019-2020 Community Grants Program closed on 2 March 2020. Two conservation applications, 17 project support applications and 16 organisation support applications were received. Round two of the 2019-2020 Sponsorship Program closed on 16 March 2020, with 16 sponsorship applications received.</p> <p>Due to COVID-19, the current round has been deferred until an appropriate time in the financial year 2020-2021 with available funds of \$288,170 redirected to a COVID-19 Relief and Recovery Response Grants Program. The program will target local businesses impacted by COVID-19 and community organisations providing support to community members impacted by COVID-19.</p>	

Significant Activity	Op Plan Ref	Key Accountable	Status	Comment	Strategic Priorities
Activate and engage through programs and partnerships to encourage reading and all forms of literacy as part of the implementation of the Library Services Strategy 2017-2022.	7.3.2	Community & Customer Services	On Track	<p>Community outreach services undertaken by Library Services resulted in 7,492 participants being engaged in literacy-focused programs and activities across Redlands Coast. Children's programs continued to be in high demand, with 160 activities delivered at various venues in quarter three. These programs included after school activities, technology programs and First 5 Forever, a Queensland Government-funded program to support early literacy for children aged 0-5 years. Fifteen 'Authors in Action' events were attended by 436 people.</p> <p>Council officers attended the Wellness Expo held by the Capalaba Community Centre. Home deliveries continued to be popular with 692 deliveries made in quarter three. Council officers promoted the services that Council libraries can offer, including the Words for Wellbeing Program.</p> <p>Libraries were temporarily closed during the last two weeks of March 2020 due to COVID-19 restrictions. Programming moved to an online platform creating videos and after-school activities to be shared. The first children's video posted saw a 15,000 reach within 24 hours, demonstrating the need to continue these during library closure to engage and connect with the community.</p>	
Continue to provide volunteering and work experience opportunities for the Redlands Coast community.	7.4.1	People & Culture	On Track	Council continued to assist with inquiries and support volunteering and work experience opportunities at Council.	
Improve disaster preparedness.	7.5.1	Organisational Services	On Track	<p>On 4 March 2020, the Local Disaster Management Group (LDMG) held it's annual exercise and meeting. The exercise was attended by members of the LDMG, Councillors and members of various agencies. The LDMG exercise was based on a fire scenario called Exercise Flame Trees.</p> <p>The LDMG moved to 'Stand Up' in the month of March to assist the community respond to COVID-19.</p>	

8. Inclusive and ethical governance

2023 Strategic Outcomes


8.1 Council's Information Management Strategy and technology systems are engineered to increase efficiency and provide excellent customer service outcomes.


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

8.3 Implementation of the Corporate Plan is well coordinated across Council and through a delivery mechanism that provides clear line of sight, accountability and performance measurement for all employees.

8.4 A continuous improvement focus underpins the organisation, creating a supportive environment for ideas and positive, well-managed change that enhances internal and external outcomes.

8.5 Council uses meaningful tools to engage with the community on diverse issues so that the community is well informed and can contribute to decision making.

Significant Activity	Op Plan Ref	Key Accountable	Status	Comment	Strategic Priorities
Improve Council's Asset Management System.	8.1.1	Organisational Services	On Track	Council's new asset management system was successfully implemented. There has been a strong focus on data quality and business processes in quarter three to ensure the business was well supported with the implementation of this new system.	
Improve whole of Council asset management.	8.2.1	Organisational Services	On Track	Implementation of the Strategic Asset Management Plan is on track with key activities relating to asset data and technologies. On 24 February, Council went live with its new asset management software, Assetic. This included the asset register module for all assets, and a roll-out of the works maintenance module to water, wastewater and buildings. Work commenced on preliminary inputs into the development of Council's Maintenance Management Strategy including an asset data review to improve data quality, and the creation of a register for inspections, condition assessments and valuations.	
Improve strategic alignment.	8.3.1	Organisational Services	On Track	<p>Project and community engagement planning, and internal stakeholder engagement commenced to support the development of a new corporate plan. Business areas across Council undertook business planning to identify 2020-2021 actions to implement Council's strategic direction, manage risk, and drive performance and improvement.</p> <p>The Strategic Service Planning Project received and reviewed a draft Service and Asset Analysis Report which focused on testing strategic service planning across five pilot services.</p> <p>Project planning was undertaken, a software vendor engaged, and business requirement scoping workshops were held to progress implementation of Council's new corporate performance management system. Implementation of the new system will focus on balanced scorecard reporting, operational plan performance reporting, and management reporting.</p>	
Improve strategic alignment and investment decisions.	8.3.2	Organisational Services	On Track	The 2020-2021 draft capital portfolio has been developed, and preliminary prioritisation of the 2021-2022 capital portfolio has commenced to identify the second year of a three year program to inform pipelines for grants, funding and strategic procurement.	
Prioritise, define and manage Council's portfolio of projects.	8.3.3	Organisational Services	On Track	Council continued to support stakeholders to deliver the approved 2019-2020 portfolio and prioritised the draft 2020-2021 capital portfolio, which was presented to the Executive Leadership Team. The Capital Investment Working Group commenced the review and preliminary prioritisation of the 2021-2022 capital portfolio, which will contribute towards development of a three year capital program.	

Significant Activity	Op Plan Ref	Key Accountable	Status	Comment	Strategic Priorities
Promote Redland City Council program and project delivery best practice.	8.3.4	Organisational Services	On Track	Governance forums were carried out as part of program and project delivery processes. The Enterprise Investment Portfolio - Quarter 2 Report was presented to the Executive Leadership Team, providing overall status and performance. Council monitored the 2019-2020 carryover forecast and commenced a review of existing administrative documents and policies to inform the development of a portfolio management administrative directive.	
Improve alignment between individual and Council performance.	8.3.5	People & Culture	On Track	Alignment between individual and Council objectives continued with the introduction of the 'Ongoing Conversations' functionality in the new Human Resource Information System (OURspace) during the MyGoals mid-cycle review. This included delivering 'Ongoing Conversations' information sessions to 64 managers and 165 employees across Council in March. Strengthened alignment is also being investigated through the development of the new People Strategy.	
Deliver the Procurement Transformation Program.	8.3.6	Organisational Services	On Track	<p>Progress on the Procurement Transformation Program included:</p> <ul style="list-style-type: none"> - the move to Strategic Contracting Procedures was adopted by Council at its General Meeting on 29 January 2020, - VendorPanel system training continued with 244 staff trained on Council's web-based quotation and tendering system, - local suppliers encouraged to sign up to Council's VendorPanel Marketplace - Council's supplier portal, that is free to join and informs Council of interested businesses. - updates to Council's public website with more detailed notifications of upcoming tenders and contracts. <p>Procurement response to COVID-19 included:</p> <ul style="list-style-type: none"> - emphasis on supporting local suppliers - a 'Buy Local' preference was communicated to all Council buyers, - e-newsletters were sent to over 3,000 contractors and suppliers requesting information on COVID-19 impacts on their supply chains, - as part of Council's economic and social stimulus package, the one-off contribution towards electricity costs for clubs and community associations in Council's Community Electricity Scheme commenced. 	
Continue to build a diverse and inclusive culture that enables cooperation, innovation and change to enhance outcomes.	8.4.1	People & Culture	On Track	The Change Management Portfolio continued to grow with new and smaller projects added. Improvements in strategy development and execution in a simplified Change Plan were developed and are in use. An internal Change Community of Practice was established to further develop change capability within the organisation. Diversity and inclusion themes from the 2019 leadership learning program, including 'shaping a shared positive culture' continued to be incorporated into the development of the new People Strategy.	
Enhance the continual improvement culture supporting service delivery.	8.4.2	Organisational Services	On Track	A combination of business improvements and strategic procurement activities delivered savings of \$5,435,000. These savings were reinvested as part of 2019-2020 Annual Budget Review via Council Resolution on 12 February 2020. One design thinking workshop was held. Council conducted benchmarking activities around benefits reporting practices with other government entities.	
Continue to conduct community engagement on a diverse range of issues.	8.5.1	Organisational Services	On Track	Council engaged with the community on the following projects: Wilson Esplanade Foreshore Protection Project, Redland City Plan Amendments, Draft Redlands Coast Transport Strategy, The Southern Moreton Bay Islands Ferry Terminals Upgrade Project, Coochiemudlo Island Postcode Survey, Bay Islands Aquatic Centre, Junner Street Parking, Redlands Coast Regional Sport and Recreation Precinct, Redlands IndigiScapes Centre Expansion project, Headland Park Upgrade, and Proposed Local Law amendments for Wellington Point Bathing Reserve. Various engagement tools were utilised to conduct these activities such as Council's Your Say web page, social media and face-to-face interactions.	

13.2 POLICY FRAMEWORK REVIEW 2019 - AMENDMENT, RECLASSIFICATION AND REPEAL OF POLICIES

Objective Reference:

Authorising Officer: John Oberhardt, General Manager Organisational Services

Responsible Officer: Tony Beynon, Group Manager Corporate Governance

Report Author: Lizzi Striplin, Corporate Meetings & Registers Supervisor/Policy Coordinator
Kristene Viller, Acting Senior Advisor Administrative Review and Local Laws Coordinator

Attachments:

1. Policy Framework [↓](#)
2. Amended Policies for Adoption (under separate cover)
3. Administrative Directives
4. Policies to be made Obsolete

PURPOSE

To endorse the Policy Framework (Framework) and seek approval for amendments, reclassifications and repeal of current Redland City Council (RCC) Policies in line with the Framework.

BACKGROUND

A Policy audit was conducted by PricewaterhouseCoopers (PwC) in 2018. There were 22 recommendations made which included:

- Streamline current Framework and Policies, Guidelines and Procedures (PGP) approach to reduce the number and types of Policies.
- Streamline classifications.
- Implement consistent naming and numbering system.
- Establish formal escalation process including periodic reports to Executive Leadership Team.
- Establish a quality assurance process.

As a result of the audit, a Policy Framework was developed (Attachment 1), the Framework establishes a hierarchy and classifications of Policies, Administrative Directives, Guidelines and Procedures and sets out the requirements and standards for each step of the development cycle. All Policy Instruments must be developed, deployed, monitored and revised in accordance with this Framework. The Framework was endorsed by the Executive Leadership Team (ELT).

Following ELT endorsement, sessions were held with the Operational Leadership Group (OLG), Business Support Officer Network (BSO) and individual groups across Council to walk through the changes and how they will impact the business. A freeze on amendments to Policies or creation of new Policies was in place whilst the review was undertaken.

The Strategy and Governance Unit reviewed each Policy and made recommendations to the General Managers on changes required to their Department's Policies to comply with the new Framework.

ISSUES

Reviews

Reviews have been completed on all Policies. All documents have been amended by the Policy owners. Under the new Framework, Policies reflect a statement of Council's intent in regards to the Policy subject matter. The details of 'how to' implement that intent has been removed and included in the associated Guideline(s).

Amendments to these documents have been outlined in Attachment 2 of this report.

Classifications

Prior to the Policy Framework development and Policy review, Policies were placed under one of three separate classifications which directly linked to the approval process:

1. Statutory Policy
2. Corporate Policy
3. Administrative Policy

As part of the review, all documents have been reclassified under the new Policy Framework which has two classifications:

1. Policy (external facing)
2. Administrative Directive (internal facing)

The following questions were considered when classifying documents as either a 'Policy' (external facing) or an 'Administrative Directive' (internal facing). Where the answer was no to all of these questions, the document has been classified as an Administrative Directive (guiding internal business):

- Is there a legislative requirement for the activity or for a Policy?
- Does the document impose a charge or obligation on the customer?
- Is the document included in the annual Budget adoption process?

Policies will require a resolution of Council, whilst Administrative Directives will be approved by the Chief Executive Officer.

Numbering

The documents have been renumbered based on service area rather than a generic POL - xxxx. A unique identifier has been allocated to each service area as identified in the attachments to this report. The service areas have been aligned with the service catalogue developed by the Corporate Strategy and Performance Group.

STRATEGIC IMPLICATIONS

Legislative Requirements

All documents that impose a statutory obligation on Council have remained Policies and any future amendments will continue to be approved by resolution of Council.

Risk Management

No risks have been identified in renumbering of the Policy documents. The risks associated with reclassifying Policies has been managed by:

- Internal stakeholder engagement to determine the characteristics of a Policy and those of an Administrative Directive.

- Internal review of the new classifications by the Policy owners.

Financial

There are no financial implications associated with this report.

People

There is no impact on resourcing outside of the Strategy and Governance Unit as a result of the approval of these changes. It is anticipated that the work will be absorbed by current resourcing.

Environmental

There are no environmental implications associated with this report.

Social

There are no social implications associated with this report.

Human Rights

Consideration has been taken to human rights and this report complies with s.58(5) of the *Human Rights Act 2019*.

Alignment with Council's Policy and Plans

This process is in keeping with Council's Corporate Plan Priority 8, Inclusive and Ethical Governance for deep engagement, quality leadership at all levels, transparent and accountable democratic processes and a spirit of partnership between the community and Council.

CONSULTATION

Consulted	Consultation Date	Comments/Actions
Executive Leadership Team	8 July 2019	Endorsed Policy Framework and Development Manual
Business Support Network	October 2019	Presentation to the BSO network to review the new Framework, updated on the review and procedure to develop or amend documents under the new Framework.
Operational Leadership Group	15 August 2019	Presentation to OLG on the Policy Review Program and the new classifications and the process for reviewing documents and reclassifying them.
Departments	July – December 2019	Discussions regarding the recommendations made to amend the Policies.
Policy and Local Laws Coordinator	July – December 2019	Reviewed all existing Policies and provided recommendations to General Managers on changes needed to comply with the new Framework. Migrated documents to new templates and reclassified. Prepared report for Council.
Governance Service Manager	July – December 2019	Reviewed the recommendations, reviewed the reclassifications, input into the characteristics of each document and approved report to Council.
Councillors	10 December 2019, 12 May 2020 and 9 June 2020	Councillor Briefing

OPTIONS

Option One

That Council resolves as follows:

1. To endorse the Policy Framework - Attachment 1.
2. To adopt the amended Policies listed in Attachment 2.
3. To make obsolete the Policies listed in Attachment 4.
4. To note the change in classification from Policy to Administrative Directive for all documents contained in Attachment 3.

Option Two

That Council resolves to seek further information.

OFFICER'S RECOMMENDATION

That Council resolves as follows:

1. **To endorse the Policy Framework - Attachment 1.**
2. **To adopt the amended Policies listed in Attachment 2.**
3. **To make obsolete the Policies listed in Attachment 4.**
4. **To note the change in classification from Policy to Administrative Directive for all documents contained in Attachment 3.**



Redland
CITY COUNCIL

POLICY FRAMEWORK

Policy Framework

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Version	Date of Endorsement	Endorsed by	Responsible Group
1		Council	Corporate Governance

Policy Framework

1 Purpose

To establish a Framework for the management of Policies, Administrative Directives, Guidelines and Procedures (PAGPs) and supporting documents at Redland City Council.

2 Scope

This Framework applies to all Policy Instruments. All Council employees must comply with the provisions of this Framework.

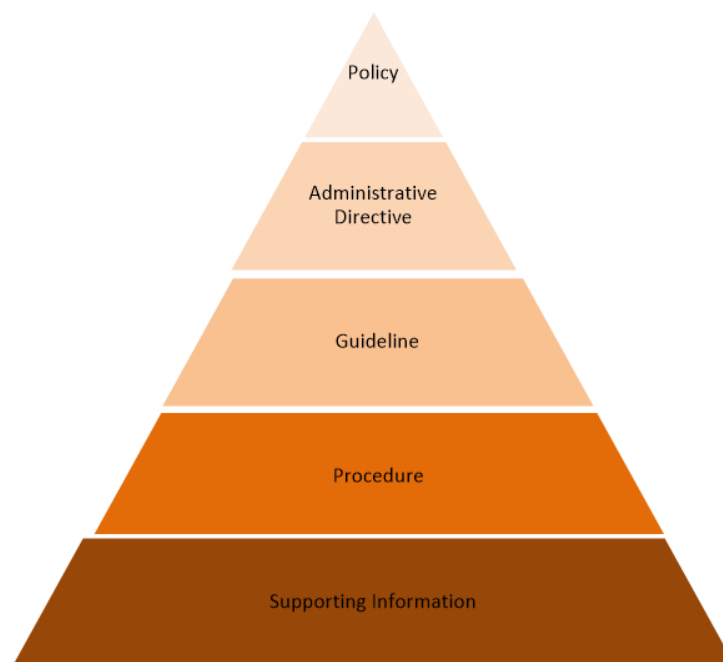


Figure 1 – Policy Instruments

This Framework establishes a hierarchy and classifications of PAGPs and sets out the requirements and standards for each step of the development cycle. All Policy Instruments must be developed, deployed, monitored and revised in accordance with this Framework.

3 Statement

A Policy/Administrative Directive is a high level strategic directive that establishes a principle-based approach to a subject. A Policy/Administrative Directive should be developed for any area of Council where direction or purpose needs to be set in order to conduct Council business.

Policy Framework

A Policy/Administrative Directive is implemented through other instruments such as Guidelines, Procedures or supporting information, which gives instructions and sets out the processes to implement a Policy.

3.1 Definition of Policies, Administrative Directives, Guidelines and Procedures (PAGPs)

For the purpose of the Policy Framework, Policy Instruments include; Policies, Administrative Directives, Guidelines and Procedures. These are defined as:

- **Policies and Administrative Directives** are clear and concise statements that indicate Council's intent and position on a particular aspect of its business. Policies and Administrative Directives regulate and direct actions and conduct. In the absence of a Council Policy or Administrative Directive, any existing legislation or local laws constitute the Policy.
- **Guidelines** describe in detail the process to implement a Policy or Administrative Directive. Guidelines identify the responsibilities of individuals and business areas.
- **Procedures** are a set of instructions to aid the implementation of a Policy, Administrative Directive or Guideline. Generally a Procedure relates to the process rather than the result.

3.2 Applicability of Policies, Administrative Directives, Guidelines and Procedures

3.2.1 Duration of Enforcement

A Policy Instrument will remain in force unless formally repealed. A Policy can only be repealed by resolution of Council. Administrative Directives can be repealed upon instruction from the Chief Executive Officer (CEO).

Guidelines and Procedures can be repealed by authorisation from the relevant Executive Leadership Team (ELT) member or Group Manager.

3.2.2 Impact of Structural Change of Enforcement

Where changes occur to Council's organisational structure that result in a different Policy Instrument owner; or other role or department mentioned in a particular Policy Instrument, the existing Policy Instrument will remain in force until the Policy Instrument is amended to reflect the new or amended role, department or Policy Instrument owner.

3.2.3 Compliance

Compliance with Council's PAGPs is mandatory for all Council staff.

3.2.4 Application

Policies, Administrative Directives, Guidelines and Procedures must be applied consistently.

Policy Framework

3.3 Commitment to Compliance

Through this Framework, Council is committing to comply with all statutory obligations. Compliance is achieved through the following risk management actions and initiatives:

- Internal Audit
- Policy and Policy Instruments
- Organisation Management

In undertaking a review of a Policy or Policy Instrument, the responsible officer will ensure the appropriate identification and documentation of the Policy Instrument updates required, as a result of regulatory change. The responsible officer should recommend reasonable action to the Policy Instrument owner or where appropriate, should take reasonable action to update the Policy Instrument.

4 Principles

4.1 Characteristics

This section details the essential characteristics of acceptable PAGPs at Council. All PAGPs must uphold the following principles in order to be approved:

Content and process are governed by the hierarchy of the Policy Framework.

4.1.1 Content

The content of Policy Instruments will:

- Uphold Council's Code of Conduct, values and strategic goals
- Be informed by and comply with all legislative and industrial requirements
- Provide a clear separation of duties between the Strategy and Governance Unit and the business area responsibilities
- Clearly articulate expectations and where appropriate, consequences
- Assign responsibility for actions and decisions required under the Policy Instruments
- Mitigate risk
- Not be overly burdensome.

4.1.2 Process

The process for development, deployment and review of Policy Instruments will:

- Be consultative where appropriate
- Be communicated appropriately to stakeholders and staff
- Be transparent
- Be made public where appropriate or required by legislation
- Not be overly burdensome.

Policy Framework

4.1.3 Presentation

All documentation will be:

- Centrally registered in Council's document management system
- Accessible to all staff
- Current and accurate
- Clear and easy to comprehend.

In addition, Guidelines and Procedures will align with applicable Policies and Administrative Directives in the hierarchy.

5 Content

5.1 Hierarchy

The ELT has approved the Framework at Figure 1, page 3. Each level of the hierarchy is in order of precedence. Content lower in the hierarchy must be consistent in form and substance with the content of those higher in the hierarchy.

The levels in this Framework determine the level within Council at which a new or major amendment to a Policy Instrument is approved.

5.1.1 Policy

In relation to the operation and governance of Council, Policies are those that have a legislative requirement or are external facing and fulfil one or more of the following purposes:

- Provide a clear strategic direction and purpose
- Establish the high level structures and processes
- Set fundamental requirements, limits and allocates responsibility
- Establish control mechanisms
- Are subject to external reporting requirements.

Policies require approval by Council resolution. All Policies, where only administrative amendments are required, are approved by an ELT member.

5.1.2 Administrative Directives

In relation to the operation of Council, Administrative Directives are internal facing and fulfil one or more of the following purposes:

- Provide a clear direction and purpose
- Establish the high level structures and processes
- Set fundamental requirements, limits and allocates responsibility
- Establish control mechanisms
- Are subject to external reporting requirements
- Set standards of behaviour

Administrative Directives where the amendment is major (i.e it has a significant impact) are approved by the CEO. Where the change is only a minor, approval is required by an ELT member. Refer to the Risk and Approvals Table, Appendix 2, Policy Instrument Development Manual.

Policy Framework

If the amendment is only administrative it can be approved by the Group Manager.

5.1.3 Guidelines

Provide directions or guidance, determines a course of action to achieve the objectives or goals of a Policy or Administrative Directive. Guidelines aim to streamline processes in accordance with a set routine or sound business practice. A Guideline implements one or more Policies or Administrative Directives and must uphold the principles of the Policy or Administrative Directive.

Guidelines are approved by the relevant ELT member. In cases of a Policy, the Guideline may be approved by Council resolution jointly with the Policy.

Where a Guideline has been identified as a "Priority Guideline", it is to undergo consultation with Councillors before being submitted for approval.

5.1.4 Procedures

Procedures apply to a specific area, group or department. A Procedure provides the steps involved in achieving the Policy or Administrative Directive's objectives or outcomes.

A new or reviewed Procedure can be approved by the relevant Service Manager. If the Procedure is a new one, there must be an existing Policy, Administrative Directive or Guideline to which it relates before approval can be sought.

5.1.5 Supporting Information

Supporting information covers all the forms, checklists, permits, notices, fact sheets, registers and other materials referred to in PAGPs that are required to be completed or provided as part of the process.

5.1.6 Priority Policy List

Where Council, the CEO or an ELT member determines the need for a new Policy or Administrative Directive, or for an existing Policy or Administrative Directive to be reviewed urgently, it will be placed on the Priority Policy List maintained by the Strategy and Governance Unit. The CEO or relevant ELT member will forward the necessary details to the Policy and Local Laws Coordinator, so that it can be added to the Priority Policy List. Where Council determines the need for a new or revised Policy or Administrative Directive, the General Manager Organisational Services will advise the Policy and Local Laws Coordinator of its inclusion on the Priority Policy List.

The Priority Policy List will be available on the Intranet. Once the Policy or Administrative Directive has been created or amended it will be removed from the Priority Policy List.

5.1.7 Priority Guideline

Where Council, the CEO or an ELT member determines that a new Guideline or an existing Guideline is external facing, this Guideline will be flagged as a Priority Guideline. Priority classification will be assigned by the Strategy and Governance Unit, the document will be updated to reflect this classification.

Policy Framework

The CEO or relevant ELT member will forward the necessary details to the Policy and Local Laws Coordinator, so that the classification can be added.

The Priority Guideline list will be available on the intranet.

5.2 Reporting to ELT

5.2.1 Priority Policy Report

The Strategy and Governance Unit will provide ELT with a quarterly Priority Policy Report detailing:

- All Policies and Administrative Directives added to the Priority Policy List since the last update
- Progress on items currently on the Priority Policy List
- All Policies or Administrative Directives removed from the Priority Policy List since the last update.

5.2.2 Other Reports

The ELT will be provided with a six monthly report on Policies and Administrative Directives overdue for review and Policies and Administrative Directives for repeal.

Policies and Administrative Directives overdue for review report will detail:

- Name of Policy/Administrative Directive overdue for review
- Policy/Administrative Directive classification
- Date Policy/Administrative Directive was due to be reviewed
- Date Policy/Administrative Directive last reviewed
- Policy/Administrative Directive owner
- Date Policy/Administrative Directive owner notified to review the Policy/Administrative Directive.

Policies and Administrative Directive for repeal report will detail:

- Name of Policy/Administrative Directive for repeal
- Reason Policy/Administrative Directive is being repealed
- Authorising officer
- Date of General Meeting report will be presented to Council for approval.

5.3 Style, Presentation and Publication

All PAGPs will be developed in accordance with the Policy Instrument Development Manual and drafted using the appropriate templates.

All PAGPs will be published in Objective and be accessible by all staff.

The Governance Service Manager is custodian of the Policy Instrument Development Manual.

Policy Framework

All standard definitions used in PAGPs will be recorded in the Policy Instrument Definitions Dictionary. The Governance Service Manager is responsible for maintaining the Policy Instrument Definitions and Acronyms Dictionary.

5.4 Record Keeping

Records must be kept for each stage of the development process in accordance with the Policy Instrument Development Manual. A Policy Instrument becomes a corporate record upon approval by ELT or adoption by Council resolution.

6 Legislation

The *Local Government Act 2009* and *Local Government Regulation 2012*, requires Council to make and adopt a number of Policies and display them on their website.

Policy	Legislative Reference
Investment Policy	<i>Local Government Act 2009, S104</i> <i>Local Government Regulation 2012, S191</i>
Debt Policy	<i>Local Government Act 2009, S104</i> <i>Local Government Regulation 2012, S192</i>
Community Grants Policy	<i>Local Government Regulation 2012, S195</i>
Procurement Policy	<i>Local Government Regulation 2012, S198</i>
Expenses Reimbursement Policy	<i>Local Government Regulation 2012, S251</i>
Investigations Policy	<i>Local Government Act 2009, S150AE</i>
Revenue Policy	<i>Local Government Act 2009, S104</i>
Entertainment and Hospitality Policy	<i>Local Government Regulation 2012, S196</i>
Advertising Policy	<i>Local Government Regulation 2012, S197</i>

7 References

Standards Australia. *Compliance programs* (AS 3806-2006).

“Policies and Procedures to achieve compliance must be integrated into all aspects of how the organisation operates.”

ATTACHMENT 2

Updated Policies - Classified as Policies (External Facing)

	Old Policy #	New Policy #	Policy Name	Department	Recommendations/Changes
1.	POL-3040	WHS-001-P	Work Health & Safety Policy	Office of CEO	<ul style="list-style-type: none"> Link to version information removed. Relevant legislation listed under the head of power. Removal of words 'Redland City' from the sentence Redland City Council is committed to. Third sentence in the Policy Statement reworded to fit 'actively pursuing a safety....' and moved as first dot point after 'Council is committed to'. Removal of wording regarding responsibility of managers, supervisors/team leaders and all workers to relevant guideline where there is no statutory obligation to include this information. A section for Definitions inserted after Policy Statement. A section for Associated Documents inserted after Definitions. A section for Document Control inserted above version information. Group name updated to reflect the new name 'People and Culture'. 'Approved by' updated to reflect new title 'Head of People and Culture'. Updated Document Control Section in line with new Policy Framework.
2.	POL-0028	FIN-002-P	Competitive Neutrality Complaint Process	Organisational Services	<ul style="list-style-type: none"> Section for Definitions inserted after the Policy Statement. Section for Associated Documents inserted above Document Control. Updated Document Control Section in line with new Policy Framework. Updated Department Organisational Services and Group as Financial Services.
3.	POL-0019	FIN-003-P	Dividend Policy – Significant and Prescribed Business Activities	Organisational Services	<ul style="list-style-type: none"> Deleted sentence 'prior to commercialisation there was no legislative requirement to have a dividend policy in place for any local government activity' Completed administrative changes.
4.	POL-3015	FIN-004-P	Financial Hardship Policy	Organisational Services	This policy was adopted by Council at the General Meeting 20 November 2019. Only administrative/formatting changes were made to this document, in line with policy framework.
5.	POL-2801	FIN-006-P	Collection of Rates and Charges and other Revenues	Organisational Services	<ul style="list-style-type: none"> Section for Definitions inserted after Policy Statement. Section for Associated Documents inserted after Definitions. Updated Document Control Section in line with new Policy Framework.
6.	POL-2658	FIN-008-P	Community Service Obligation	Organisational Services	<ul style="list-style-type: none"> Section for Definitions inserted after the Policy Statement. The definition of community service obligation which is currently detailed in the Head of Power moved to the definitions section. Renamed Related Documents to Associated Documents

	Old Policy #	New Policy #	Policy Name	Department	Recommendations/Changes
7.	POL-1838	FIN-009-P	Debt Policy	Organisational Services	<ul style="list-style-type: none"> Reorganised 'Head of Power' section for consistency. Removed 'Policy Scope' and added heading 'Policy Statement'. Removed double up words of 'Policy Statement'. Removed information 'proposed borrowings' from policy to a guideline. Added section for 'Definitions' under 'Policy Statement'. Added section for 'Associated Documents' under 'Definitions'. Updated 'Document Control'.
8.	POL-3120	FIN-011-P	Discounts and Waivers of Fees, Charges and Infringements	Organisational Services	<ul style="list-style-type: none"> Provided supporting outcomes to Corporate Plan reference under 'Head of Power'. Removed words 'the objective of this policy is' from 'Policy Objective' so that the sentence starts with the word 'To....' Removed words 'In circumstances outside of established guidelines' from fifth bullet point of 'Policy Statement' to restructure sentence in keeping with the other bullet points. Added 'Definitions' section below 'Policy Statement' section. Renamed section 'Related Documents' to 'Associated Documents'. Removed numbers of documents under 'Associated Documents' and placed objective number and link after document name. Added section for 'Document Control' above 'Version Information'. Updated department and Group.
9.	POL-3023	GOV-001-P	Entertainment and Hospitality	Organisational Services	<ul style="list-style-type: none"> Removed words 'The objective of this policy is', starting sentence with 'To....' under 'Policy Objective' Section for 'Definitions' inserted under 'Policy Statement'. Section for 'Associated Documents' inserted under 'Definitions'. Section for 'Document Control' inserted above 'Version Control'.
10.	POL-3126	GOV-002-P	Access to Information	Organisational Services	<ul style="list-style-type: none"> Removed words 'This policy aims' from 'Policy Objective' so that objective starts with 'To outline....' Added section for 'Associated Documents' under 'Definitions' Added section for 'Document Control' above 'Version Information'.
11.	POL-3095	GOV-003-P	Confidential Information and Reports Policy	Organisational Services	<ul style="list-style-type: none"> Updated Head of Power information ensuring all information is current. Removed words 'this policy aims to achieve the following objectives' from 'Policy Objective'. Started opening paragraph of Policy Objective with 'To protect.....' and merged second dot point into the statement. Added 'Definitions' section below 'Policy Statement' section. Add section for 'Associated Documents' under 'Definitions' Added section for 'Document Control' above 'Version Information'.
12.	POL-3002	GOV-004-P	Governance	Organisational Services	<ul style="list-style-type: none"> Updated Head of Power information ensuring all information current Included Corporate Plan outcomes under 'Head of Power'. Reworded 'Policy Objective'. Removed 'Application' heading and information.

	Old Policy #	New Policy #	Policy Name	Department	Recommendations/Changes
					<ul style="list-style-type: none"> • Moved 'Definitions' section after 'Policy Statement'. • Changed numbering to bullet points under 'Policy Statement'. • Reworded information under 'Definitions' • Added section for 'Associated Documents' under 'Definitions'. • Added section for 'Document Control' above 'Version Information' section. • Added section for 'Version Information'.
13.	POL-3098	GOV-005-P	Delegation of Powers and Appointment of Authorised Persons	Organisational Services	<ul style="list-style-type: none"> • Added 'Definitions' section below 'Policy Statement' section. • Added section for 'Associated Documents' under 'Definitions' • Added section for 'Document Control' above 'Version Information'.
14.	POL-3060	GOV-007-P	Fraud and Corruption Prevention	Organisational Services	<ul style="list-style-type: none"> • Removed words 'This policy is designed', to start the sentence with 'To.....' under 'Policy Objective'. • Added words 'by ensuring' after the first paragraph of the policy statement. • Removed words 'Council is committed to' after the first paragraph of the policy statement. • Added section for 'Definitions' after 'Policy Statement'. • Removed numbers of documents under 'Associated Documents' and placed objective number and link after document name.
15.	POL-3123	GOV-008-P	Public Interest Disclosure	Organisational Services	<ul style="list-style-type: none"> • Updated 'Head of Power' to ensure everything current and consistency is applied. • Removed words 'The objectives of this policy are' under 'Policy Objective'. • Started policy objective with 'To:' and changed tense of bullet points. • Added words 'through guiding principles' at the end of the second paragraph under 'Policy Statement'. • Removed heading 'principles' under 'Policy Statement' • Added 'Definitions' section below 'Policy Statement' section. • Added section for 'Associated Documents' under 'Definitions'
16.	POL-3134	GOV-009-P	Investigations	Organisational Services	<ul style="list-style-type: none"> • Moved 'Definitions' section after 'Policy Statement' section. • Moved 1-12 under 'Policy Statement' to a guideline. • Added section for 'Document Control' before 'Version Information' section.
17.	POL-3009	GOV-010-P	Internal Audit	Organisational Services	<ul style="list-style-type: none"> • Reorganised wording under 'Policy Objective'. • Added words 'Council is committed to' to the 'Policy Statement' and reorganised accordingly. • Added section for 'Definitions' under 'Policy Statement' section. • Removed numbers of documents under 'Associated Documents' and placed objective number and link after document name.
18.	POL-3008	GOV-011-P	Audit Committee	Organisational Services	<ul style="list-style-type: none"> • Reorganised wording under 'Policy Objective' (refer mark ups). • Added words 'Council is committed to' to the 'Policy Statement' and reorganised accordingly. • Added section for 'Definitions' under 'Policy Statement' section. • Removed numbers of documents under 'Associated Documents' and placed objective number and link after document name.

	Old Policy #	New Policy #	Policy Name	Department	Recommendations/Changes
19.	POL-3038	GOV-012-P	Managing Unreasonable Complainant Customer Conduct	Organisational Services2592	<ul style="list-style-type: none"> • Updated Head of Power information ensuring all information current. • Removed words 'The intent of this policy is', starting sentence with 'To....' under 'Policy Objective'. • Started policy statement with 'Council is committed to....' • Moved information under bullet points of 'Policy Statement' to the 'Definitions' section. • Added section for 'Definitions' under 'Policy Statement' section. • Renamed 'Related Documents' section to 'Associated Documents'. • Added section for 'Document' Control' above 'Version Information'.
20.	POL-3079	GOV-013-P	Divisional Newsletter Policy	Organisational Services	<ul style="list-style-type: none"> • Referenced current corporate plans and outcomes under 'Head of Power'. • Removed words 'the purpose of this policy is' so that the sentence starts with 'to' under 'Policy Objective'. • Added words, 'based on the following directive' to the end of the first sentence under 'Policy Statement'. • Used bullet points for the 2nd-5th paragraph under 'Policy Statement'. • Removed numbers of documents under 'Associated Documents' and placed objective number and link after document name. • Added section for 'Document Control' above 'Version Information'.
21.	POL-3037	GOV-014-P	Complaints Management Process Administrative Action Complaints Process	Organisational Services	<ul style="list-style-type: none"> • Renamed document to 'Administration Action Complaints Process' • Added words 'administrative action' before word 'complaints' throughout document. • Added further dot points under process covers in 'Policy Objective'. • Reworded first dot point under 'Policy Statement' to read 'Complaints are managed efficiently 'and' (removed 'they') will be managed by the first point of contact, or the relevant team.....' • Replaced words 'where possible' in first dot point under 'Policy Statement' with 'in the first instance'.
22.	POL-0003	GOV-015-P	Complaints against a Public Official	Organisational Services	<ul style="list-style-type: none"> • Reworded Policy Objective to be more concise. • Definitions moved under Policy Statement section. • 'Policy Application' heading changed to 'Policy Statement'. • Administrative/formatting changes to 'Policy Statement' content. • Deleted heading 'Nominated Persons' under 'Policy Statement'. • Deleted heading 'Liaising with CCC' under 'Policy Statement'. • New section inserted for 'Associated Documents'.
23.	POL-3076	GOV-016-P	Expenses Reimbursement and Provision of Facilities for Councillors	Organisational Services	<ul style="list-style-type: none"> • Updated Head of Power information ensuring all information current • Removed words 'The objective of this policy', so that the sentence starts with 'To....' under 'Policy Objective' and reorganise the paragraph accordingly (refer mark ups). • Removed the second sentence under 'Policy Objective'. • Moved the second paragraph under 'Policy Objective' to 'Head of Power'. • Removed heading 'Provision of Facilities' • Inserted heading 'Policy Statement'.

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					<ul style="list-style-type: none"> • Inserted words 'to ensure' at the beginning of the first sentence under 'Policy Statement', amended tense of the sentence and added words 'as outlined below' to the end of the sentence. • Moved the information in the second paragraph under 'Policy Statement' to a different area within the document' • Removed words 'The provided facilities include:' from the policy statement. • Formatted amendments as marked up under 'Definitions'. • Removed heading 'Reimbursement of Expenses' from definitions • Replaced all numbers with bullet points under 'Definitions'. • Renamed 'Related Policies/Legislation Documents' with 'Associated Documents'. • Moved section 'Reporting Requirements' to a guideline. • Added a section for 'Document Control' above Version Information • Updated Version Information accordingly. • Removed Attachment A from policy to place in guideline or fact sheet.
24.	POL-3127	GOV-017-P	Council Meeting Standing Orders Statutory Meetings of Council	Organisational Services	<ul style="list-style-type: none"> • Removed all content except for first page of this document to a 'manual'. • Added 'Definitions' section below 'Policy Statement' section. • Added section for 'Associated Documents' under 'Definitions'
25.	POL-3081	IND-001-P	Indigenous Community Policy Aboriginal and Torres Strait Islander Community Policy	Organisational Services	<ul style="list-style-type: none"> • Updated Head of Power information ensuring all information current • Added section for 'Definitions' below 'Policy Statement' section. • Renamed section 'Related Documents' to 'Associated Documents' ensuring all documents referenced are current • Added section for 'Document Control' above 'Version Information'.
26.	POL-3044	ENG-001-P	Advertising Expenditure	Organisational Services	<ul style="list-style-type: none"> • Removed words 'Council advertises in various media', starting sentence with 'To....' under 'Policy Objective' and re-worded sentence accordingly. • Added words 'Council is committed to' under 'Policy Statement' • Re-worded 'Policy Statement' removing all headings and using correct tense. • Replaced numbers with bullets under 'Policy Statement'. • Removed information under 4 (a, b, c, d) of 'Policy Statement'. • Removed 'Advertising Approval Procedures' heading and information underneath to guideline or procedure. • Added 'Definitions' section below 'Policy Statement' section. • Added section for 'Associated Documents' under 'Definitions' • Added section for 'Document Control' above 'Version Information'.
27.	POL-3103	IM-008-P	Information Privacy Policy	Organisational Services	<ul style="list-style-type: none"> • Reworded objective by removing 'Redland City Council uses personal information to deliver its functions and services. This policy sets out Council's commitment...' under 'Policy Objective' and reworded objective as follows: and added '<i>To protect privacy and appropriately manage personal</i>

	Old Policy #	New Policy #	Policy Name	Department	Recommendations/Changes
					<p>information while ensuring compliancy with the Privacy Principles contained within the Information Privacy Act 2009.'</p> <ul style="list-style-type: none"> • Moved dot points 4, 5 and 6 from 'Policy Statement' that refer to policies under 'Associated Documents'. • Added 'Definitions' section below 'Policy Statement' section. • Renamed section 'Related Documents' to 'Associated Documents'. • Removed numbers of documents under 'Associated Documents' and placed objective number and link after document name. • Added section for 'Document Control' above 'Version Information'. • Updated Version Information accordingly.
28.	POL-3043	LSV-001-P	Procurement Policy	Organisational Services	<ul style="list-style-type: none"> • Updated Head of Power information ensuring all information is current • Restructured information under 'Policy Objective'. • Added words 'Council is committed to' under 'Policy Statement'. • Replaced numbering with bullet points under 'Policy Statement'. • Added 'Definitions' section below 'Policy Statement' section. • Removed 'Principles' section to relevant guideline. • Added 'Associated Documents' section below 'Definitions'.
29.	POL-1000	LSV-002-P	Provision of Legal Assistance for Employees and Councillors	Organisational Services	<ul style="list-style-type: none"> • Added heading 'Head of Power'. • Restructured information under 'Policy Objective'. • Removed heading 'Overview' and replace with heading 'Policy Statement' and retained information under. • Added words 'Council is committed to:' and reorganise wording under Policy Statement section. • Moved wording 'section 235 of LGA..... to Head of Power section. • Moved 'Role & Responsibilities', 'Assessment Criteria', 'Examples of Costs that may be approved', 'Application Process', 'Limitations', 'Possible Outcomes', 'Reporting' and 'Repayment of Legal Costs' sections to a guideline. • Renamed section 'Related Policies/Legislation/Documents' to 'Associated Documents'. • Inserted 'Document Control' section. • Updated Group name.
30.	POL-3003	CDV-002-P	Community Reference Groups Policy	Organisational Services	<ul style="list-style-type: none"> • Summarised information under Local Government Act in 'Head of Power' section to a clearer format ensuring all information current. • Updated Corporate Plan under 'Head of Power'. • Removed reference to Community Engagement Policy in 'Head of Power' and placed under 'Associated Documents'. • Moved first paragraph under 'Policy Statement' to 'Definitions' section. • Updated tense in the second bullet point under Policy Statement. • Updated format under 'Definitions' section.

	Old Policy #	New Policy #	Policy Name	Department	Recommendations/Changes
					<ul style="list-style-type: none"> • Moved detailed information under 'terms of reference' to guideline. • Moved 'Actions and Responsibilities' section to a guideline. • Removed heading 'Reference Documents' and moved content under 'Associated Documents'. • Removed numbers of documents under 'Associated Documents' and placed objective number and link after document name. • Added section for 'Document Control' above 'Version Information'.
31.	POL-3053	ENG-003-P	Community Engagement	Organisational Services	<ul style="list-style-type: none"> • Inserted heading for 'Head of Power' at the beginning of the document • Updated all information ensuring current for <i>Local Government Act 2009</i> • Removed heading 'key supporting documents' and placed the information under the heading into the 'Associated Documents' section. • Moved 'Definitions' section beneath 'Policy Statement'. • Removed words 'Council engages with the community on diverse issues..... tools', to start the sentence with 'To..... Re-phrased the information accordingly under 'Policy Objective'. • Re-formatted bullet points under 'Policy Statement'. • Removed words 'Effective Engagement' under 'Policy Statement' and join up bulleted lists. • Renamed 'Related Documents' section to 'Associated Documents'. • Removed numbers of documents under 'Associated Documents' and placed objective number and link after document name. • Added heading 'Version Information' before version information table. • Updated Version Information accordingly.
32.	POL-3021	CDV-003-P	Redland Youth Engagement Policy	Community & Customer Services	<ul style="list-style-type: none"> • Replaced semi-colons with full stops and used capital letters at the beginning of each sentence in dot points under 'Policy Statement'. • Section for 'definitions' inserted after the 'Policy Statement'. • Removed Policy numbers from 'Associated Documents' and placed objective number and link after the policy title. • Section for 'Document Control' added above 'Version Information'.
33.	POL-1734	LUP-001-P	Amenity and Aesthetics	Community & Customer Services	<ul style="list-style-type: none"> • The words 'Amenity and Aesthetics Assessment' removed from the beginning of the policy statement. • The words 'Council is committed to' added to the beginning of the 'Policy Statement' with the paragraph re-adjusted. • The headings Item 1, 2 and 3 removed from the Policy Statement and remained as dot points with the information included as is. • Section titled 'note' moved under 'Associated Documents' • Security Bond for Building work 'referred' to in the policy but the detail moved to the guideline. • Section for 'Definitions' inserted after the 'Policy Statement'. • Section for 'Associated Documents' added and the information under 'note' in the 'Policy Statement' section needs to go under.

	Old Policy #	New Policy #	Policy Name	Department	Recommendations/Changes
34.	POL-3034	CDV-005-P	Community Safety Policy	Community & Customer Services	<ul style="list-style-type: none"> Section for Document Control inserted above the 'Version Information'. Replaced words 'This policy defines' with 'Defining' under the 'Policy Objective'. Removed words 'Redland City' from Policy statement so the only words remaining are 'Council is committed to:' Changed the wording in the first dot point under the 'Policy Statement', from 'Council recognises that a safe community is important for building a strong, vibrant and livable city', to <i>'Providing a safe community to assist in building a strong, vibrant and livable City.'</i> Changed the wording in the second dot point under 'Policy Statement', from 'The Queensland Police Service is the lead government agency for the detection, investigation and prosecution of crime in Queensland.' To <i>'Working in cooperation with Queensland Police Service as the lead government agency for detection, investigation and prosecution of crime in Queensland, to prevent crime.'</i> Changed the word 'evaluate' to 'evaluating' in the last dot point under 'Policy Statement', and added the word 'an' after 'ensure' and before 'evidence'. Removed the numbers from the Policies and replaced with Objective numbers and links. Section for 'Document Control' inserted before 'Version Information'
35.	POL-3086	CDV-009-P	Homelessness Policy	Community & Customer Services	<ul style="list-style-type: none"> Removed words 'the policy aims' and start the sentence with 'To...' under the 'Policy Objective'. Capitalised the first letter of 'Federal' and 'State Governments' in the second paragraph and the third dot point under 'Policy Statement'. Replaced numbering under 'Policy Statement' with bullet points. Replaced 'c' with 'C' when referring to Redland City throughout the document. 'Definition' section inserted after 'Policy Statement'. Removed number from guideline referred to under 'Associated Documents' and added objective number and link after the title of the guideline.
36.	POL-3085	CDV-010-P	Security Cameras Policy	Community & Customer Services	<ul style="list-style-type: none"> Removed words 'the objective of this policy is ...' and started the sentence with 'To define...' adding the word 'through' at the end Added paragraph under 'Policy Statement' to 'Policy Objective' and split into two bullet points after the objective sentence. Moved 'Definitions' section below 'Policy Statement'. Replaced numbering under 'Policy Statement' with bullet points. Replaced the words 'the referral of' to 'referring' in the third main dot point under 'Policy Statement'. Re-worded and formatted 'Definitions' schedule using words and definitions. Replaced the word 'related' with 'Associated' in the 'Associated Documents' section Removed the numbers from the policies, guidelines and procedures under 'Associated Documents' and added the objective number and link after the title of the document. 'Document Control' section added before 'Version Information'

	Old Policy #	New Policy #	Policy Name	Department	Recommendations/Changes
37.	POL-2586	INT-001-P	International Policy – Strategic Economic and Community Relationships	Community & Customer Services	<ul style="list-style-type: none"> • Policy objective to start with 'To', delete words, 'the aim of the policy is' • Removed words 'Redland City' and leave as 'Council is committed to' under 'Policy Statement' • Changed numbering to bullet points under 'Policy Statement' • Removed the words 'this policy is to remain in force until otherwise determined by Council' from the document • A section for 'Definitions' inserted after the 'Policy Statement'. • Moved 'Related Documents' section above 'Document Control' and changed word 'Related' to 'Associated'. • Removed policy number from 'Associated Documents' and provided objective link after document name i.e. Tourism Development Policy (A196616).
38.	POL-2706	ART-001-P	Cultural Policy	Community & Customer Services	<ul style="list-style-type: none"> • Removed reference to 'Our City our Culture: 2008-2019' and updated to Council's Cultural Plan. • Replaced numbering in the 'Policy Statement' with bullet points. • Section for 'Definitions' inserted after the 'Policy Statement'. • Section for 'Associated Documents' inserted after the 'Definitions' • Section for 'Document Control' inserted before the 'Version Information'.
39.	POL-2876	LIB-001-P	Library Policy	Community & Customer Services	<ul style="list-style-type: none"> • Updated reference to Corporate Pan under 'Head of Power'. • Reworded 'Policy Objective' for consistency with policy framework. • Changed the word 'deliver' to 'delivering' in the 4th paragraph under 'Policy Statement', to and matched tense. • Moved words under 'Providing and developing' to consider placing in guideline. • Section for 'Definitions' inserted after the 'Policy Statement'. • Section for 'Associated Documents' inserted after the 'Definitions'. • Section for 'Document Control' inserted before the 'Version Information'.
40.	POL-3046	ART-002-P	Public Art Policy	Community & Customer Services	<ul style="list-style-type: none"> • Removed word 'for' after first sentence under 'Head of Power'. • Provided outcome numbers for outcomes listed under 'Head of Power' for consistencies with other policies (moving forward). • Replaced numbering under 'Policy Statement' with bullet points. • Inserted 'Definition' section after 'Policy Statement'. • Inserted 'Associated Documents' after 'Definitions' • Inserted 'Document Control' before 'Version Information'
41.	POL-3128	ENV-001-P	Natural Environment Policy	Community & Customer Services	<ul style="list-style-type: none"> • Removed the words and linked at the top of the document called 'version information' • Updated reference to Corporate Pan under 'Head of Power'. • Changed the tense of the first words in the bulleted lists under the 'Policy Statement' i.e. "Protect; becomes 'protecting', 'restore' becomes 'restoring'. • Used capital letters at the beginning of each bullet point throughout document and a full stop at the end. • Removed the '2' after 'aquatic' in the first bullet point under the 'Policy Statement'.

Old Policy #	New Policy #	Policy Name	Department	Recommendations/Changes	
				<ul style="list-style-type: none"> Replaced word 'that' with 'to' in the first bullet point under the 'Policy Statement'. Replaced a,b,c with unfilled bullet points under the first bullet point of the 'Policy Statement'. Changed the tense in the second bullet point under the 'Policy Statement' i.e 'Enhance' becomes, 'Enhancing', 'restore' becomes 'restoring' and 'strengthen' becomes 'strengthening'. Replaced a,b,c with unfilled bullet points under the second bullet point of the 'Policy Statement'. Removed footnotes from the policy and included in definitions where appropriate. Removed transitional provisions from the policy 'Definition' section needs inserted after 'Policy Statement'. 'Associated Documents' section inserted after 'Definitions' 'Document Control' section inserted before 'Version Information' 	
42.	POL-3130	ENV-002-P	Green Living Policy	<ul style="list-style-type: none"> Changed the tense on the first word in each dot point under 'Policy Statement'. Removed 'Transitional Provisions' heading and content. Section for 'Definitions' inserted after 'Policy Statement'. Section for 'Associated Documents' inserted after 'Definitions'. Section for 'Document Control' inserted before 'Version Information'. 	
43.	POL-3082	GTS-001-P	Financial Assistance to the Community Sector	Community & Customer Services	<ul style="list-style-type: none"> Removed version information Started sentence under 'Head of Power' with 'Section 138 of the, removing <i>section 138</i> later in the sentence. Removed capitals from local government in first paragraph under 'Head of Power'. Updated reference to the Corporate Plan under 'Head of Power' to reflect the current version. Ensured a capital 'C' on City used throughout the document when referring to Redland City. Removed words 'in the following ways' from first line under 'Policy Objective' and replace with 'as follows'. Removed the semi-colons and 'and' from bullet points throughout document and replace with full-stop, ensuring sentences start with capital letter. Removed words 'with all provision of fund' from first line under 'Policy Statement', leaving only the words 'Council is committed to:' Replaced the word 'related' in 'Related Documents' heading with 'Associated' Removed numbers from guideline and policy under 'Associated Documents' and added the Objective number and link after the title of the document. Removed words 'back to top' from bottom of document.
44.	POL-3084	GTS-003-P	Corporate Sponsorship (Outgoing/Incoming) Policy	Community & Customer Services	<ul style="list-style-type: none"> Updated Head of Power. Removed 2nd and 3rd paragraph under 'Policy Objective'. Removed heading 'Incoming Sponsorship' under 'Policy Statement'. Inserted section for 'Definitions' below 'Policy Statement'. Inserted section for 'Document Control' below 'Definitions'.

	Old Policy #	New Policy #	Policy Name	Department	Recommendations/Changes
45.	POL-3100	LUP-002-P	Corporate SMBI Land Exchange Policy	Community & Customer Services	<ul style="list-style-type: none"> Replaced word 'held' with 'of' in the second paragraph under 'Head of Power'. Added words 'under section 257(1)(b) of the <i>Local Government Act 2009</i>' after the word authority in the second paragraph under 'Head of Power'. Removed the semi-colon and 'and' from first bullet point under 'Head of Power' Removed words 'under section 257(1)(b)...' from the second bullet point under 'Head of Power' and start sentence with 'sign...' Removed words 'the objectives of this policy are to', starting the two dot points with Capital letters and ending in full stops (removing semi-colons).
46.	POL-3125	CDV-012-P	Customer Experience Policy	Community & Customer Services	<ul style="list-style-type: none"> Moved non-related information from second and third paragraph under 'Head of Power' to the objective and statement sections. Removed words 'The policy objective is', to start the sentence with 'To deliver a consistent....' under 'Policy Objective' Joined first two paragraphs under 'Policy Statement' by adding 'and' after 'standards' and removing 'we', as well as adding an 's' to recognise. Removed the word 'specifically' and 'by' in the third paragraph under 'Policy Statement' so that this line reads, 'Council commits by:' Replaced the numbered list with bullet points, ensuring each list starts with a capital letter and ends with a full stop under 'Policy Statement'. Changed the tense of the bullet list, i.e. 'Ensure' becomes 'Ensuring', 'consider' becomes 'considering' etc. 'Definition' section inserted after 'Policy Statement'. 'Associated Documents' section inserted after 'Definitions'. Removed sentence at the end of the 'Policy Statement' that reads 'This policy relates to and is to be read in conjunction with' and add the dot points below this sentence under 'Associated Documents' Removed the policy and guideline numbers from the documents referenced and moved under 'Associated Documents' and entered the objective number and link after the title. 'Document Control' section inserted before 'Version Information'.
47.	POL-3032	WW-002-P	On-Site Wastewater Management Policy	Community & Customer Services	<ul style="list-style-type: none"> Updated Head of Power with new legislation Removed words 'achieving the following outcomes' after 'Council is committed to' under Policy Statement Updated last bullet point under Policy Statement with new legislation Added section for 'Definitions' Added section for 'Associated Documents' Updated legislation throughout document to current legislation Added section for 'Document Control' Updated responsible Group

	Old Policy #	New Policy #	Policy Name	Department	Recommendations/Changes
48.	POL-3033	WW-003-P	Qualification Requirements to Submit an On-Site Sewerage Design Policy	Community & Customer Services	<ul style="list-style-type: none"> Updated Head of Power with new legislation Moved reference to GL-3033 under Policy statement to Associated Documents section Added section for 'Definitions'. Added section for 'Associated Documents' Added section for 'Document Control' Updated responsible Group
49.	POL-2350	TRN-002-P	Streetlight Policy	Infrastructure & Operations	<ul style="list-style-type: none"> References to the planning scheme throughout the document updated to reflect City Plan. Commitments listed under the policy statement changed to dot points instead of numbers to comply with our style requirements. Section for Definitions inserted after the Policy Statement. Section for Associated Documents inserted after the Definitions. Section for Document Control inserted above Version Information
50.	POL-2598	TRN-004-P	Private Property Access Crossovers Driveway Access to Private Property	Infrastructure & Operations	<ul style="list-style-type: none"> Updated Corporate Plan reference in the head of power to reflect the current version. Changed the numbering to dot points in the commitments listed under the policy statement. Reworded the first sentence from 'advising through customer service' to "providing information in relation to". Moved items 1.1, 1.2 and 1.3 to a guideline. Removed GL-2598-001 listed in the Reference Documents. Section for Definitions inserted after the Policy Statement. Reference Documents reworded to Associated Documents. Section for Document Control inserted above the Version Information.
51.	POL-3119	TRN-005-P	Community Infrastructure Program	Infrastructure & Operations	<ul style="list-style-type: none"> Included the word 'Policy' on the end of the sentence POL-... under Head of Power. Moved the three dot points in the Policy Objective to the Policy statement and reworded them to be commitments. Added words 'Council is committed to:' at the beginning of the Policy Statement section. Moved contents of first three statements in Policy Statement to Policy Objective. Added definition for "discretionary funds". Added words 'only using' to the wording under the Policy Statement that commences "CIP funding must" to ensure correct tense as part of the list under Council is committed to. Inserted section for Definitions after the Policy Statement. Inserted section for Associated Documents after the Definitions. Inserted section for Document Control above the Version Information.
52.	POL-3132	TRN-006-P	Roadside Memorials Policy	Infrastructure & Operations	<ul style="list-style-type: none"> Changed numbers to bullets under Policy Statement section. Section for Definitions inserted after the Policy Statement.

	Old Policy #	New Policy #	Policy Name	Department	Recommendations/Changes
					<ul style="list-style-type: none"> Section for Associated Documents inserted after the Definitions. Section for Document Control inserted above the Version Information.
53.	POL-3071	CDV-001-P	Leasing of Council Land and Facilities Community Leasing Policy	Infrastructure & Operations	<ul style="list-style-type: none"> Changed commitments in the Policy Statement from numbers to bullets in keeping with our corporate style. Moved the statement after point 9 in eligibility regarding the commercial leases to the Policy Statement. Updated Group. Moved section headed eligibility, points 7-9 to a guideline. Section headed Lease Area and Type moved to a guideline. Section headed Tenure Term moved to a guideline. Section headed Fees and Charges moved to a guideline. Section for Definitions inserted after the Policy Statement. Section for Associated Documents inserted after the Definitions.
54.	POL-1234	WST-001-P	Trade Waste Policy	Infrastructure & Operations	<ul style="list-style-type: none"> Replaced numbers with dot points on the commitments listed under the policy statement to comply with our style requirements Updated document control Section for Definitions inserted after the Policy Statement. Section for Associated Documents inserted after the Definitions. Section for Document Control inserted above the Version Information.
55.	POL-3091	WST-002-P	Landfill Remediation Separate Charge Policy	Infrastructure & Operations	<ul style="list-style-type: none"> Reworded first sentence in Head of power to remove reference to the resolution of the charge creation and just stipulate that under the act we can levy a Landfill Remediation Separate Charge by virtue of the provision in section 94(1)(b)(iii). Replaced numbers with bullets for the commitments in the Policy Statement in keeping with our corporate style. Removed the reference to the Policy Development Manual and just referenced Policy Guideline and Procedure Development. Section for Definitions inserted after the Policy Statement
56.	POL-3026	WW-001-P	Wastewater Inundation to Private Property	Infrastructure & Operations	<ul style="list-style-type: none"> Added Head of Power prior to Policy Objective in keeping with our corporate standards. Replaced numbers with bullets for the commitments in the Policy Statement in keeping with our corporate style. Section for Definitions inserted after the Policy Statement. Section for Associated Documents inserted after the Definitions. Section for Document inserted above the Version Information.

	Old Policy #	New Policy #	Policy Name	Department	Recommendations/Changes
57.	POL-3055	WAT-001-P	Provision of Wastewater House Connections	Infrastructure & Operations	<ul style="list-style-type: none">• Replaced numbers with bullets for commitments in the Policy Statement in keeping with our corporate style.• Section for Definitions inserted after the Policy Statement.• Section for Associated Documents inserted after the Definitions.• Section for Document Control inserted above the Version Information.
58.	WAT-002-P	WAT-002-P	Water Sub-Metering Policy	Infrastructure & Operations	<ul style="list-style-type: none">• Administrative only - formatted to new template – new policy was adopted 6 November.

ATTACHMENT 3

Reclassified from Policy to Administrative Directive

	Old Policy #	New Document #	Admin Directive Name	Department	
1.	POL-2127	PAC-001-A	Human Resource Management	Office of CEO	
2.	POL-3019	PAC-002-A	Senior Manager's Remuneration (under review)		
3.	POL-0001	GOV-018-A	Policy, Guideline and Procedure Development	Organisational Services	
4.	POL-3118	AST-002-A	Asset and Service Management		
5.	POL-3018	CPP-001-A	Corporate Performance Management		
6.	POL-3131	CPP-002-A	Capital Portfolio Prioritisation (Was Capital Works Prioritisation)		
7.	POL-3005	CPP-003-A	Strategic Planning		
8.	POL-3072	ENG-002-A	Communications		
9.	POL-3010	FIN-007-A	Constrained Cash Reserves		
10.	POL-1939	FIN-010-A	Financial Reporting Framework		
11.	POL-2528	FIN-013-A	Asset Accounting		
12.	POL-3066	GTS-002	External Funding of Projects and Activities		
13.	POL-2812	FLT-001-A	Staff Passenger Vehicle Fleet		
14.	POL-1001	IM-001-A	Identity Management		
15.	POL-1002	IM-002-A	Data Management		
16.	POL-1003	IM-003-A	Enterprise Content Management		
17.	POL-1004	IM-004-A	Application Management		
18.	POL-1006	IM-005-A	Cloud Service		
19.	POL-1008	IM-006-A	Business Intelligence		
20.	POL-1009	IM-007-A	Information Management Change Management		
21.	POL-3104	IM-009-A	Remotely Piloted Aircrafts (RPAs)(under review)		
22.	POL-2701	RAL-001-A	Enterprise Risk Management		
23.	POL-2749	RAL-002-A	Workers' Compensation Self-Insurance Licence		
24.	POL-2641	TSM-001-A	Tourism Development		
25.	POL-3022	CDV-004-A	Graffiti Management and Prevention		Community & Customer Services
26.	POL-3033	ENV-003-A	Qualification Requirements to Submit an On-site Sewerage System		
27.	POL-3035	CDV-006-A	Seniors		
28.	POL-3087	CDV-007-A	Strong Communities		
29.	POL-3113	CDV-008-A	Child and Youth Friendly Redlands		
30.	POL-3062	CDV-011-A	Sharps Management		
31.	POL-2884	INV-001-A	Economic Sustainability		
32.	POL-3062	PH-001-A	Mosquito Management		
33.	POL-3047	ART-003-A	Redland Art Gallery Collection		
34.	POL-3048	ART-004-A	Redland Art Gallery Exhibition		
35.	POL-3088	SP-001-A	Social Infrastructure		
36.	POL-3004	AST-001-A	Naming of Infrastructure Assets	Infrastructure & Operations	
37.	POL-3118	AST-002-A	Asset and Service Management		
38.	POL-3110	OSM-001-A	Public Open Space		
39.	POL-3030	OSM-002-A	Temporary Commercial use of Public Open Space		
40.	POL-3115	SPT-001-A	Community Halls and Precincts		
41.	POL-3029	SPT-002-A	Supply and Management of Sports Field Lighting and Associated Electrical Equipment		
42.	POL-2873	TRN-001-A	Leasing of Advertising Space on Bus Shelters and Seats		
43.	POL-2384	TRN-003-A	Local Area Traffic Management		

ATTACHMENT 4
Policies to be made Obsolete

	Policy #	Policy Name	Department	Comments
1.	POL-0716	Employee Code of Conduct	Office of CEO	This document is currently under review and will become an internal facing document.
2.	POL-3089	Back to Basics	Office of CEO	The principles described in this policy are exercised through a business as usual approach.
3.	POL-0001	Policy, Guideline and Procedure Development Manual	Organisational Services	To be made into a manual
4.	POL-3042	Change of Ownership Fee – Exemptions	Organisational Services	Updates to Discounts and Waivers of Fees, Charges and Infringements Policy has determined this policy obsolete.
5.	POL-3036	Recovery from Third Parties	Organisational Services/I&O	Policy not required as this is covered by the Asset and Risk Management Framework.
6.	POL-3058	Wastewater Main Extensions for Commercial Properties and multi-unit Dwellings at Point Lookout	Infrastructure & Operations	This policy was instigated many years ago to enable individual properties to be provided with a sewer connection during the period where we restricted the number of new connections due to lack of capacity at the treatment plant. The policy was set up because commercial/multi-unit dwelling developments invariably did not have sufficient land area to accommodate onsite septic or treatment systems. Now that the treatment plant has sufficient capacity and RCC is undertaking a program to construct reticulated sewerage across Pt Lookout all properties will be provided with a sewer connection. If in the future a development requires a change to the existing sewer connection for some reason this will be managed under current standard processes relating to sewer connections
7.	POL-3093	Corporate Sustainable Population Management Policy	Infrastructure & Operations	This policy doesn't have any legal effect and therefore is to be made obsolete.
8.	POL-3122	Public Toilet Provision	Infrastructure & Operations	To be made obsolete. The service will be managed by 'levels of service provisions'

13.3 GOV-006-P BENEFITS AND GIFTS POLICY - NEW POLICY

Objective Reference:**Authorising Officer:** John Oberhardt, General Manager Organisational Services**Responsible Officer:** Tony Beynon, Group Manager Corporate Governance**Report Author:** Kristene Viller, Policy and Local Laws Coordinator**Attachments:** 1. GOV-006-P Benefits and Gifts Policy [↓](#)**PURPOSE**

To seek adoption of GOV-006-P Benefits and Gifts Policy. This policy provides a head of power for the acceptance of gifts by a Councillor or Council employee.

BACKGROUND

The *Local Government Regulation 2012* outlines the parameters for a Councillor, Chief Executive Officer or Senior Executive in relation to the acceptance of gifts totalling more than \$500. Council's Code of Conduct outlines the threshold for the receipt of gifts for all other employees.

ISSUES

Councillors and Council employees hold a position that involves public trust. This means that duties must be carried out impartially and with integrity. Consequently, it is not appropriate for Councillors or Council employees to be offered, to accept or to give gifts and benefits that affect, may be likely to affect, or could reasonably be perceived to affect, the performance of their official duties.

Adoption of this policy will formalise the recording of gifts or benefits received by a Councillor or Council employee and provide transparency for the community.

STRATEGIC IMPLICATIONS**Legislative Requirements**

The *Local Government Regulation 2012* schedule 5, section 12 provides the framework for the receiving and recording of gifts totalling more than \$500. This process has been followed in the preparation of this policy.

Risk Management

The risks associated with the preparation of this policy have been managed by ensuring the process to draft the policy is in accordance with Council's Policy Framework and Policy Instrument Development Manual.

Financial

Adoption of this policy has no financial implications for Council. Failure to adhere to the requirements of the Policy could result in financial penalties for breach of the provisions of the *Local Government Regulation 2012*.

People

There are no people implications associated with this policy.

Environmental

There are no environmental implications associated with this policy.

Social

There are no social implications associated with this policy.

Human Rights

In accordance with section 58 of the *Human Rights Act 2019*, consideration has been given to the relevant human rights in particular section 25 Privacy and Reputation, when drafting this policy.

Alignment with Council's Policy and Plans

This policy is in keeping with Council's Corporate Plan Priority 8, Inclusive and Ethical Governance for deep engagement, quality leadership at all levels, transparent and accountable democratic processes and a spirit of partnership between the community and Council.

CONSULTATION

Consulted	Consultation Date	Comments/Actions
Acting Policy and Local Laws Coordinator	October 2019	Facilitated the development of the Benefits and Gifts Policy and part of Councils overall policy review project.
Acting Governance Services Manager	November 2019	Drafted the Benefits and Gifts policy
Group Manager Corporate Governance	December 2019	Review and approval of Benefits and Gifts policy.

OPTIONS**Option One**

That Council resolves to adopt GOV-006-P - Benefits and Gifts Policy as attached to the report.

Option Two

That Council resolves not to adopt GOV-006-P- Benefits and Gifts Policy.

OFFICER'S RECOMMENDATION

That Council resolves to adopt GOV-006-P - Benefits and Gifts Policy, as attached to the report.



Benefits & Gifts Policy

Policy Identifier: GOV-006-P
Approved by:
Date of Approval:
Effective Date:
Review Date:
Version: 1

Head of Power

Schedule 5, Section 12 of the *Local Government Regulation 2012* sets the parameters for a Councillor, Chief Executive Officer and Senior Executive regarding gifts totalling more than \$500.

Council's Code of Conduct Policy provides the direction for Council employees in relation to gifts and the various thresholds for declaration.

Policy Objective

The objective of this policy is to provide a framework for the management of gifts and benefits received by Councillors and Council employees, in accordance with the parameters and requirements of the *Local Government Regulation 2012*, Council's Employee Code of Conduct and *Code of Conduct for Councillors in Queensland*.

This Policy does not address "electoral donations" or "electoral gifts" disclosure requirements for Councillors and Elected Officials. Further advice in relation to these matters can be obtained by contacting the Electoral Commission of Queensland.

Policy Statement

Redland City Council, through its Corporate Plan, is committed to enriching community lifestyles and making a positive difference in our customers' lives through the services we provide. We are forward thinking, engaged and strive to maintain the highest standards of service to ensure we are delivering real value.

Councillors and Council employees hold a position that involves public trust. This means that duties must be carried out impartially and with integrity. Consequently, it is not appropriate for Councillors or Council employees to be offered, to accept or to give gifts and benefits that affect, may be likely to affect or could reasonably be perceived to affect, the performance of their official duties.

Council is committed to:

- Recording gifts or benefits received by a Councillor or Council employee in accordance with approved thresholds.
- Ensuring Council employees do not ask or encourage the giving of any form of benefit or gift in connection with the performance of their official duties.
- Ensuring Councillors and Senior Executives are aware of their legislative obligations in relation to registers of interest.
- Publishing updated registers of interest for Councillors on the website following receipt of a benefit or gift.



Benefits & Gifts Policy

Definitions

Term	Definition
Gift (for the purpose of this Policy)	<p>The receipt of a benefit or item and includes:</p> <ul style="list-style-type: none"> Loans of money, including provision of overdraft facilities (e.g. credit card or guarantor for a loan). The sale of virtual property with a sale price below proper valuation. Hospitality, including meals, entertainment and accommodation. Conferences (not paid by Council or personally), sporting and cultural activities. All travel (not paid by Council or personally). Associations, organisations and memberships (not paid by Council or personally). The transfer of money or property. The provision of use of property, equipment or services free of charge, at a reduced rate, for a period of time or an unspecified period (e.g. use of a holiday unit).
Exclusions	<p>Items which can be regarded as mementos such as ties, cuff-links, pens, stationery or the like, the fair market price of which would not exceed gift declaration guidelines at the time of purchase and at the place of purchase.</p> <p>Items provided to employees or Councillors under an approved reward program e.g. years of service recognition.</p> <p>Gifts received from family members or personal friends (except where they are a Council employee and/or Councillor) offered in a purely personal capacity.</p> <p>If a gift over the Gift Declaration Limit does not need to be disclosed under this policy, but the gift may give rise to an actual or perceived conflict of interest it must be disclosed via the Council's "conflicts of interest disclosure" process.</p>
Council employee	<p>Includes the:</p> <p>Chief Executive Officer;</p> <p>Members of the Executive Leadership Team; and</p> <p>All other permanent, temporary and casual employees.</p>

Associated Documents

Local Government Act 2009
Local Government Regulation 2012
Code of Conduct for Councillors in Queensland
 Public Interest Disclosure Policy ([A3154424](#))
 Employee Code of Conduct ([A196608](#))
 Benefits and Gifts Guideline ([A4210927](#))

Document Control

Only Council can approve amendments to this document by resolution of a Council Meeting, with the exception of administrative amendments which can be approved by the relevant ELT member. Refer to *Policy Instrument Development Manual* for an explanation on administrative amendments ([A4063988](#)).

Any requests to change the content of this document must be forwarded to relevant Service Manager(s).

Approved documents must be submitted to the Corporate Meetings and Registers Team for registration.

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Department: Organisational Services

Group: Corporate Governance

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Benefits & Gifts Policy

Version Information

Version number	Date	Key Changes
1	December 2019	New Policy

13.4 2020-2021 INVESTMENT POLICY, APPLICATION OF DIVIDENDS AND TAX EQUIVALENT PAYMENTS POLICY AND CONSTRAINED CASH RESERVES ADMINISTRATIVE DIRECTIVE.

Objective Reference:**Authorising Officer:** Deborah Corbett-Hall, Chief Financial Officer**Responsible Officer:** Deborah Corbett-Hall, Chief Financial Officer**Report Author:** Katharine Bremner, Budget and Systems Manager**Attachments:**

1. FIN-001-P Investment Policy [↓](#)
2. FIN-005-P Application of Dividends and Tax Equivalent Payments Policy [↓](#)
3. FIN-007-A Constrained Cash Reserves Administrative Directive [↓](#)

PURPOSE

The purpose of this report is to present to Council for adoption the Investment Policy, Application of Dividends and Tax Equivalent Payments Policy and Constrained Cash Reserves Administrative Directive for 2020-2021.

BACKGROUND

Council reviewed these policies and administrative directive on 7 May 2020 as part of a budget development workshop for the 2020-2021 annual budget.

Council is required by the *Local Government Act 2009* to have an investment policy as part of Council's system of financial management.

The Application of Dividends and Tax Equivalent Payments Policy was created to capture the utilisation of returns from Council's commercial business activities and other commercial opportunities of council.

The requirements of constrained cash reserves were previously outlined in the *Local Government Act 2009*. Whilst there is no longer the legislative requirement to gain council resolutions for establishment, utilisation and closure of reserves, Council reserves are reconciled and reported on a monthly basis. Additionally, the Queensland Audit Office expects annual financial statements to demonstrate that reserves are a subset of cash balances at year end.

ISSUES

Council discussed the attached policies as part of its 2020-2021 annual budget development process. The policy intent remains unchanged for all three documents.

STRATEGIC IMPLICATIONS

Council's Investment Policy outlines Council's investment objectives and overall risk philosophy and Council's procedures for achieving the investment goals stated in the policy. Surplus funds can either be invested or utilised to accelerate debt reduction (with possible early repayment penalties) or a combination of the two approaches.

Council receives dividends and tax equivalent payments from its commercial business activities (namely Redland Water and RedWaste). All financial returns to Council will be applied to the provision of a community benefit.

Council continues to document its position on constrained cash reserves to demonstrate accountability and transparency to the community on cash balances that are constrained for particular purposes.

Legislative Requirements

Section 104 of the *Local Government Act 2009* requires that a local government establishes a system of financial management to ensure financial sustainability. A local government is financially sustainable if the local government is able to maintain its financial capital and infrastructure capital over the long-term.

Section 104(5) of the *Local Government Act 2009* and section 191 of the *Local Government Regulation 2012* require a Local Government to have and adopt an investment policy as part of its financial management system. The policy must be regularly reviewed and updated as necessary and Council reviews and updates its key financial policies at least annually. Under Section 191 of the *Local Government Regulation 2012*, an investment policy is required to outline a local government's investment objectives and its overall risk philosophy and procedures for achieving the goals related to investment stated in the policy.

Risk Management

Council's Long-Term Financial Strategy contains risks, issues and mitigation strategies aligned to the investment of surplus funds, revenues, expenditures and cash balances influencing the reserve balances and associated movements in reserves.

These risks are reviewed at least annually and no material risks are currently identified with respect to managing Council's investments.

Council reports full details of its reserve balances and movements on a monthly basis to monitor reserve usage and also provide the community with transparency.

Council receives revenue streams from its commercial business activities in accordance with the Local Government Tax Equivalent Regime and may also receive dividends and other returns from investments in associates, subordinates or other entities.

Financial

There are no direct financial impacts to Council resulting from this report. The 2020-2021 Investment Policy continues to include options for investing in commercial opportunities, joint ventures, associates and subsidiaries in the future. Prior to investment, a comprehensive analysis will be undertaken to ensure the benefits of the investment outweigh the risks and costs. The analysis will ensure any proposal for investment outside a financial institution/fund manager will maintain or improve all relevant financial ratios and measures of sustainability within the adopted Financial Strategy targets. Any investment outside of a financial institution/fund manager must

also be consistent with the principles and objectives contained in Council's Revenue and Dividend Policies.

Reserve movements are transfers in community equity and only constrain cash for particular works that feature in annual or long-term operational or capital programs.

People

Nil impact expected as the scopes of the attached policies and administrative directive are investment of surplus funds, dividends and tax equivalents and constrained cash reserves for the 2020-2021 financial year.

Environmental

Nil impact expected as the scopes of the attached policies and administrative directive are investment of surplus funds, dividends and tax equivalents and constrained cash reserves for the 2020-2021 financial year.

Social

Nil impact expected as the scopes of the attached policies and administrative directive are investment of surplus funds, dividends and tax equivalents and constrained cash reserves for the 2020-2021 financial year.

Human Rights

Nil impact expected as the scopes of the attached policies and administrative directive are investment of surplus funds, dividends and tax equivalents and constrained cash reserves for the 2020-2021 financial year.

Alignment with Council's Policy and Plans

This report aligns with Council's 2018-2023 Corporate Plan key outcome:

8 Inclusive and Ethical Governance

Deep engagement, quality leadership at all levels, transparent and accountable democratic processes and a spirit of participation 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

Consulted	Consultation Date	Comments/Actions
Financial Services Group officers	April 2020	Review of current financial policy and administrative directive documents
Finance officers, Councillors and Executive Leadership Team	7 May 2020	2020-2021 Budget Workshop – opportunity to review and amend the policies and administrative directive

OPTIONS**Option One**

That Council resolves as follows:

1. To adopt the policies in Attachment 1 and 2 of the report for 2020-2021:
 - a) FIN-001-P Investment Policy
 - b) FIN-005-P Application of Dividends and Tax Equivalent Payments Policy
2. To note FIN-007-A in Attachment 3 Constrained Cash Reserves Administrative Directive.

Option Two

That Council resolves to request additional information or amendments to the attached prior to adoption.

OFFICER'S RECOMMENDATION

That Council resolves as follows:

1. To adopt the policies in Attachment 1 and 2 of the report for 2020-2021:
 - a) FIN-001-P Investment Policy
 - b) FIN-005-P Application of Dividends and Tax Equivalent Payments Policy
2. To note FIN-007-A Constrained Cash Reserves Administrative Directive.



Investment Policy

Policy Identifier: FIN-001-P
Approved by:
Date of Approval:
Effective Date:
Review Date:
Version: 12

Head of Power

Local Government Act 2009 (Act)

Section 104 requires a local government to establish a system of financial management that includes various financial policies, including an investment policy.

The Act also defines Council as a statutory body and subsequently Council must also consider the *Statutory Bodies Financial Arrangements Act 1982*.

Local Government Regulation 2012

Section 191 requires a local government to prepare and adopt an investment policy for a financial year.

This policy applies to Council's investment in wholly owned subsidiaries.

Policy Objective

To maximise earnings from authorised financial investments of surplus funds after assessing and minimising all associated risks in accordance with the annually revised and adopted Long-Term Financial Strategy (Financial Strategy). Further, to comply with section 191 of the *Local Government Regulation 2012*, this policy outlines Council's investment objectives, overall risk philosophy and procedures for achieving the goals related to investment stated in this policy.

This policy applies to all of Redland City Council business areas. Redland Investment Corporation (RIC), being a wholly owned separate legal entity, and any of its subsidiaries may utilise the provisions of this policy but are not bound to the Redland City Council policy statements as outlined in this document.

Policy Statement

Redland City Council, through its Corporate Plan, is committed to enriching community lifestyles and making a positive difference in our customers' lives through the services we provide. We are forward thinking, engaged and strive to maintain the highest standards of service to ensure we are delivering real value.

Council is committed to achieving this goal through the following procedures:

- Investing only in investments as authorised under current legislation.
- Investing only with approved institutions.
- Investing to facilitate diversification and minimise portfolio risk.
- Investing to protect the capital value of investments (balancing risk with return opportunities).
- Investing to facilitate working capital requirements.



Investment Policy

- Reporting on the performance of its investments on a monthly basis as part of the monthly financial reports to Council.
- Conducting an annual review of all investments and associated returns as part of the annual review of the Long-Term Financial Strategy.
- Ensuring no more than 30% of Council's investments are held with one financial institution, or one fund manager for investments outside of the Queensland Treasury Corporation or the Queensland Investment Corporation cash funds or Bond Mutual Funds.

Council will follow an active investment management strategy over the next ten financial years in order to maximise the returns generated from investing cash balances.

Council may also consider investing in commercial opportunities, joint ventures, associates and subsidiaries. Prior to investment, a comprehensive analysis will be undertaken to ensure the benefits of the investment outweigh the risks and costs. The analysis will ensure any proposal for investment outside a financial institution/fund manager will maintain or improve all relevant financial ratios and measures of sustainability within adopted Financial Strategy targets. Any investment outside of a financial institution/fund manager must also be consistent with the principles and objectives contained in Council's Revenue and Dividend Policies.

Definitions

Nil

Associated Documents

Long Term Financial Strategy

Document Control

Only Council can approve amendments to this document by resolution of a Council Meeting, with the exception of administrative amendments which can be approved by the relevant ELT member. Refer to *Policy Instrument Development Manual* for an explanation on administrative amendments (A4063988).

Any requests to change the content of this document must be forwarded to relevant Service Manager(s).

Approved documents must be submitted to the Corporate Meetings and Registers Team for registration.

Version Control

Version number	Date	Key Changes
9	April 2017	<ul style="list-style-type: none"> • Updated for Budget 2017-2018 process (only approval, effective and review dates changed) • Updated Head of Power to add sentence regarding application to subsidiaries. Changed 'UBS Bank Bill Index' to 'Bloomberg AusBond Bank Bill index'
10	March 2018	<ul style="list-style-type: none"> • Updated for Budget 2018-2019 process (only approval, effective and review dates changed) • Inclusion of Policy Scope to clarify RIC is a separate legal entity • Update for consistency with other financial policies and referencing the Regulation
11	March 2019	<ul style="list-style-type: none"> • Updated for 2019-20 Budget process • Minor amendments to Policy Statement 3 - removal of reference to the Bloomberg AusBond BankBill Index following discussion during the

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Group: Financial Services

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Investment Policy

Version number	Date	Key Changes
		<ul style="list-style-type: none">• Minor amendments to Policy Statement 3 - removal of reference to the Bloomberg AusBond BankBill Index following discussion during the budget workshops that one benchmark or index is too specific to warrant inclusion in a policy. No change to policy intent.• Inclusion of Document Control section.
12	May 2020	<ul style="list-style-type: none">• Updates in line with policy framework review• Updated for 2020-21 Budget process



Application of Dividends and Tax Equivalent Payments Policy

Policy Identifier: FIN-005-P

Approved by:

Date of Approval:

Effective Date:

Review Date:

Version: 7

Head of Power

The establishment of this policy is consistent with the *Local Government Act 2009*, *Local Government Regulation 2012* and also the Local Government Tax Equivalent Regime (LGTER).

Policy Objective

The objective is to clarify Council's intention for its use of financial returns received from commercialised or corporatised business activities and any subsidiaries or associates.

This policy applies to all of Redland City Council business areas. Redland Investment Corporation (RIC), being a wholly owned separate legal entity, and any of its subsidiaries may utilise the provisions of this policy but are not bound to the Redland City Council policy statements as outlined in this document.

Policy Statement

Redland City Council, through its Corporate Plan, is committed to enriching community lifestyles and making a positive difference in our customers' lives through the services we provide. We are forward thinking, engaged and strive to maintain the highest standards of service to ensure we are delivering real value.

Council:

- Receives dividends and tax equivalent payments from its commercialised business activities.
- Receives dividends from its wholly owned subsidiary RIC.
- Will look to receive dividends and tax equivalent payments from any corporatised business activities, subsidiaries or associates in the future.

Council is committed to:

- Transparently accounting, reconciling and reporting the receipt of such financial returns in accordance with the Australian Accounting Standards, the LGTER and, where applicable, the *Local Government Regulation 2012* (including, in particular, section 25 and schedule 4, section 8).
- Applying all financial returns to the provision of community benefit.

Definitions

Nil

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Department:	Organisational Services	Group:	Financial Services
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Application of Dividends and Tax Equivalent Payments Policy

Associated Documents

Long-Term Financial Strategy
 Annual Budget
 Annual Report
 Dividend Policy – Significant and Prescribed Business Activities ([A196653](#))

Document Control

Only Council can approve amendments to this document by resolution of a Council Meeting, with the exception of administrative amendments which can be approved by the relevant ELT member. Refer to *Policy Instrument Development Manual* for an explanation on administrative amendments ([A4063988](#)).

Any requests to change the content of this document must be forwarded to relevant Service Manager(s).

Approved documents must be submitted to the Corporate Meetings and Registers Team for registration.

Version Control

Version number	Date	Key Changes
4	April 2017	<ul style="list-style-type: none"> Updated for Budget 2017-2018 process (only approval, effective and review dates changed) Document control section deleted
5	March 2018	<ul style="list-style-type: none"> Updated for Budget 2018-2019 process (only approval, effective and review dates changed) Inclusion of Policy Scope to clarify RIC is a separate legal entity Added in reference to RIC dividend received Added in reference to regulation in policy statement
6	March 2019	<ul style="list-style-type: none"> Updated for 2019-20 Budget process Inclusion of Document Control section
7	September 2019	<ul style="list-style-type: none"> Formatting changes per recommendations arising from Policy Review Project.

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Department:	Organisational Services	Group:	Financial Services
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Constrained Cash Reserves Administrative Directive

Admin Directive Identifier: FIN-007-A

Approved by:

Date of Approval:

Effective Date:

Review Date:

Version: 7

Head of Power

Local Government Act 2009

Section 104 requires a local government to establish a system of financial management to ensure financial sustainability. Under section 104(2), a local government is financially sustainable if the local government is able to maintain its financial capital and infrastructure capital over the long-term.

Objective

To ensure Council's constrained cash reserves:

- Are only restricting funds received or levied for a specific purpose and/or have identified obligations tied to them.
- Are only used for identified planned expenditure.
- Do not exceed cash balances at the end of the financial year, to align with the disclosure requirements of the Department of Local Government, Racing and Multicultural Affairs and the Queensland Audit Office.

This policy applies to all of Redland City Council business areas. Redland Investment Corporation (RIC), being a wholly owned separate legal entity, and any of its subsidiaries may utilise the provisions of this policy but are not bound to the Redland City Council policy statements as outlined in this document.

Statement

Redland City Council, through its Corporate Plan, is committed to enriching community lifestyles and making a positive difference in our customers' lives through the services we provide. We are forward thinking, engaged and strive to maintain the highest standards of service to ensure we are delivering real value.

Council's philosophy is to ensure funds held in constrained cash reserves are restricted to deliverables consistent with the:

- *Planning Act 2016* (sections 120 and 143) which requires that a levied charge may be only for extra demand placed on trunk infrastructure that development will generate, and may only be used to provide trunk infrastructure.
- Long-Term Financial Strategy
- Long-Term Asset and Service Management Plan
- Corporate Plan



Constrained Cash Reserves Administrative Directive

- Annual Operational Plan and Budget

Council is committed to achieving this goal by:

- Reporting on constrained cash reserves on a monthly basis as part of the monthly financial reports to General Meeting.
- Reporting constrained cash reserves as a subset of cash balances in annual statutory reporting.
- Ensuring constrained cash reserves do not exceed cash balances at the end of the financial year.
- Conducting regular reviews of all constrained cash reserves for relevance and future requirements in accordance with the Long-Term Financial Strategy and other appropriate strategies and plans.
- Ensuring that infrastructure charges are constrained for the purposes of new trunk infrastructure and not renewal work.
- Reviewing forecast reserve movements as an integral part of the annual budget development process.
- Transferring funds from constrained cash reserves back to retained earnings when the purpose of the reserve is no longer valid or required or when the funds have been expended on planned works.

Definitions

Nil

Associated Documents

Constrained Cash Reserves Guideline ([A3169951](#))

Document Control

Only the CEO can approve major amendments to this document and the relevant ELT member can approve minor amendments. Refer to the *Policy Instrument Development Manual* for an explanation on major and minor amendments ([A4063988](#)).

Any requests to change the content of this document must be forwarded to relevant Service Manager(s). Approved documents must be submitted to the Corporate Meetings and Registers Team for registration.

Version Information

Version number	Date	Key Changes
4	April 2017	<ul style="list-style-type: none"> • Updated for Budget 2017-2018 process
5	March 2018	<ul style="list-style-type: none"> • Updated for the Budget 2018-19 process • Addition of comments regarding trunk infrastructure and application to new infrastructure only • Inclusion of Policy Scope to clarify RIC is a separate legal entity • Updated State Government Department name from Department of Infrastructure, Local Government and Planning to Department of Local Government, Racing and Multicultural Affairs • Head of Power updated to reference Local Government Act 2009 • Policy Statement amended to clarify Local Planning Act 2016 references

For Corporate Governance Use Only

Department: Organisational Services

Group: Financial Services

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Constrained Cash Reserves Administrative Directive

Version number	Date	Key Changes
6	March 2019	<ul style="list-style-type: none">• Updated for the 2019-20 Budget process• Inclusion reference to related documents• Inclusion of Document Control section
7	May 2020	<ul style="list-style-type: none">• Updated per recommendations arising from the Review of Finance Policies project.• Updated for 2020-21 Budget process

13.5 2020-2021 REVENUE POLICY

Objective Reference:

Authorising Officer: Deborah Corbett-Hall, Chief Financial Officer

Responsible Officer: Deborah Corbett-Hall, Chief Financial Officer

Report Author: Katharine Bremner, Budget and Systems Manager
Noela Barton, Service Manager Financial Operations

Attachments: 1. [FIN-017-P Revenue Policy](#) 

PURPOSE

The purpose of this report is to present to Council for adoption the Revenue Policy for 2020-2021.

BACKGROUND

Council reviews its Revenue Policy (Policy) annually in sufficient time to allow an annual budget, which is consistent with the policy, to be adopted for the next financial year.

Council reviewed the Revenue Policy on 30 April 2020 as part of a budget development workshop for the 2020-2021 annual budget.

ISSUES

In accordance with section 193(1)(a) of the *Local Government Regulation 2012* (Regulation), the policy outlines the principles Council intends to apply in a financial year for:

- levying of rates and charges
- granting concessions for rates and charges
- recovering overdue rates and charges
- cost-recovery methods

Further, pursuant to sections 193(1)(b) and (c) of the Regulation, this policy also covers the purpose why concessions are granted and the extent to which physical and social infrastructure costs for new development are funded by charges for the development.

STRATEGIC IMPLICATIONS

Legislative Requirements

According to Section 104(5)(c)(iii) of the *Local Government Act 2009*, the system of financial management established by Council must include a Revenue Policy.

Section 169 of the *Local Government Regulation 2012* requires that a local government's budget for each financial year must contain a Revenue Policy.

Section 193 of the *Local Government Regulation 2012* requires the Revenue Policy to be reviewed annually and in sufficient time to allow an annual budget to be adopted for the next financial year.

This section also provides the list of content that must be covered in a Revenue Policy.

Risk Management

Council's Long Term Financial Strategy contains risks, issues and mitigation strategies aligned to revenue and pricing. Additionally, the Financial Services Group quarterly reviews its risk register to ensure policies and practices are current and responsive to corporate revenue risks.

Legal review has recommended a minor change to wording in the section 'Recovering Overdue Rates and Charges' to ensure compliance with Chapter 4, Part 10 Concessions. The wording has changed from:

'In accordance with section 120(1)(c), 121(1)(b) and 122(1)(b) of the Regulation, Council will continue to provide flexibility to rate payers and sundry debtors experiencing demonstrated financial hardship by entering into short to long term concessional arrangements.'

to:

'In accordance with section 120(1)(c), 121(1)(b) and 122(1)(b) of the Regulation, Council may consider granting a concession for rates and charges to ratepayers experiencing demonstrated financial hardship upon receipt of an application for assessment by Council.'

Financial

The financial implications and intent contained within the attached policy have been workshopped with Councillors and the Executive Leadership Team in sufficient time to allow an annual budget, which is consistent with the policy, to be adopted for the next financial year.

People

Nil impact is expected as the purpose of the report is to present the Revenue Policy for 2020-2021 to Council for adoption.

Environmental

Nil impact is expected as the purpose of the report is to present the Revenue Policy for 2020-2021 to Council for adoption.

Social

Nil impact is expected as the purpose of the report is to present the Revenue Policy for 2020-2021 to Council for adoption.

Human Rights

Nil impact is expected as the purpose of the report is to present the Revenue Policy for 2020-2021 to Council for adoption.

Alignment with Council's Policy and Plans

This report has a relationship with the following items of Council's 2018-2023 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

Consulted	Consultation Date	Comments/Actions
Finance Officers/Executive Leadership Team/Councillors	24 October 2019	Financial Strategy Workshop – reviewed as part of the overview of the rating parameters
Finance Officers/Executive Leadership Team/Councillors	30 April 2020	2020-2021 Budget Workshop – opportunity to review and amend the policy

OPTIONS**Option One**

That Council resolves to adopt the attached 2020-2021 Revenue Policy pursuant to section 193(3) of the *Local Government Regulation 2012*.

Option Two

That Council resolves to amend the attached 2020-2021 Revenue Policy prior to its adoption.

OFFICER'S RECOMMENDATION

That Council resolves to adopt the attached 2020-2021 Revenue Policy pursuant to section 193(3) of the *Local Government Regulation 2012*



Revenue Policy

Policy Identifier: FIN-017-P

Date of Approval:

Effective Date:

Review Date:

Approved by:

Version: 19

Head of Power

According to section 104(5)(c)(iii) of the *Local Government Act 2009* (Act), the system of financial management established by Council must include a revenue policy.

Section 169(2)(c) of the *Local Government Regulation 2012* (Regulation) requires a local government to include in its financial budget a revenue policy. Section 170 of the Regulation requires a local government to adopt a budget each financial year.

Section 193(3) of the Regulation requires a local government to review its revenue policy annually in sufficient time to allow an annual budget that is consistent with the revenue policy to be adopted for the next financial year.

Policy Objective

In accordance with section 193 of the Regulation, this Revenue Policy states:

- The principles that Council intends to apply in the 2020-21 financial year for:
 - Levying of rates and charges
 - Granting concessions for rates and charges
 - Recovering overdue rates and charges
 - Cost-recovery methods
- The purpose for concessions that Council intends to grant for rates and charges.
- The extent to which physical and social infrastructure costs for a new development are to be funded by charges for the development.

This Revenue Policy also states principles that Council intends to apply in a financial year for:

- Community service obligations
- Applying user pays models
- Raising revenue from commercial activities
- Raising revenue from other external sources

This policy applies to all of Redland City Council business areas. Redland Investment Corporation (RIC), being a wholly owned separate legal entity, and any of its subsidiaries may utilise the provisions of the policy but are not bound to the Redland City Council policy statements as outlined in this document.

Policy Statement

Redland City Council, through its Corporate Plan, is committed to enriching community lifestyles and making a positive difference in our customers' lives through the services we provide. We are forward thinking, engaged and strive to maintain the highest standards of service to ensure we are delivering real value.

Council is committed to applying the following principles in the 2020-21 financial year:

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Revenue Policy

Principles for levying of rates and charges:

- **Accountability** – Council will be accountable to the providers of funds to ensure those funds are applied efficiently and effectively to satisfy the objective for which the funds were raised.
- **Transparency** – Council will be transparent in its revenue raising activities and will endeavour to use systems and practices able to be understood by the community.
- **Representation** – Council will act in the interests of the whole community in making decisions about rates and charges.
- **Sustainable financial management** – Council will ensure it manages revenue diligently and that the application of funds is founded on sustainable strategic objectives that result in the timely and optimal investment in identified priorities.
- **Fairness** – While the rating legislation requires Council to use property valuations as the basis for raising rate revenue, Council will monitor the impact of valuation changes and moderate increases where possible.
- **Differentiation of categories** – Council will apply different rates to various categories of property that will reflect the particular circumstances of the categories and Council's policy objectives related to those categories.
- **Special needs and user pays** – Council will draw from various revenue sources to fund special needs including (but not necessarily limited to):
 - Separate rates or charges for whole of community programs
 - Special rates or charges for recovery of costs from beneficiaries
 - Utility charges for specific service based generally on usage
 - Statutory fees and charges in accordance with legislation, regulation or local laws
 - Commercial fees and charges where users can clearly be identified
 - Where practicable recovering credit card fees through a surcharge on credit card transactions
- **Social conscience** – Council will apply a range of concessions (e.g. for pensioners and institutions) and will accommodate special circumstances where hardship can be demonstrated.

In levying rates and charges, Council will schedule the issue of rate notices quarterly in the months of July, October, January and April.

Differential General Rates

General Rate revenue provides essential whole of community services not funded through subsidies, grants, contributions or donations received from other entities, or not provided for by other levies or charges.

Council will consider full cost recovery options before calculating the differential general rate.

Rating legislation requires the general rate to be calculated on the value of the land. However, Council recognises that various sections of the community impact on the delivery of, and use services, activities, and facilities differently.

Separate multipliers, established on the rate in the dollar applied to rating category 1a, will be assigned to all rating categories to maintain consistency in the distribution of revenue across financial years.

When determining differential rating categories, the ongoing changes to community characteristics will be considered along with revaluations, which can have a significant impact on properties.

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Revenue Policy

Separate and Special Charges

Where it is appropriate, Council will use separate and special charges to recover the cost of the delivery of services, activities, and facilities that benefit the whole community generally, or which benefits specific rateable land or owners of such land within the community, respectively.

Utility Charges

In setting utility charges, Council will take into consideration factors such as:

- Legislative requirements, including National Competition policy
- Council policy objectives
- Recovery of sufficient revenue to cover costs and a return on assets
- Other sources of revenue where appropriate

Granting concessions for rates and charges

Chapter 4, Part 10 of the Regulation provides Council with the powers to grant concessions to individuals and classes of land owners.

In granting concessions for rates or charges, Council will comply with the criteria in section 120 of the Regulation and will be guided by sustainable financial management practices and the principles of:

- **Transparency** - Council will be transparent and endeavour to use systems and practices able to be understood by the community.
- **Representation** - Council will act in the interests of the whole community in making decisions about concessions for classes of ratepayers.
- **Fairness** - Council will consider all reasonable concessional requests in a consistent non-biased manner.
- **Social conscience** - Council will apply a range of concessions (e.g. for pensioners and institutions) and will accommodate special circumstances where hardship can be demonstrated.

Recovering overdue rates and charges

In accordance with section 120(1)(c), 121(b) and 122(1)(b) of the Regulation, Council may consider granting a concession for rates and charges to ratepayers experiencing demonstrated financial hardship upon receipt of an application for assessment by Council.

Interest will be charged on rates and charges outstanding past the due date unless a mutually agreed arrangement is in place and is honoured. If an arrangement defaults, it will be cancelled and interest charged.

Cost effective processes will be applied in the recovery of overdue rates and charges.

Cost-recovery methods

Section 97 of the Act allows Council to set cost-recovery fees.

Council recognises the validity of fully imposing the user pays principle for its cost-recovery fees, unless the imposition of the fee is contrary to its express social, economic, environmental and other corporate goals (such as, for example, the community service obligations outlined below). This is considered to be the most equitable and effective revenue approach, and is founded on the basis that the City's revenue base cannot subsidise the specific users or clients of Council's regulatory products and services.

However, in setting its cost-recovery fees, Council will be mindful of the requirement that such a fee must not be more than the cost to Council of providing the service or taking the action to which the fee applies.

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Revenue Policy

Community Service Obligations

In accordance with Corporate Policy FIN-008-P Community Service Obligations, Council may subsidise the operations of commercialised business units or activities in order to achieve social, economic, environmental or other objectives associated with, or incidental to, the delivery of services by those business units or activities.

Council may charge for such activities at a rate less than the full cost price of a service. The difference between the full cost price and the actual charge will be treated as a Community Service Obligation (CSO). CSOs must be transparent, fully costed, and funded. Each CSO will be funded from an identified budget.

Council will continue to support existing community service obligations for Water, Wastewater and Trade Waste.

The CSOs will be reviewed regularly to ensure they continue to form part of Council's strategic objectives.

In addition Council will provide Water Charge Remissions for eligible concealed leaks and home dialysis machine users.

Applying user pays models

Council supports the principle that there is an increased focus on user pays models and that these will be developed where they are considered appropriate and in accordance with policy, including where practicable, Council will recover credit card fees through a surcharge on credit card transactions.

Council has adopted the policy of a conservative approach to increases in fees and charges with a view to minimising excessive impacts on user pays groups. There is also a need to consider Community Service Obligations when considering this principle.

Raising revenue from commercial activities

In order to minimise price increases on residents through the General Rate, Council is committed to exploring additional or alternative revenue streams through the establishment of business activities under the National Competition Policy framework where this is appropriate and in accordance with policy.

In doing this the following principles will be considered:

- Council will comply with the Act's and Regulation's requirements in relation to the application of the competitive neutrality principle to significant business activities, and the code of competitive conduct where applicable.
- The adoption of a business activity recognises the activity is conducted, or has the potential to be conducted, in competition with the private sector giving greater transparency to the community over the activity and clarity of the revenue stream.
- The determination of the standard and quality of each business activity required is based upon community/customer expectations and achieving best value for money, irrespective of whether the service is delivered by an internal or external provider.
- By concentrating upon outcomes rather than processes, service specification is likely to encourage innovation and new solutions to meeting the needs and expectations of the community and customers.

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Revenue Policy

Raising revenue from other external sources

Where possible, Council will seek to supplement revenue through application for external grants and subsidies. Every opportunity will be taken to maximise revenue in support of capital and operational spending. External funding, however, must be strategically targeted and in alignment with community and corporate objectives.

Purpose of concessions for rates and charges

Council has determined that pensioner owner occupiers as defined by the *Local Government Regulation 2012* are entitled to receive concessions on rates and various other services that Council provides to the community. Other charitable organisations, community groups, sporting associations and independent schools may also be entitled to concessions (or exemptions under section 93(i)(ii) of the Act and section 93 of the Regulation).

The purpose of these concessions is to:

- ease the cost of living for approved pensioners living in their own homes who have limited financial capacity
- acknowledge the role that qualifying charitable and community organisations, associations, independent schools and groups perform in the community through concessions on rates and charges

Pursuant to sections 120(1)(d) and (f) of the Regulation, Council will provide a concession to ratepayers whose land is being exclusively used for the purpose of farming (primary production) to assist and encourage endurance in that particular industry. The purpose of this concession is to acknowledge the economic benefit that such an industry provides for the City as a whole.

Infrastructure cost recovery

Council will levy adopted infrastructure charges for trunk infrastructure with approvals for new development. The amounts of those adopted infrastructure charges are determined by Council resolution made under the *Planning Act 2016*.

Definitions

Nil

Associated Documents

- 2020-21 Redland City Council Budget Publication
- 2020-21 Redland City Council Register of Fees
- 2020-21 Redland City Council Revenue Statement
- WST-001-P Trade Waste Policy
- FIN-018-P Concealed Leak Policy
- FIN-012-001-G Water Charge Rebate for Home Dialysis Machine User Guideline

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Revenue Policy

Document Control

Only Council can approve amendments to this document by resolution of a Council Meeting, with the exception of administrative amendments which can be approved by the relevant ELT member. Refer to *Policy Instrument Development Manual* for an explanation on administrative amendments ([A4063988](#)).

Any requests to change the content of this document must be forwarded to relevant Service Manager(s).

Approved documents must be submitted to the Corporate Meetings and Registers Team for registration.

Version Control

Version number	Date	Key Changes
16	May 2017	Following legal review, as recommended: <ul style="list-style-type: none"> Amended overall structure of document by introducing new headings and sub-headings. Amended policy objective to comply with section 193 of the <i>Local Government Regulation 2012</i>. Added Head of Power reference to section 104(5)(c)(iii) of <i>Local Government Act 2009</i>. Minor changes to Separate and Special charges paragraph Added purpose of providing concessions to section (b) Granting concessions for rates and charges. Replaced paragraph for Infrastructure cost recovery with wording supplied by legal review.
17	May 2018	<ul style="list-style-type: none"> Moved principles to sub-section Levying Rates and Charges Replace paragraph on 'monitoring of distribution' with a paragraph on the effect of the multiplier Introduce principles for granting concessions taken from the principles for Levying Rates and Charges Amend sentence on business activities for understanding Introduce a purpose for concessions Updated for 2018-19 Budget process
18	February 2019	<ul style="list-style-type: none"> Updated for 2019-20 Budget process Removal of reference to the <i>Sustainable Planning Act 2009</i> Inclusion of reference to the <i>Planning Act 2016</i> Added a section sub-headed 'Policy Scope' Inclusion of Document Control Section
19	May 2020	<ul style="list-style-type: none"> Reformatted in line with Policy Framework Review Updated for the 2020-21 Budget process

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13.6 FUTURE OPERATIONS OF REDLAND INVESTMENT CORPORATION

Objective Reference:**Authorising Officer:** Andrew Chesterman, Chief Executive Officer**Responsible Officer:** Andrew Chesterman, Chief Executive Officer**Report Author:** John Oberhardt, General Manager Organisational Services**Attachments:** Nil**PURPOSE**

To request an extension of time to complete a report on the future operations of the Redland Investment Corporation (RIC).

BACKGROUND

Council at its meeting of 23 October 2019 resolved as follows:

“that the Chief Executive Officer prepare a report to Council reviewing the options for the future operations of the Redland Investment Corporation for the consideration of a Council after the next quadrennial election in 2020 and prior to the Special Budget Meeting of 2020.”

ISSUES

Council officers are continuing to work on the drafting and delivery of a report on options for the future operations of the RIC, however the Department of Local Government Racing and Multicultural Affairs has flagged to the industry the consideration of legislative amendments in relation to controlled entities such as RIC and the release of a policy discussion paper.

Council is continuing to work with the Department and monitor details and the timetable for this review. Our latest advice is that stakeholder engagement is imminent.

It would therefore seem to be prudent and practical to await further direction on these potential changes prior to Council receiving the requested report.

STRATEGIC IMPLICATIONS**Legislative Requirements**

There are no legislative requirements associated with this report.

Risk Management

There is no risk management associated with this report.

Financial

There are no financial implications associated with this report.

People

There are no staffing matters related to this report.

Environmental

There are no environmental matters associated with this report.

Social

There are no social issues associated with this report.

Human Rights

There are no human rights issues associated with this report.

Alignment with Council's Policy and Plans

This report is prepared in accordance with Council Resolution 2019/347 Future Operations of Redland Investment Corporation Pty Ltd (RIC) of 23 October 2019.

CONSULTATION

Consulted	Consultation Date	Comments/Actions
Department of Local Government, Racing and Multicultural Affairs	22/05/2020	The Chief Executive Officer consulted with the Department of Local Government, Racing and Multicultural Affairs regarding future changes to controlled entities from a legislative perspective.
Executive Leadership Team (ELT)	01/06/2020	ELT discussed options regarding this report at the ELT meeting of 1 June 2020.

OPTIONS**Option One**

That Council resolves to extend the timeline for receiving a report on the future operations of the Redland Investment Corporation until 31 December 2020.

Option Two

That Council resolves to request an alternative due date for this report.

OFFICER'S RECOMMENDATION

That Council resolves to extend the timeline for receiving a report on the future of operations of the Redland Investment Corporation until 31 December 2020.

13.7 MAY 2020 MONTHLY FINANCIAL UPDATE

Objective Reference:**Authorising Officer:** Deborah Corbett-Hall, Chief Financial Officer**Responsible Officer:** Deborah Corbett-Hall, Chief Financial Officer**Report Author:** Udaya Panambala Arachchilage, Corporate Financial Reporting Manager**Attachments:** Nil**PURPOSE**

The purpose is to note the anticipated financial results as at 31 May 2020.

BACKGROUND

Council adopts an annual budget and then reports on performance against the budget on a monthly basis as required by legislation. This is not only a legislative requirement but enables the organisation to periodically review its financial performance and position and respond to changes in community requirements, market forces or other outside influences.

ISSUES***Timing of general meeting in June 2020***

There is only one General Meeting in June where the actual financial performance for the financial year up to the end of May 2020 can be reviewed; however, Council's monthly close-out processes, required accruals and deferrals was not completed by the agenda cut-off for this meeting. The monthly financial report for May 2020 will be presented to Council at the next available general meeting on 22 July 2020.

Estimated Statement of Financial Position 2019-2020

Council officers are currently preparing the 2019-2020 Estimated Statement of Financial Position to be tabled at the Special Budget Meeting. The Statement will forecast the likely impact of the COVID-19 economic package on Council's estimated financial position as at 30 June 2020. Council officers are now forecasting an operating deficit in the 2019-2020 financial year based on the support package to the Redlands community.

Development of Budget 2020-2021

Council officers are currently compiling submissions for the 2020-2021 budget.

STRATEGIC IMPLICATIONS

It is anticipated that Council will report a strong financial position and favourable operating result at the end of May 2020.

It is anticipated that Council will either achieve or favourably exceed the following key financial stability and sustainability ratios as at the end of May 2020:

- Operating surplus ratio
- Net financial liabilities
- Level of dependence on general rate 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 stability – debt to asset ratio
- Operating Performance
- Interest coverage ratio

The asset sustainability ratio is anticipated not to meet the target at the end of May 2020 and continues to be a stretch target for Council. This ratio is an indication of how Council currently maintains, replaces and renews its existing infrastructure assets as they reach the end of their useful life.

Legislative Requirements

The May 2020 financial update is 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 May 2020 financial update has been reviewed by relevant officers who can provide further clarification and advice around actual to budget variances.

Financial

There is no direct financial impact to Council as a result of this report; however it provides indicative Key Performance Indicator (KPI) results at the end of May 2020.

The following interim information is provided before the full monthly report is complete for May 2020:

Key Financial Results	YTD Budget (\$000)	YTD Actual (\$000)	YTD Variance (\$000)	YTD Variance %	Status
Operating Surplus / (Deficit)	10,941	11,799	858	8%	Favourable
Recurrent Revenue	279,290	277,202	(2,088)	-1%	Unfavourable
Recurrent Expenditure	268,349	265,403	(2,946)	-1%	Favourable
Capital Works Expenditure	67,885	59,203	(8,682)	-13%	Favourable
Closing Cash & Cash Equivalent	184,679	151,605	(33,074)	-18%	Unfavourable

People

Nil impact expected as the purpose of this report is to provide insight to the KPIs as an interim measure before the monthly financial report is complete.

Environmental

Nil impact expected as the purpose of this report is to provide insight to the KPIs as an interim measure before the monthly financial report is complete.

Social

Nil impact expected as the purpose of this report is to provide insight to the KPIs as an interim measure before the monthly financial report is complete.

Human Rights

There are no human rights implications for this report as the purpose of this report is to provide interim financial information to Council based upon actual versus budgeted financial activity, before the May 2020 monthly financial report is complete.

Alignment with Council's Policy and Plans

This report has a relationship with the following items of Council's 2018-2023 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

Consulted	Date	Comment
Council departmental officers	Year to date May 2020	Consulted on financial results and outcomes
Financial Services Group officers	Year to date May 2020	Consulted on financial results and outcomes
Executive Leadership Team and Senior Leadership Team	Year to date May 2020	Recipients of variance analysis between actual and budget. Consulted as required

OPTIONS

Option One

That Council resolves to note the anticipated financial results for the period ending 31 May 2020 before the monthly financial report is complete.

Option Two

That Council requests additional information.

OFFICER'S RECOMMENDATION

That Council resolves to note the anticipated financial results for the period ending 31 May 2020 before the monthly financial report is complete.

14 REPORTS FROM COMMUNITY & CUSTOMER SERVICES

14.1 DECISIONS MADE UNDER DELEGATED AUTHORITY FOR CATEGORY 1, 2 AND 3 DEVELOPMENT APPLICATIONS

Objective Reference:

Authorising Officer: David Jeanes, Acting General Manager Community & Customer Services

Responsible Officer: Chris Vize, Acting Group Manager City Planning & Assessment

Report Author: Siobhan Brierley, Acting Group Support Coordinator

Attachments: 1. Decisions Made Under Delegated Authority 26.04.2020 to 09.05.2020 [↓](#)

PURPOSE

To note decisions made under delegated authority for development applications (Attachment 1).

This information is provided for public interest.

BACKGROUND

At the General Meeting of 21 June 2017, Council resolved that development assessments be classified into the following four categories:

- Category 1 – minor code and referral agency assessments;
- Category 2 – moderately complex code and impact assessments;
- Category 3 – complex code and impact assessments; and
- Category 4 – major assessments (not included in this report).

The applications detailed in this report have been assessed under:

Category 1 - Minor code assessable applications, concurrence agency referral, minor operational works and minor compliance works; and minor change requests and extension to currency period where the original application was Category 1.

Delegation Level: Chief Executive Officer, General Manager, Group Managers, Service Managers, Team Leaders and Principal Planners as identified in the officer's instrument of delegation.

Category 2 - In addition to Category 1, moderately complex code assessable applications, including operational works and compliance works and impact assessable applications without objecting submissions; other change requests and variation requests where the original application was Category 1, 2, 3 or 4*.

**Provided the requests do not affect the reason(s) for the call in by the Councillor (or that there is agreement from the Councillor that it can be dealt with under delegation).*

Delegation Level: Chief Executive Officer, General Manager, Group Managers and Service Managers as identified in the officer's instrument of delegation.

Category 3 - In addition to Category 1 and 2, applications for code or impact assessment with a higher level of complexity. They may have minor level aspects outside a stated policy position that are subject to discretionary provisions of the planning scheme. Impact applications may involve submissions objecting to the proposal readily addressable by reasonable and relevant conditions. Assessing superseded planning scheme requests and approving a plan of subdivision.

Delegation Level: Chief Executive Officer, General Manager and Group Managers as identified in the officer's instrument of delegation.

Human Rights

There are no known human rights implications associated with this report.

OFFICER'S RECOMMENDATION

That Council resolves to note this report.

Attachment 1 Decisions Made Under Delegated Authority 26.04.2020 to 09.05.2020

Decisions Made Under Delegated Authority 26.04.2020 to 02.05.2020**CATEGORY1**

Application Id	Application Full Details	Applicant	Associated Property Address	Primary Category	Decision Date	Negotiated Decision Date	Decision Description	Division
MCU18/0288.03	Change to Development Approval MCU18/0288 - Combined Multiple dwelling X 4 and Standard Format Reconfiguring a Lot 1 into 4 Lots	Ariel Properties Pty Ltd, Yajoc Pty Ltd	5 Paxton Street Cleveland QLD 4163	Minor Change to Approval	28/04/2020	N/A	Approved	2
CAR20/0118	Design and Siting - dwelling house	Bay Island Designs	6 Dryandra Street Russell Island QLD 4184	Referral Agency Response - Planning	30/04/2020	N/A	Approved	5
CAR20/0111	Design and Siting - dwelling	Coral Homes	141 Esplanade Redland Bay QLD 4165	Referral Agency Response - Planning	27/04/2020	N/A	Approved	5
RAL20/0007	Standard Format - 1 into 2 Lots	Mr Daniel J EDNEY Ms Kylie M EDNEY	37 Mill Street Redland Bay QLD 4165	Code Assessment	30/04/2020	N/A	Development Permit	5
CAR20/0102	Design and Siting - Carport	Kp Building Approvals Pty Ltd	5 St Helena Court Cleveland QLD 4163	Referral Agency Response - Planning	01/05/2020	N/A	Approved	7
CAR20/0114	Design and Siting - Dwelling	Clarendon Homes Qld Pty Ltd C/- Professional Certification Group	11 Eastview Crescent Thornlands QLD 4164	Referral Agency Response - Planning	28/04/2020	N/A	Approved	7
CAR20/0110	Design and Siting - multiple domestic outbuildings (shed, carport, pergolas etc)	Dixon Homes (Rocklea)	5A Collingwood Road Birkdale QLD 4159	Referral Agency Response - Planning	27/04/2020	N/A	Approved	10

Decisions Made Under Delegated Authority 26.04.2020 to 02.05.2020

CATEGORY1

Application Id	Application Full Details	Applicant	Associated Property Address	Primary Category	Decision Date	Negotiated Decision Date	Decision Description	Division
CAR20/0119	Design and Siting - shade sail	Suzanne Kate HEMBROW	5 Boom Court Birkdale QLD 4159	Referral Agency Response - Planning	30/04/2020	N/A	Approved	10
RAL20/0012	Standard Format - 2 into 3	MVLM Pty Ltd as Trustee	16-18 Holloway Street Birkdale QLD 4159	Code Assessment	27/04/2020	N/A	Development Permit	10

Decisions Made Under Delegated Authority 26.04.2020 to 02.05.2020

CATEGORY2

Application Id	Application Full Details	Applicant	Associated Property Address	Primary Category	Decision Date	Negotiated Decision Date	Decision Description	Division
CWA19/0022	Conditioned Works Assessment - Civil Works (Road works, Stormwater, Earthworks)	Projects And Designs Pty Ltd	1 Harris Street Wellington Point QLD 4160	Conditioned Works	01/05/2020	N/A	Approved	1
CWA20/0003	Conditioned Works - Civil Works - Apartment Building - 74 units	Anderson Family Trust	152-154 Middle Street Cleveland QLD 4163	Conditioned Works	29/04/2020	N/A	Approved	2
CWA20/0005	Conditioned Works Assessment - Civil Works Rooming Accommodation	ARPF 1 Pty Ltd As Trustee	197 Birkdale Road Birkdale QLD 4159	Conditioned Works	28/04/2020	N/A	Approved	10
OPW19/0132	Operational Works - 1 into 5 lots	Owen Consulting	88-92 Byng Road Birkdale QLD 4159	Code Assessment	30/04/2020	N/A	Development Permit	10

Decisions Made Under Delegated Authority 03.05.2020 to 09.05.2020

CATEGORY1

Application Id	Application Full Details	Applicant	Associated Property Address	Primary Category	Decision Date	Negotiated Decision Date	Decision Description	Division
CAR20/0130	Design and Siting - Dwelling House	Brighton Homes Queensland	8 Rose Street Ormiston QLD 4160	Referral Agency Response - Planning	05/05/2020	N/A	Approved	1
CAR19/0474.01	Change to Referral Agency Response - Design and Siting - Dwelling	Metricon Homes Qld Pty Ltd	41A Russell Street Cleveland QLD 4163	Minor Change to Approval	06/05/2020	N/A	Approved	2
DBW20/0006	Domestic Additions & Operational Works Deck	Steve Bartley & Associates Pty Ltd	50 Sentinel Court Cleveland QLD 4163	Code Assessment	08/05/2020	N/A	Development Permit	2
CAR20/0131	Design and Siting - Shed	Bartley Burns Certifiers & Planners	11 Venn Parade Thornlands QLD 4164	Referral Agency Response - Planning	07/05/2020	N/A	Approved	3
CAR20/0098	Design and Siting - Carport	Fastrack Building Certification	82 Brookvale Drive Victoria Point QLD 4165	Referral Agency Response - Planning	05/05/2020	N/A	Approved	4
CAR20/0120	Design and Siting - Dwelling & Shed	Adept Building Approvals	64 Duringan Street Russell Island QLD 4184	Referral Agency Response - Planning	05/05/2020	N/A	Approved	5
CAR20/0121	Design and Siting - Garage/Studio	Gold Coast Building Approvals	14 Miriam Street Russell Island QLD 4184	Referral Agency Response - Planning	05/05/2020	N/A	Approved	5
CAR20/0135	Design and Siting - Shed	Tcert Pty Ltd	8 Bribie Close Redland Bay QLD 4165	Referral Agency Response - Planning	06/05/2020	N/A	Approved	5

Decisions Made Under Delegated Authority 03.05.2020 to 09.05.2020

CATEGORY1

DBW20/0007	Domestic Outbuilding	Patricia A RYKIERT	45 Bay Drive Russell Island QLD 4184	Code Assessment	08/05/2020	N/A	Development Permit	5
MCU20/0020	Dwelling House	Daryl HOWARD	33 Aquamarine Avenue Russell Island QLD 4184	Code Assessment	08/05/2020	N/A	Development Permit	5
RAL19/0036.02	Change to Development Approval - subdivision layout	William Kerry CRAWFORD Katherine CRAWFORD	149 Mill Street Redland Bay QLD 4165	Minor Change to Approval	05/05/2020	N/A	Approved	5
RAL20/0013	Standard Format - 1 into 2	Julie Ann BOLTON Liam Joseph BOLTON	18 Mill Street Redland Bay QLD 4165	Code Assessment	07/05/2020	N/A	Development Permit	5
CAR20/0117	Design and Siting - extension to dwelling house	Hpc Urban Design + Planning Pty Ltd	42 Dawson Road Alexandra Hills QLD 4161	Referral Agency Response - Planning	07/05/2020	N/A	Approved	8
RAL20/0004	Reconfiguring a Lot - Standard Format 1 into 2 Lots	Edwin Paul BOWLER Toni BOWLER	276 Finucane Road Alexandra Hills QLD 4161	Code Assessment	08/05/2020	N/A	Development Permit	8
RAL20/0017	Reconfiguring a Lot - Standard Format 1 into 2 Lots	David LEES Edyta LEES	47 Alpinia Street Alexandra Hills QLD 4161	Code Assessment	08/05/2020	N/A	Development Permit	8
CAR20/0123	Design and Siting - Patio	Bardera Pty Ltd	13 Muskwood Street Capalaba QLD 4157	Referral Agency Response - Planning	06/05/2020	N/A	Approved	9

Decisions Made Under Delegated Authority 03.05.2020 to 09.05.2020

CATEGORY1

CAR19/0361.01	Change to Development Approval - Build Over or Near Relevant Infrastructure - Dwelling	George KAMENSKY	199 Birkdale Road Birkdale QLD 4159	Minor Change to Approval	05/05/2020	N/A	Approved	10
CAR20/0083.01	Change to Development Approval - Dwelling	Bartley Burns Certifiers & Planners	101 Thorneside Road Thorneside QLD 4158	Minor Change to Approval	07/05/2020	N/A	Approved	10
CAR20/0116	Design and Siting - Carport	Steve Bartley & Associates Pty Ltd	251 Railway Parade Birkdale QLD 4159	Referral Agency Response - Planning	05/05/2020	N/A	Approved	10

Decisions Made Under Delegated Authority 03.05.2020 to 09.05.2020**CATEGORY2**

Application Id	Application Full Details	Applicant	Associated Property Address	Primary Category	Decision Date	Negotiated Decision Date	Decision Description	Division
MCU20/0043	Extension to Currency Period MCU012617	Lipoma Pty Ltd As Trustee	2-34 Bunker Road Victoria Point	Minor Change to Approval	6/05/2020	N/A	Approved	4

14.2 LIST OF DEVELOPMENT AND PLANNING RELATED COURT MATTERS AS AT 12 MAY 2020**Objective Reference:****Authorising Officer:** David Jeanes, Acting General Manager Community & Customer Services**Responsible Officer:** Chris Vize, Acting Group Manager City Planning & Assessment**Report Author:** Justin Leach, Acting Senior Appeals Planning Officer**Attachments:** Nil**PURPOSE**

To note the current development and planning related appeals and other related matters/proceedings.

BACKGROUND

Information on appeals and other related matters may be found as follows:

1. Planning and Environment Court

a) Information on current appeals and applications with the Planning and Environment Court involving Redland City Council can be found at the District Court website using the "Search civil files (eCourts) Party Search" service:

<http://www.courts.qld.gov.au/services/search-for-a-court-file/search-civil-files-ecourts>

b) Judgments of the Planning and Environment Court can be viewed via the Supreme Court of Queensland Library website under the Planning and Environment Court link:

<http://www.sclqld.org.au/qjudgment/>

2. Court of Appeal

Information on the process and how to search for a copy of Court of Appeal documents can be found at the Supreme Court (Court of Appeal) website:

<http://www.courts.qld.gov.au/courts/court-of-appeal/the-appeal-process>

3. Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP)

The DSDMIP provides a Database of Appeals that may be searched for past appeals and applications heard by the Planning and Environment Court:

<https://planning.dsdmip.qld.gov.au/planning/spa-system/dispute-resolution-under-spa/planning-and-environment-court/planning-and-environment-court-appeals-database>

The database contains:

a) A consolidated list of all appeals and applications lodged in the Planning and Environment Courts across Queensland of which the Chief Executive has been notified.

b) Information about the appeal or application, including the file number, name and year, the site address and local government.

4. Department of Housing and Public Works (DHPW)

Information on the process and remit of development tribunals can be found at the DHPW website:

<http://www.hpw.qld.gov.au/construction/BuildingPlumbing/DisputeResolution/Pages/default.aspx>

PLANNING & ENVIRONMENT COURT APPEALS & APPLICATIONS

1.	File Number:	2171 of 2018 (ROL006209)
Appellant:		Lorette Margaret Wigan
Respondent:		Redland City Council
Proposed Development:		Reconfiguring a Lot for 1 into 29 lots and road 84-122 Taylor Road, Thornlands (Lot 1 on RP123222)
Appeal Details:		Appeal against Council decision to issue a Preliminary Approval.
Current Status:		Appeal filed on 13 June 2018. Mediation was held on 29 June 2018. A second mediation was held on 2 October 2018. A third mediation was held on 22 October 2018. A fourth mediation was held on 8 April 2019. A fifth mediation was held on 12 December 2019. Reviews were held on 12 April 2019, 19 July 2019, 23 August 2019, 9 October 2019, 14 November 2019, 12 December 2019 and 3 February 2020. The Appellant is preparing affidavit material to support minor change and the appeal is listed for review on 15 May 2020.

2.	File Number:	2959 of 2019 (MCU013688)
Appellant:		Quin Enterprises Pty Ltd
Respondent:		Redland City Council
Proposed Development:		Material Change of Use for the extension of the existing Extractive Industry and Heavy Industry (office, truck weighbridge, car parking, storage area for materials with associated landscape buffers) 684-712 Mount Cotton Road, Sheldon (Lot 1 on RP109322 and 3 on SP238067)
Appeal Details:		Appeal against Council refusal.
Current Status:		Appeal filed 19 August 2019. The Appellant filed an application in pending proceeding on 4 September 2019, for orders to progress the appeal. A review was held on 11 September 2019. A site inspection was carried out on 18 September 2019. Reviews were held on 8 November 2019 and 24 January 2020. A mediation was held on 13 December 2019. A without prejudice meeting was held on 16 April 2020, in accordance with the Court Order. A further review is listed for 25 May 2020.

3.	File Number:	3742 of 2019
Appellant:		Angela Brinkworth
Respondent:		Redland City Council
Proposed Development:		Material Change of Use for a Cemetery (Pet Crematorium) 592-602 Redland Bay Road, Alexandra Hills (Lot 2 on SP194117)
Appeal Details:		Appeal against Council refusal.
Current Status:		Appeal filed 16 October 2019. A mediation was held on 13 December 2019. A review was held on 31 January 2020. Orders were made that the Appellant is to provide further information in respect to the matters raised in without prejudice correspondence dated 16 April 2020. A further review has been set down for 22 May 2020.

4.	File Number:	3797 of 2019
	Appellant:	Matzin Capital Pty Ltd
	Respondent:	Redland City Council
	Proposed Development:	Application made under <i>Subordinate Local Law No 1.4 (Installation of Advertising Devices) 2017</i> and <i>Local Law No 1 (Administration) 2015</i> for a Permanent Sign – Electronic display component – high impact sign on an existing pylon sign. 80–82 Finucane Road, Alexandra Hills (Lot 3 on RP81387)
	Appeal Details:	Appeal against Council refusal.
	Current Status:	Appeal filed 22 October 2019. The period for experts to complete the Joint Expert Report process has been extended. A pre-callover review is set for 20 May 2020. A subsequent callover review is to be held on 22 May 2020, where hearing dates are to be set by the Court.

5.	File Number:	3829 of 2019
	Appellant:	Sutgold Pty Ltd
	Respondent:	Redland City Council
	Proposed Development:	Reconfiguring a Lot (8 lots into 176 lots and new roads) 72, 74, 78, 80, 82 Double Jump Road, 158-166, 168-172 and 174-178 Bunker Road, Victoria Point (Lots 12, 13, 15, 22 and 21 on RP86773, Lots 16 and 20 on SP293877 and Lot 12 on RP898198)
	Appeal Details:	Appeal against deemed refusal by Council.
	Current Status:	Appeal filed 23 October 2019. An early without prejudice meeting was held on 26 November 2019. A directions hearing was held on 6 February 2020. Appellant to provide comments on consolidated grounds of refusal by 2 April 2020. The list of experts has been nominated and a without prejudice conference was held on 6 May 2020. The matter is listed for review on 15 May 2020. Parties are to seek a one month adjournment to the review on the basis a further without prejudice conference is reconvened for 21 May 2020.

6.	File Number:	4300 of 2019
	Appellant:	PPV Victoria Point Land Pty Ltd
	Respondent:	Redland City Council
	Proposed Development:	Preliminary Approval (including a variation request) for a Material Change of Use (Retirement Facility and Relocatable Home Park) 673-685, 687-707 and 711-719 Redland Bay Road and 10 Double Jump Road, Victoria Point. (Lot 29 on SP237942, Lots 9 and 10 on RP57455 and Lot 2 on RP149315)
	Appeal Details:	Appeal against deemed refusal by Council.
	Current Status:	Appeal filed 28 November 2019. A review was held on 31 January 2020. A without prejudice meeting occurred on 6 March 2020. By 15 May 2020 a Joint Expert Report process is to take place. A further review is to take place on 18 May 2020.

7.	File Number:	4312 of 2019
	Appellant:	New Land Tourism Pty Ltd
	Respondent:	Redland City Council
	Co-respondents (By election):	Benjamin Alistair Mackay and Renee Michelle Mackay
	Proposed Development:	Material change of use (tourist accommodation) 147-205 Rocky Passage Road, Redland Bay (Lot 3 on RP153333)
	Appeal Details:	Appeal against Council's decision to give a preliminary approval for a development application.
	Current Status:	Appeal filed 29 November 2019.

8.	File Number:	4703 of 2019
Appellant:	Redland City Council	
Respondents:	Canaipa Developments Pty Ltd	
	Ian Robert Larkman	
	TLC Jones Pty Ltd	
	TLC Supermarkets Unit Trust No 2	
Site details:	29-39 High Street, Russell Island (Lot 100 on SP204183)	
Application Details:	Application for interim and final relief with respect to alleged development offences under the <i>Planning Act 2016</i> and offences under the <i>Environmental Protection Act 1994</i> .	
Current Status:	Application filed 20 December 2019. A directions hearing was held on 5 February 2020 and a review took place on 8 April 2020. A further review was held on 24 April 2020 and Orders were that Council is to notify the Respondents as to whether the proposed replacement on-site sewerage treatment facility complies with the requirements sought in the originating application. The matter has been listed for review on 14 May 2020.	

9.	File Number:	566 of 2020
Appellant:	Clay Gully Pty Ltd	
Respondent:	Redland City Council	
Proposed Development:	Reconfiguration of a lot by standard format plan (3 lots into 289 lots over 7 stages, new road and park. 39 Brendan Way, 21-29 and 31 Clay Gully Road, Victoria Point. (Lot 1 on RP72635, Lot 4 on RP57455 and Lot 1 on RP95513)	
Appeal Details:	Appeal against deemed refusal by Council.	
Current Status:	Appeal filed 25 February 2020. A review was held on 8 May 2020. The Appellant was ordered by the Court to file and serve any request for further and better particulars of the Respondent's reasons for refusal by 15 May 2020. A without prejudice conference is to be held by 19 June 2020. The matter is listed for review on 26 June 2020.	

APPEALS TO THE QUEENSLAND COURT OF APPEAL

10.	File Number:	8114 of 2018 (MCU012812)/ (QPEC Appeal 3641 of 2015)
Appellant:	Redland City Council	
Respondent (applicant):	King of Gifts Pty Ltd and HTC Consulting Pty Ltd	
Proposed Development:	Material Change of Use for Service Station (including car wash) and Drive Through Restaurant 604-612 Redland Bay Road, Alexandra Hills (Lot 21 on SP194117)	
Appeal Details:	Appeal against the decision of the Planning and Environment Court to allow the appeal and approve the development.	
Current Status:	Appeal filed by Council on 30 July 2018. Council's outline of argument was filed on 28 August 2018. The appellant's outline of argument was filed on 20 September 2018. The matter was heard before the Court on 12 March 2019. The Judgment of the Supreme Court on 13 March 2020 was that the appeal is allowed and the orders made on 18 June 2019 be set aside. The appeal is to be remitted back to the Planning and Environment Court and the respondent is to pay the appellant's costs of the appeal.	

11.	File Number:	CA12762 of 2019 (MCU013296) / (QPEC Appeal 4940 of 2015, 2 of 2016 and 44 of 2016)
Appellant:		Lipoma Pty Ltd
		Lanrex Pty Ltd
		ATF IDL Investment Trust & IVL Group Pty Ltd
Respondent:		Redland City Council
Co-respondent (applicant):		Nerinda Pty Ltd
Proposed Development:		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 (Lot 3 on SP117065)
Appeal Details:		Appeal against the decision of the Planning and Environment Court to approve the development.
Current Status:		An appeal was lodged to the Queensland Court of Appeal on 15 November 2019. A review was held on 4 December 2019. A hearing was held on 30 April 2020.

DEVELOPMENT TRIBUNAL APPEALS AND OTHER MATTERS

Human Rights

There are no known human rights implications associated with this report.

OFFICER'S RECOMMENDATION

That Council resolves to note this report.

14.3 REDLAND INVESTMENT CORPORATION 2019-2020 MANAGEMENT REPORT FOR PERIOD ENDING 31 DECEMBER 2019

Objective Reference:**Authorising Officer:** David Jeanes, Acting General Manager Community & Customer Services**Responsible Officer:** David Jeanes, Acting General Manager Community & Customer Services**Report Author:** Kristen Banks, Executive Officer Community and Customer Services**Attachments:** 1. Redland Investment Corporation 2019-2020 Year-to-date December Management Report Period Ending 31 December 2019 [↓](#)**PURPOSE**

To present Redland Investment Corporation Pty Ltd (RIC) management report for the period 1 July 2019 – 31 December 2019 (Attachment 1) to Redland City Council (Council) as required by the Service Agreement between RIC and Council.

BACKGROUND

Clause 4.3 of the Service Agreement requires RIC to make available quarterly updates to Council.

ISSUES

There are no issues associated with this report.

STRATEGIC IMPLICATIONS**Legislative Requirements**

There are no legislative requirements associated with this report.

Risk Management

There is no risk management associated with this report.

Financial

There are no financial implications associated with this report.

People

There are no staffing matters associated with this report.

Environmental

There are no environmental matters associated with this report.

Social

There are no social issues associated with this report.

Human Rights

There are no known human rights associated with this report.

Alignment with Council's Policy and Plans

This report aligns with Redland City Council's Corporate Plan 2018-2023, specifically key outcome numbers five (5): Wise planning and design and six (6): Supportive and vibrant economy:

- 5.2 Redland City's character and liveability are enhanced through a program of master planning, place-making and centre improvement strategies, including maximising opportunities through the catalyst Toondah Harbour Priority Development Area and Redlands Health and Wellbeing Precinct projects to build a strong and connected Cleveland.
- 6.1 Council supports infrastructure that encourages business and tourism growth.
- 6.4 Council receives a return on the community's investment in land to enhance economic and community outcomes.
- 6.6 Development will be facilitated specifically in the Toondah Harbour Priority Development Area (PDA) and the Weinam Creek PDA with a focus on economic growth.

CONSULTATION

Not applicable. Attachment 1 has been prepared by RIC.

OPTIONS

Option One

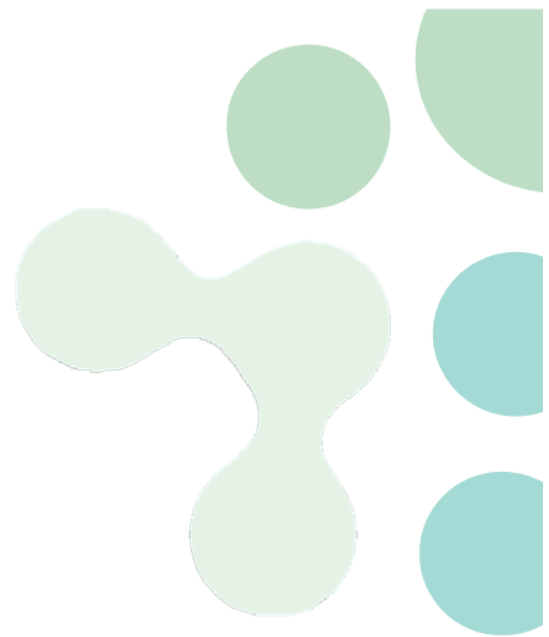
That Council resolves to note the Redland Investment Corporation Pty Ltd (RIC) Management Report for the period 1 July 2019 – 31 December 2019.

Option Two

That Council resolves to request further information prior to noting the Redland Investment Corporation Pty Ltd (RIC) Management Report for the period 1 July 2019 – 31 December 2019.

OFFICER'S RECOMMENDATION

That Council resolves to note the Redland Investment Corporation Pty Ltd (RIC) Management Report for the period 1 July 2019 – 31 December 2019.



2019-2020

Year-to-date December

Management Report

Period Ending 31 December 2019





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Summary

The period from 1 July to 31 December 2019 focused on making significant headway in key Redland City Council (Council) projects:

- Weinam Creek Priority Development Area (PDA);
- Toondah Harbour PDA;
- Capalaba Town Centre Revitalisation project;
- sale of the residential lots on Moores Road, Redland Bay;
- finalisation of the lease agreement for Doig Street, Cleveland;
- work towards the townhouse development project at 521 Old Cleveland Road East, Birkdale; and
- wrap-up of 2018-2019 financial statements and cash management.

Finance

From a finance perspective, RIC have navigated significant milestones and changes during the first two quarters, including obtaining audit certification for 2018-2019 financial year, handover from BDO Australia to the new Financial Controller, and embedding process changes.

Council Projects

For Council projects this quarter, RIC have invested considerable time across the three major city building projects.

Weinam Creek PDA

- RIC has made significant headway in the construction of the Weinam Creek car park after extensive consultation with the community in prior periods.
- The Weinam Creek Masterplan development commenced after Quandamooka Yoolooburrabee Aboriginal Corporation (QYAC) reviews.
- RIC has successfully delivered an agreement with QYAC for the Cultural Heritage Management plan of the Weinam Creek PDA.
- A reconfiguration of a lot was submitted for the Meissner Street, Redland Bay site to create lots which align to the master plan and future works.



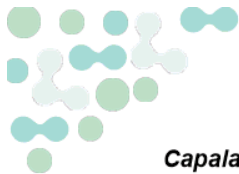
Draft concept of the new Weinam Creek Marina shopping and residential precincts. Illustration is for indicative purposes only.

Toondah Harbour PDA

- The Toondah Harbour PDA redevelopment project has also progressed during this time, including responding to community queries, petitions and assisting Walker Group with community engagement initiatives and updates to Council.
- The Environmental Impact Statement (EIS) assessment continued. Workshop updates to Councillors were also provided during this period and the Councillor Information Packs were updated to include the most recent EIS information.



Draft concept. Toondah Harbour PDA illustration for indicative purposes only.



Capalaba Town Centre Revitalisation Project

- RIC continued to negotiate on the Capalaba Town Centre precinct development with proponents of the tender.
- During this period, RIC and Council reviewed detailed proposals from the preferred developer.



Draft proposal concepts. Capalaba Town Centre revitalisation illustrations for indicative purposes only.

RIC Projects and Management

RIC completed the Moores Road, Redland Bay residential sales project (except for one last lot remaining) and the sale of Doig Street, Cleveland during the second quarter.

Sale of Moores Road, Redland Bay residential lots 1-8

RIC completed and settled eight (8) of nine (9) residential lots on Moores Road and achieved a budgeted gross margin of approximately 30%.

RIC decided to build a house on the final lot of Moores Road, with a view to holding it in the longer term.

The community benefits expected from the Moores Road residential lots are significant.

- RIC purchased this land from Council which has increased Council's cashflow to apply towards community projects; e.g. offset costs of Moores Road Car Park.
- Created nine (9) ratable lots for Council.
- Housing lots positioned to create a visual buffer from the car park.
- Commence residential development within the PDA to catalyse other development.

4-10 Doig Street, Cleveland property sale

The sale of 4-10 Doig Street on 6 December 2019 included the facilitation of a lease agreement between the new owner and Council to enable the continued use of the car park by the public at a nominal cost.

This is a significant milestone in the progress of the plans for the Doig Street property. Substantial community benefits are expected from the proposed development of this site including:

- Five levels of aged care accommodation.
- 186 basement and ground-level car parks.
- Ground-floor retail space.
- Medical and lifestyle amenities.
- Employment for approximately 110 aged care professionals.

This will significantly improve the ratability of this land to Council.



Draft concept. 4-10 Doig Street, Cleveland illustration for indicative purposes only.

Other projects

RIC has submitted several new development opportunities to the RIC Board for consideration.

RIC revised its financial forecast for the year in line with the timing of the construction of the development at 521 Old Cleveland Road East, Birkdale and have budgeted to end this year with a conservative profit.



Draft concept. 521 Old Cleveland Road East, Birkdale – illustration for indicative purposes only.

Current economic conditions

COVID-19 measures have had a direct impact on RIC operations, especially to the tenants of Cleveland Plaza. The tenants have been spoken to individually and RIC is working collaboratively through measures to help these local businesses stay open during this difficult time.

Additionally, RIC has held discussions with construction related contractors and have worked with them to review a list of local Redlands Coast businesses that can be engaged in the development work that RIC will be progressing in the coming months. This includes the townhouse development at Birkdale, Edge 521 and the Weinam Creek PDA. RIC will work with these contractors to divert as much work as feasible to ensure that our Redlands Coast community is well placed to make a fast recovery from the current conditions.

RIC is currently negotiating with other parties to ensure that development work in the Redlands Coast continues regardless of the downturn.

It is expected that there will be some adverse financial implications arising from the current conditions and it will be felt more next financial year. The RIC budget for the next two years, currently in development will take these adjustments into account.

The RIC team is looking forward to continuing to demonstrate our ability to add value and benefit to the Redlands Coast community throughout the year, in line with our vision and mission statements, and service agreement with Council. RIC is particularly committed to driving the recovery of the Redlands Coast in the next 24 months by progressing our key projects as a priority.

14.4 DISPOSAL OF COUNCIL LAND TO ADJOINING OWNERS

Objective Reference:

Authorising Officer: David Jeanes, Acting General Manager Community & Customer Services

Responsible Officer: Graham Simpson, Group Manager Environment & Regulation

Report Author: Damien Jolley, Senior Property Officer
Alistair Michell, Strategic Land - Program Leader

Attachments: 1. SMBI Adjoining Owner Assessment [↓](#)

PURPOSE

To request that Council, under the *Local Government Regulation 2012* (The Regulation), the exception to dispose of surplus Council-owned freehold land on the Southern Moreton Bay Islands (SMBI) to an adjoining owner without tender or auction applies, provided certain requirements are met.

BACKGROUND

Council receives regular requests from SMBI property owners expressing an interest in acquiring Council land that adjoins their property. Historically, these request have been dealt with on a case-by-case basis, with many not proceeding due to the time and cost involved in one-off requests being assessed and actioned.

Not having a resolution and process to efficiently assess and dispose of suitable properties results in a potential revenue stream being lost – a conservative estimate being in the range of \$80,000 to \$120,000 per annum, based on average market value of SMBI properties of between \$15,000 to \$25,000.

The purpose of this report and recommendation is for Council to be able to use an endorsed standard assessment criteria to address individual applications from adjoining property owners, for potential amalgamation of Council-owned land with their existing property.

A standard assessment criteria (Attachment 1) has been developed to ensure a consistent approach in considering purchase requests as an operational process, removing the need for individual requests for disposal progressing by way of a separate Council resolution, and allowing revenue opportunities to be realised in a timely manner.

Of note, strategies such as land swap and disposal associated with future planning for SMBI are out-of-scope of this report.

ISSUES

ASSESSMENT CRITERIA

Requests for purchase from adjoining owners will be processed against the SMBI Adjoining Owner Assessment in Attachment 1 which is summarised as:

- Agreement to pay costs – Adjoining owner is expected to cover all costs associated with the disposal including reasonable legal costs, survey and lodgement fees.
- Contract for sale will be dependent on agreement from purchasers to obtain approval to amalgamate the properties (including payment of all associated costs).

- The sale will proceed only if other adjoining owners (if any) have indicated they have no interest in buying the land.
- Property zoning – Council only considers disposal of non-residential zoned land where exceptional circumstances have been demonstrated (detailed below).
- Whether the property serves an operational need for Council.

Where all relevant criteria has been met, the property will be offered to the interested adjoining owner for the assessed market value.

Generally, the land being offered for disposal will be zoned for residential purposes. However, in exceptional circumstances, land zoned conservation or environmental management may be considered for disposal following an assessment of the property including development potential and conservation values, infrastructure requirements, stormwater management function, and land management strategies.

DISPOSAL

Land is defined as a valuable non-current asset under the Regulation and the legislative requirement for disposal of land is by either a tender or auction process, unless an exception applies.

Under s236 an exception applies to disposal to a person who owns adjoining land, stating:

(1) a local government may dispose of a valuable non-current asset other than by tender or auction if—

(iv) the land is disposed of to a person who owns adjoining land if—

(A) the land is not suitable to be offered for disposal by tender or auction for a particular reason, including, for example, the size of the land or the existence of particular infrastructure on the land; and

(B) there is not another person who owns other adjoining land who wishes to acquire the land; and

(C) it is in the public interest to dispose of the land without a tender or auction; and

(D) the disposal is otherwise in accordance with sound contracting principles.

Provided only one adjoining owner has expressed an interest in the land, the land would be offered for direct sale to that owner. As is required by s236(3) and (5) of the Regulation, the land can only be disposed of for market value (as assessed by a registered valuer).

Where more than one adjoining owner expresses an interest in the property, consideration will be given to disposing of the land via an auction or tender process via a separate resolution.

To meet the other requirements of the exception, there must be a reason to dispose land without a tender or auction and to be in the public interest. For the purposes of disposing land to an adjoining owner of an SMBI property, the reasons for private sale and matters of public interest are:

- Council only considers requests for purchase from adjoining owners and does not actively market properties.
- Lots are to be amalgamated with the adjoining property.
- Costs associated with public auctions and tender processes are avoided.

STRATEGIC IMPLICATIONS

Legislative Requirements

Disposal of land is regulated by the *Local Government Regulation 2012* and Council may resolve that certain exceptions apply.

Risk Management

Risk management issues have been addressed through Council's Risk Management Policy.

Financial

The disposal of land will increase revenue to Council through a market value transaction. Agreement to dispose of land will also be on the basis that the cost of sale is neutral, as far as practicable, to Council. Any revenue amount will be dependent on take-up and eligibility with the process set out in this report.

People

There are no implications on human resource policies, with work associated with the assessment and disposal utilising existing resources in the Property Services Unit.

Environmental

Land with significant environmental values will generally not be offered for disposal and will remain in Council ownership. However, exceptional circumstances may be considered to dispose of conservation zoned land, subject to approval by the Group Manager Environment and Regulation. Any use or activity on the land will be required to comply with *City Plan 2018* and relevant local laws.

Social

No implications have been identified.

Human Rights

There are no known human rights implications associated with this report.

Alignment with Council's Policy and Plans

No non alignment identified.

CONSULTATION

Consulted	Consultation Date	Comments/Actions
Service Manager Strategic Planning	20 May 2019	Clarified that resolution is not seeking to erode the existing policy in regards land swaps.
Adviser Public Place Design	5 September 2019	Supported.

OPTIONS

Option One

That Council resolves as follows:

1. To apply the exception to dispose of land on the Southern Moreton Bay Islands (SMBI) that:
 - a) Has been declared surplus to requirements.
 - b) Qualifies through the SMBI Adjoining Owner Assessment process.

- c) Meets the criteria for disposal to an adjoining owner other than by tender or auction, under sub paragraph 236(1)(c)(iv) of the *Local Government Regulation 2012*.
2. If the land cannot be disposed of in accordance with sub paragraph 236(1)(c)(iv) of the *Local Government Regulation 2012* the land may be offered for disposal by auction.
3. To delegate the Chief Executive Officer under s.257(1)(b) of the *Local Government Act 2009* to negotiate, make, vary and discharge any resultant contracts and related documentation to dispose of the land.

Option Two

That Council resolves that land that has been declared surplus to requirement and qualifies through the SMBI Adjoining Owner Assessment process, will require individual resolution that the exception applies.

OFFICER'S RECOMMENDATION

That Council resolves as follows:

1. To apply the exception to dispose of land on the Southern Moreton Bay Islands (SMBI) that:
 - a) Has been declared surplus to requirements.
 - b) Qualifies through the SMBI Adjoining Owner Assessment process.
 - c) Meets the criteria for disposal to an adjoining owner other than by tender or auction, under sub paragraph 236(1)(c)(iv) of the *Local Government Regulation 2012*.
2. If the land cannot be disposed of in accordance with sub paragraph 236(1)(c)(iv) of the *Local Government Regulation 2012* the land may be offered for disposal by auction.
3. To delegate the Chief Executive Officer under s.257(1)(b) of the *Local Government Act 2009* to negotiate, make, vary and discharge any resultant contracts and related documentation to dispose of the land.

Attachment 1

SMBI Adjoining Owner Assessment

1.	Request from adjoining owner	Yes	Go to 2
		No	Disposal not supported
2.	Has adjoining owner agreed to pay costs associated with disposal and obtain approval to amalgamate the property?	Yes	Go to 3
		No	Disposal not supported
3.	Is property zoned: <ul style="list-style-type: none"> • Recreation and open space; • Environmental management; or • Conservation? 	Yes	Go to 7
		No	Go to 4
4.	Is development of the property constrained by an overlay that may limit development?	No	Go to 5
		Yes	Disposal not supported
5.	Does the property have existing infrastructure such as water/road access/electricity?	Yes	Go to 6
		No	Disposal not supported however, if owner agrees to pay full costs for required infrastructure go to 6
6.	Is the property required for operational purposes?	No	Go to 8
		Yes	Disposal not supported
7.	Is the property zoned Recreation and open space?	Yes	Disposal not supported
		No	If exceptional circumstances apply to Environmental Management or Conservation go to 8 otherwise disposal not supported
8.	Have other adjoining owners expressed an interest?	Yes	Disposal by direct sale not supported. Sale by auction can be considered
		No	Disposal supported

14.5 FORMER US ARMY RADIO RECEIVING STATION – STATE HERITAGE NOMINATION**Objective Reference:****Authorising Officer:** David Jeanes, Acting General Manager Community & Customer Services**Responsible Officer:** Graham Simpson, Group Manager Environment & Regulation**Report Author:** Alistair Michell, Strategic Land - Program Leader**Attachments:**

1. State Heritage Boundary Option 1
2. State Heritage Boundary Option 2
3. State Heritage Boundary Option 3

PURPOSE

For Council to decide its position on the preferred Queensland State heritage boundary for the former US Army Radio Receiving Station that exists at 362-388 Old Cleveland Road East, Birkdale.

BACKGROUND

As part of Council agreeing to the terms of the purchase of the former Commonwealth owned land at 362-388 Old Cleveland Road East, Birkdale it acknowledged that the Seller (the Australian Communication and Media Authority on behalf of the Commonwealth of Australia) would be nominating the 'radio receiving hut' located on the land for entry into the Queensland State Heritage Register. This was in accordance with the recommendations of the Heritage Assessment prepared by Jacobs Group and dated December 2016 that was commissioned by the seller.

On 11 December 2019, Council received notification from the Department of Environment and Science Heritage Branch ('the State') that the nomination had been received. Officers responded by stating Council was aware of the extent of the nomination and raised no concern with it as proposed. It was also mentioned that Council has contractual obligations to understand and manage the heritage values of the property and had engaged a consultant to conduct this work on its behalf.

The State subsequently conducted its assessment of the nomination which included two site inspections. It came to the conclusion that the heritage boundary should differ from that nominated and include the yard within the fenced area surrounding the building and the access road that connects the building to Old Cleveland Road East. Council was provided with the opportunity to comment on the recommendation and make representations to the Queensland Heritage Council ('the Heritage Council') in the form of a 'heritage response'. Officers provided a written response raising no concerns with the State's recommendation. This was on the basis that there was agreement with the history and timeline described in the nomination and the statement of significance was considered reflective of the clear extent of the site that hold state level heritage values.

The State's recommendation for entry of the radio receiving building, yard and access road was presented to the Heritage Council on 1 May 2020. The Heritage Council resolved to defer its decision, requesting more information from the State about the antenna arrays related to the station and how they may potentially be represented in a heritage boundary.

On 20 May 2020, Council received advice from the State that it had prepared three boundary plan options (attached) for the Heritage Council to consider:

Option 1: the boundary plan included within the State's Heritage Recommendation of 2 April 2020 (recommendation cannot be changed).

Option 2: this boundary plan includes an extended area to Option 1 to include infrastructure understood to be associated with an antenna array.

Option 3: this boundary plan encompasses both the property lots included within the heritage register application.

The State has provided Council (as land owner) with an opportunity to comment on the proposed boundary options, however notes that the Heritage Council has the discretion to decide on a different heritage boundary from those contained in the above options. Also, the comments will not be considered a formal 'heritage response' for the purpose of the *Queensland Heritage Act 1992* (such a response is in relation to the State's recommendation which cannot be changed). Rather, they will be additional material that the Heritage Council is able to consider as the matter is deliberated.

Council's comments will be provided to the Heritage Council as part of their agenda material at the 26 June 2020 meeting when the nomination for entry in the State Heritage Register will be decided. The State requires receipt of Council's comments by 12pm on Friday 12 June 2020.



Figure 1: Annotated extract from Draft Conservation (Heritage) Management Plan (HMP) showing possible heritage boundary

ISSUES

Varying Opinions on Heritage Extent

Throughout the heritage assessments that have been carried out (Council engaged Australian Heritage Specialists – AHS), there has not been a consistently agreed extent for what constitutes state level significance on the property. The below summarises the differing significance conclusions on what can be considered the key elements of the former US Army Radio Receiving Station (colours indicate level of agreement between assessments). The extent of significance

guides the level of 'value' from national to local. Broadly, outstanding significance can be considered of national value where as some significance can be considered of local heritage value.

	Jacobs	State Heritage Unit	AHS
Main Receiving Building	High Significance – State Value	State Significance	State Significance – Mostly High to exceptional
Yard (including generator shed)	Some significance – Local Value	State Significance	State Significance – Mostly high
Access Road	Not mentioned	State Significance	State Significance - High
Intact Rhombic Antenna	Some significance – Local Value	Not nominated as state significant in recommendation to QHC	State significance - High
Other Remnant Aerial / Antenna Infrastructure	Report makes reference to infrastructure on site that contributes to overall heritage values and recommended preparation of a Heritage Management Plan (HMP) to manage.		Draft HMP prepared that addresses all elements which range in significance. The aerial and other infrastructure found across the site is deemed to be of moderate to low significance.

Peer Review

Given the different conclusions on the appropriate level of heritage significance, officers commissioned a third party peer review of the heritage assessments. The objective of the review was to make a recommendation on the most appropriate state heritage boundary based on the available evidence.

The peer review comes to the conclusion that the receiving station building and access road are of state significance although the rhombic antenna and other remnant infrastructure throughout the site are not. This is on the basis that:

- The Rhombic antenna does not comprise rarity significance.
- The Rhombic antenna meets one state heritage criteria – Criterion D Representativeness. This could be managed at a local heritage level and incorporated into a proposed local heritage listing.
- There have been several rhombic antenna at the facility installed at various times since 1943. Therefore, the proposed local heritage boundary encompassing the Facility, excluding the Station Building and Access Road, would consider all remnant antenna and other infrastructure which is relevant to the original choosing of the site.
- Given that the peer review's findings are consistent with the State's recommended boundary, it is reasonable that Council continues to support the State's recommendation.

Importantly, the peer review does recommend inclusion of the balance of the site in the local heritage register. While such an entry is not the purpose of the report, a listing can be progressed through a separate process (amendment to City Plan). As mentioned, the HMP will provide management policies for all heritage infrastructure on the site.

Heritage Management

It is pertinent to note that Council, as a landowner, has an obligation (legally and contractually) to manage the various heritage values on the site commensurate with their significance, irrespective of the State listing. This will be achieved through the preparation of the HMP which will outline the heritage elements on the property and will provide advice regarding the ongoing maintenance and conservation of the site. It is the primary guiding document for any future renovation, restoration, adaptive re-use and interpretive planning of the property, ensuring all future decisions are carried out with regard to its significance.

At the time of writing, the HMP is in a draft form (under review) and will be presented to Council for adoption upon completion. Given the document will need to reflect the final State listing, it is appropriate for this not to occur until the nomination is determined by the Heritage Council.

Site Planning Impacts

Any future site planning will need to consider the documented heritage values, with direct reference to the HMP.

In addition to this, where development* is proposed within the state heritage boundary (or 75 metres or less from it) it will generally also require assessment by the State pursuant to Schedule 10 of the *Planning Regulation 2017*.

The impact of the state heritage listing in a planning sense means that any development will be assessed by the State Assessment and Referral Agency (SARA) against the State Development Assessment Provisions – specifically State Code 14: Queensland Heritage. The exception to any State involvement in the development assessment process is where an exemption certificate is given. Such matters would generally only relate to minor maintenance work and would be reflected in the HMP.

* Extract from Guideline: State Development Assessment Provisions State Code 14: Queensland Heritage:

Within the heritage register boundary of a State Heritage Place, the definition of assessable development includes reconfiguring a lot, material change of use, operational work and building work. At a State Heritage Place, building work also includes activities that are not normally described as assessable development such as:

- *altering, repairing, maintaining or moving a built, natural, or landscape feature*
- *excavating, filling or other disturbances to land that may damage, expose or move artefacts*
- *altering, repairing or removing features or elements that contribute to the place's cultural heritage significance, including for example, furniture or fittings*
- *altering, repairing or removing building finishes that contribute to the place's cultural heritage significance, including, for example, paint, wallpaper or plaster.*

STRATEGIC IMPLICATIONS

Legislative Requirements

The State heritage nomination and listing process is governed by the *Queensland Heritage Act 1992*. As a land owner, Council is provided with the opportunity to both make representations on the State's recommendation and has a right of appeal against the Heritage Council's decision if necessary. In making representations or starting an appeal, the grounds must specifically relate to the place satisfying or not satisfying the state cultural heritage criteria.

Risk Management

By Council nominating a preferred boundary and advising the Heritage Council, it is confirming that its position on the heritage values on the site is known and understood. Additionally, by reiterating that Council has broader heritage responsibilities that are to be managed through the HMP, it seeks to ensure that the state heritage boundary explicitly relates to the matters of undoubted state significance.

Whilst the Heritage Council has ultimate discretion on the extent of the state heritage boundary, if Council does not nominate a preference based on its detailed understanding of the property, there is a risk that parts of the site that are not necessarily of state level significance will be captured, complicating future planning and work.

Financial

The most significant ongoing costs relate to maintenance/conservation work on the main radio receiving station which is broadly agreed to warrant State Heritage listing. The HMP will include a works and maintenance schedule to allow costs to be anticipated. Financial implications regarding ongoing building and site maintenance will be considered during budget development as part of the annual budget submission process.

People

There are no people or staff implications associated with Council nominating a preference for the extent of the proposed State Heritage boundary.

Environmental

There are no environmental issues associated with Council nominating a preference for the extent of the proposed State Heritage Boundary. Ecological matters are to be addressed through a separate environmental management plan.

Social

Social issues are suitably addressed in all heritage studies. The extent of the actual state boundary does not have an impact on this.

Human Rights

There are no human rights issues associated with Council nominating a preference for the extent of the proposed State Heritage boundary.

Alignment with Council's Policy and Plans

The heritage listing issue relates to the management of a strategic land investment and has a relationship with Council's 2018-2023 Corporate Plan and Operational Plan Vision Outcome 6. 'Supportive and Vibrant Economy' (clause 6.4.1):

"Manage Council's strategic land investment, in particular the Capalaba Town Centre redevelopment, Birkdale Commonwealth Land, Cleveland Point and Bligh Street (Wellington Point) to ensure appropriate end use considering community and economic outcomes."

CONSULTATION

Consulted	Consultation Date	Comments/Actions
Executive Leadership Team	22 May 2020	That a report be presented to Council seeking confirmation on the preferred State Heritage boundary.

OPTIONS**Option One**

That Council resolves as follows:

1. To confirm the preferred State heritage boundary for the former US Army Radio Receiving Station, is that referred to in Option 1 (as shown in Attachment 1) - the boundary plan included within the State's Heritage Recommendation of 2 April 2020.
2. To write to the Queensland Heritage Council through the Department of Environment and Science Heritage Branch advising of this position.

Option Two

That Council resolves to confirm the preferred boundary is an extent other than above.

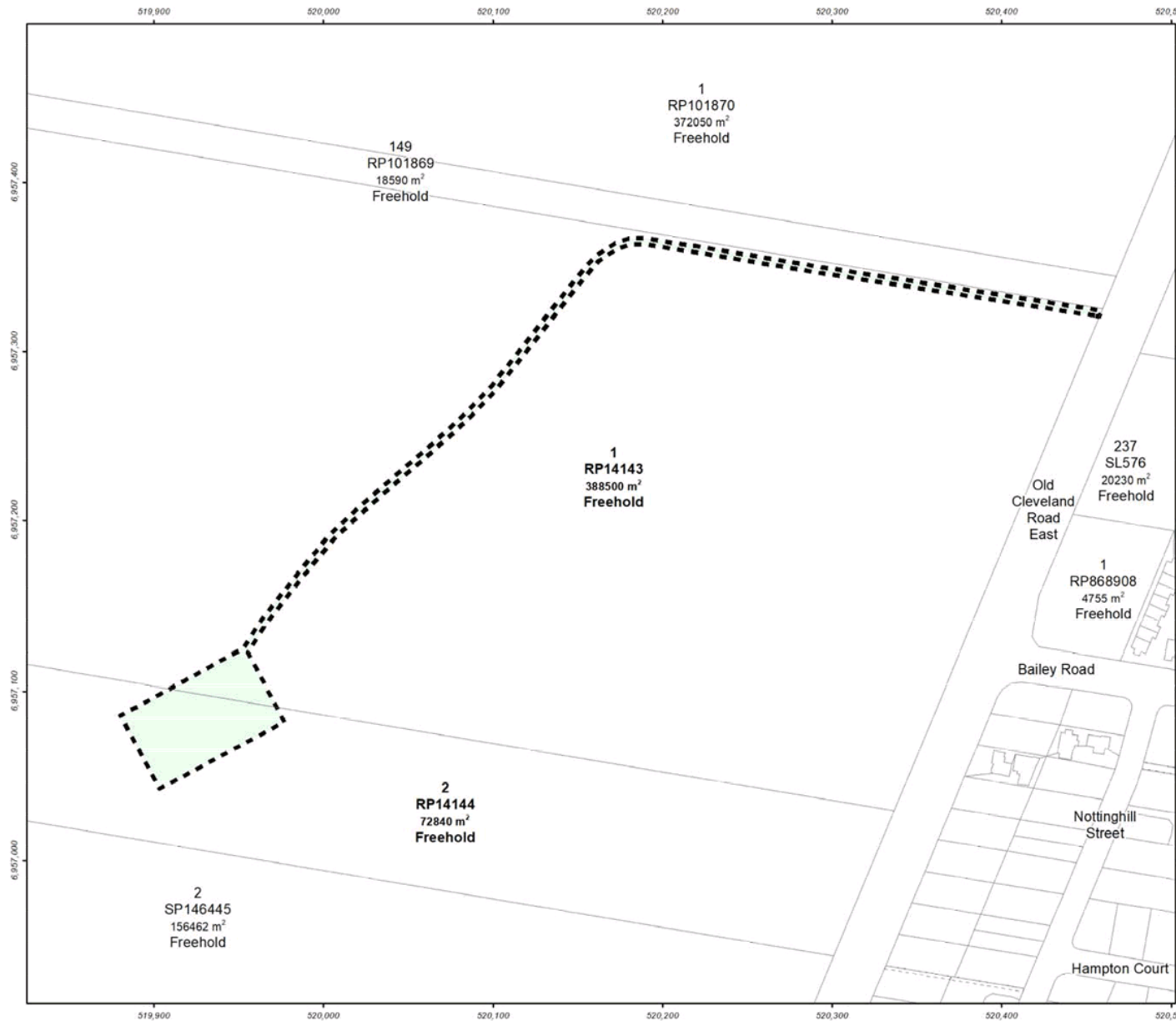
Option Three

That Council resolves to not confirm a preferred boundary and does not make further comment to the Queensland Heritage Council through the Department of Environment and Science Heritage Branch.

OFFICER'S RECOMMENDATION

That Council resolves as follows:

1. To confirm the preferred State heritage boundary for the former US Army Radio Receiving Station, is that referred to as Option 1 (as shown in Attachment 1) - the boundary plan included within the State's Heritage Recommendation of 2 April 2020.
2. To write to the Queensland Heritage Council through the Department of Environment and Science Heritage Branch advising of this position.



US Army Radio Receiving Station (Former) 650249

Map 1

Heritage boundary overview

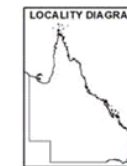
Legend

Heritage register boundary

Cadastral

Parcel

Easement



0 20 40 80 Meters

This product is projected into GDA 1994 MGA Zone 56
Date created: 10/03/2020

Disclaimer:

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US Army Radio Receiving Station (Former) 650249

Map 1

Heritage boundary overview

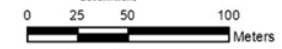
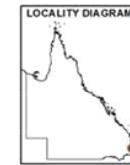
Legend

 Heritage register boundary

Cadastre

 Parcel

 Easement



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Date created: 15/05/2020

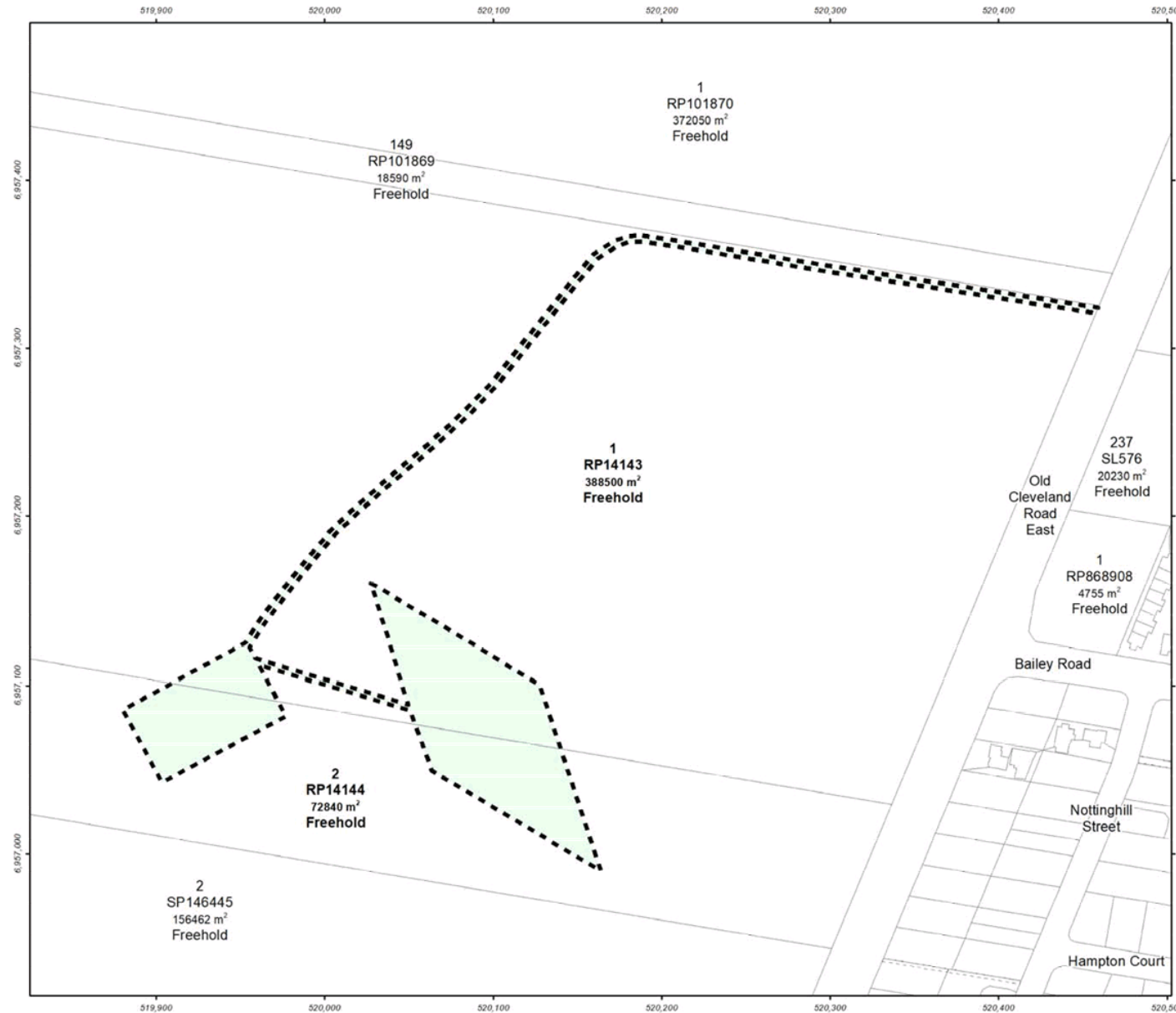
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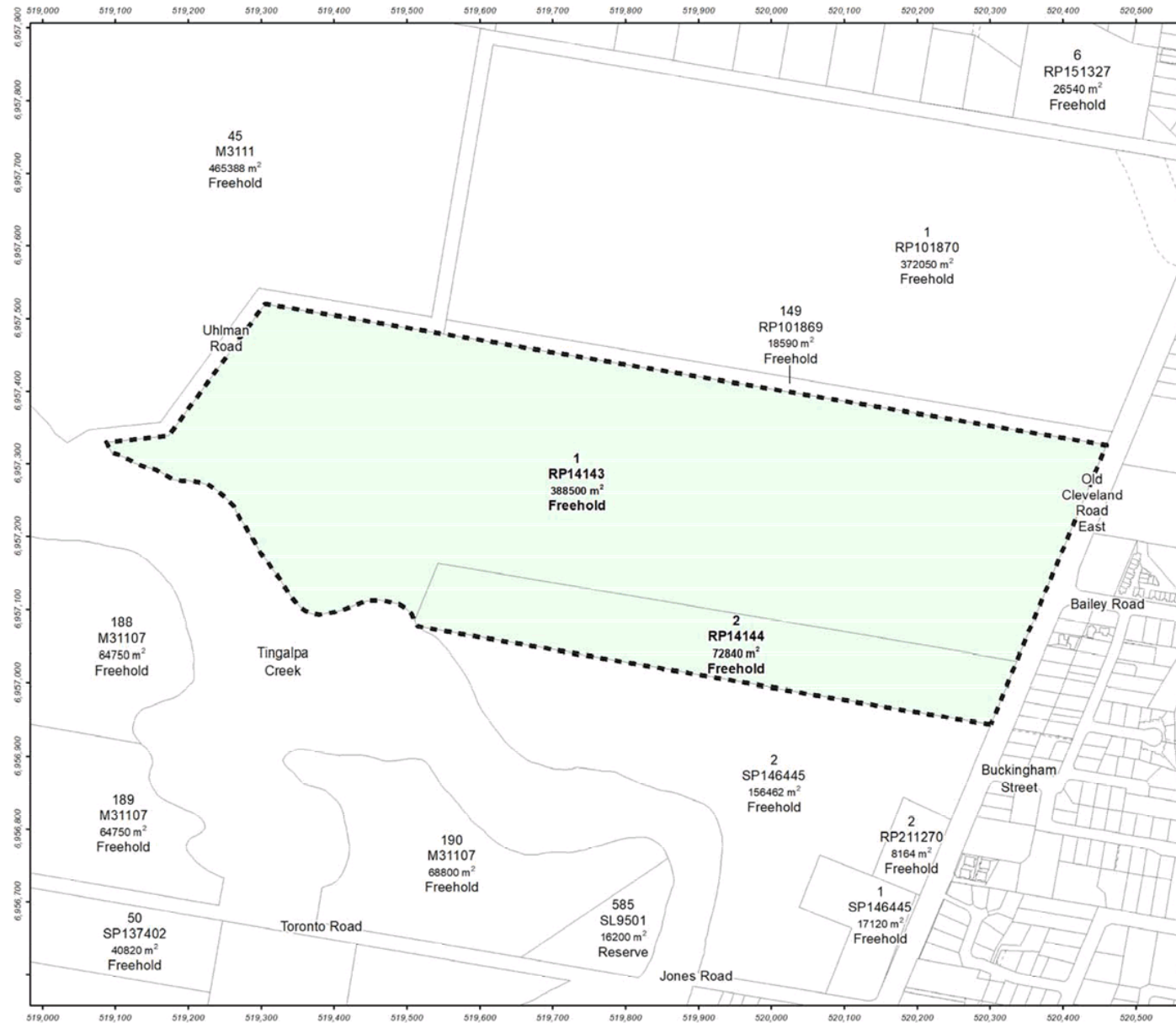
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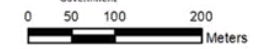
US Army Radio Receiving Station (Former) 650249

Map 1

Heritage boundary overview

Legend

- Heritage register boundary
- Cadastre
- Parcel
- Easement



This product is projected into GDA 1994 MGA Zone 56
Date created: 15/05/2020

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15 REPORTS FROM INFRASTRUCTURE & OPERATIONS

Nil

16 NOTICES OF INTENTION TO REPEAL OR AMEND A RESOLUTIONIn accordance with s.262 *Local Government Regulation 2012*.**17 NOTICES OF MOTION**

In accordance with s.6.16 POL-3127 Council Meeting Standing Orders.

18 URGENT BUSINESS WITHOUT NOTICE

In accordance with s.6.17 of POL-3127 Council Meeting Standing Orders, a Councillor may bring forward an item of urgent business if the meeting resolves that the matter is urgent.

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

19 CONFIDENTIAL ITEMS

COUNCIL MOTION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with Section 275(1) of the *Local Government Regulation 2012*:

19.1 Redland Investment Corporation 2019-2020 Financial Report for Period Ending 31 December 2019

This matter is considered to be confidential under Section 275(1)(h) of the *Local Government Regulation 2012*, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

19.2 Repeal of Transfer of Capalaba Town Centre Expression of Interest Land

This matter is considered to be confidential under Section 275(1)(h) of the *Local Government Regulation 2012*, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

19.3 Lease - Trustee Land Thornlands

This matter is considered to be confidential under Section 275(1)(e) of the *Local Government Regulation 2012*, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with contracts proposed to be made by it.

19.4 South West Victoria Point Local Plan (SWVPLP) - State Interest Review

This matter is considered to be confidential under Section 275(1)(g) and (h) of the *Local Government Regulation 2012*, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act and other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

19.5 Proposed Environmental Major Amendment Package (04/19)

This matter is considered to be confidential under Section 275(1)(g) of the *Local Government Regulation 2012*, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with any action to be taken by the local government under the Planning Act, including deciding applications made to it under that Act.

19.6 Southern Moreton Bay Island Ferry Terminal Upgrade Funding Proposed Amendment

This matter is considered to be confidential under Section 275(1)(h) of the *Local Government Regulation 2012*, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

19.7 BD3742 of 2019 Angela Brinkworth v Redland City Council

This matter is considered to be confidential under Section 275(1)(f) of the *Local Government Regulation 2012*, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with starting or defending legal proceedings involving the local government.

20 MEETING CLOSURE