



Redland
CITY COUNCIL

AGENDA

GENERAL MEETING

Wednesday, 29 July 2015
commencing at 9.30am

The Council Chambers
35 Bloomfield Street
CLEVELAND QLD

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

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

1 DECLARATION OF OPENING

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

Recognition of the Traditional Owners

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

2 RECORD OF ATTENDANCE AND LEAVE OF ABSENCE

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

3 DEVOTIONAL SEGMENT

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

4 RECOGNITION OF ACHIEVEMENT

Mayor to present any recognition of achievement items.

5 RECEIPT AND CONFIRMATION OF MINUTES

5.1 GENERAL MEETING MINUTES 15 JULY 2015

Motion is required to confirm the Minutes of the General Meeting of Council held on 15 July 2015.

6 MATTERS OUTSTANDING FROM PREVIOUS COUNCIL MEETING MINUTES

6.1 MAKING OF LOCAL LAWS – KOALA AREA MAPPING

At the General Meeting of 22 April 2015 Council resolved as follows (as part of Item 11.2.2 'Making Local Laws' resolution):

4. To commit to an immediate review of koala area mapping and the requirements for dog owners in koala areas in response to community consultation during the local law making process.

An update on this Item will provided by the Chief Executive Officer at General Meeting.

6.2 NOTICE OF MOTION (CR EDWARDS) – FOOTPATH NAMING

At the General Meeting of 22 April 2015 Council resolved that this item 'lie on the table'.

This item will be presented to a future General Meeting for consideration.

7 PUBLIC PARTICIPATION

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

1. In each meeting (other than special meetings), a period of 15 minutes may be made available by resolution to permit members of the public to address the local government on matters of public interest relating to the local government. This period may be extended by resolution.
 2. Priority will be given to members of the public who make written application to the CEO no later than 4.30pm two days before the meeting. A request may also be made to the chairperson, when invited to do so, at the commencement of the public participation period of the meeting.
 3. The time allocated to each speaker shall be a maximum of five minutes. The chairperson, at his/her discretion, has authority to withdraw the approval to address Council before the time period has elapsed.
 4. The chairperson will consider each application on its merits and may consider any relevant matter in his/her decision to allow or disallow a person to address the local government, e.g.
 - a) Whether the matter is of public interest;
 - b) The number of people who wish to address the meeting about the same subject
 - c) The number of times that a person, or anyone else, has addressed the local government previously about the matter;
 - d) The person's behaviour at that or a previous meeting' and
 - e) If the person has made a written application to address the meeting.
 5. Any person invited to address the meeting must:
 - a) State their name and suburb, or organisation they represent and the subject they wish to speak about;
 - b) Stand (unless unable to do so);
-

- c) Act and speak with decorum;
- d) Be respectful and courteous; and
- e) Make no comments directed at any individual Council employee, Councillor or member of the public, ensuring that all comments relate to Council as a whole.

8 PETITIONS AND PRESENTATIONS

Councillors may present petitions or make presentations under this section.

9 MOTION TO ALTER THE ORDER OF BUSINESS

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

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

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

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

The Councillor must—

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

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

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

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

- (a) the Councillor;
- (b) a spouse of the Councillor;
- (c) a parent, child or sibling of the Councillor;
- (d) a partner of the Councillor;
- (e) an employer (other than a government entity) of the Councillor;
- (f) an entity (other than a government entity) of which the Councillor is a member;
- (g) another person prescribed under a regulation.

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

The Councillor must—

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

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

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

*A **conflict of interest** is a conflict between—*

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

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

11 REPORTS TO COUNCIL**11.1 PORTFOLIO 1 (CR MARK EDWARDS)****OFFICE OF CEO (INCLUDING INTERNAL AUDIT)****11.1.1 INTERIM JUNE 2015 MONTHLY FINANCIAL REPORT**

Objective Reference: A220365
Reports and Attachments (Archives)

Attachment: [Monthly Financial Report June 2015](#)

Authorising/Responsible Officer:



Linnet Batz
Chief Financial Officer

Report Author:

Deborah Corbett-Hall
Service Manager Corporate Finance

PURPOSE

The purpose is to present the Interim June 2015 Monthly Financial Performance Report to Council and explain the content and analysis of the report. Section 204(2) of the *Local Government Regulation 2012* requires the Chief Executive Officer of a local government to present statements of its accounts to the local government on a monthly basis.

BACKGROUND

Council adopts an annual budget and then reports on performance against the budget on a monthly basis. This is not only a legal 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. The Corporate Financial Reporting Team compiled the attached document following end of month accruals, deferrals, allocation journals and reconciliations.

The attached is the last monthly report for the 2014/2015 financial year and does not include the final accruals and deferrals for the financial year. The end of year accounts finalisation is currently underway and as per previous years, some significant movement is expected in the expenditure as council colleagues finalise the invoices and other accruals for 2014/2015.

ISSUES

Statutory financial statements requiring finalisation and subject to QAO audit

Financial Services prepared a set of interim/shell statements for the 2014/2015 financial year as at 28 February 2015. These were viewed by Council's external auditors and the Queensland Audit Office and Council is presently preparing the final statements and disclosures to meet the 31 October legislative timeframe for the 2014/2015 financial year.

Constrained Cash Reserves

As part of the end of year accounts finalisation, officers will review the reserve utilisation to ensure it aligns with appropriate annual revenues and expenditures. The final constrained reserves position will be contained in the audited statements later in the year and is not anticipated to exceed cash balances as per Council's Constrained Cash Reserves Policy.

STRATEGIC IMPLICATIONS

Council has either achieved or favourably exceeded the following Key Financial Stability and Sustainability Ratios as at the end of June 2015, prior to end of year accounts finalisation:

- 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 sustainability – debt to asset ratio;
- Operating surplus ratio;
- Net financial liabilities;
- Interest cover ratio; and
- Asset consumption ratio.

The following ratios did not meet the target at the end of June (interim):

- Operating Performance;
- Asset sustainability ratio.

Council's operating performance was 19.81% which narrowly missed Council's self-imposed target of greater than or equal to 20% at this interim position. The final key performance indicator will reflect the accruals, deferrals and provision calculations to be completed over the coming weeks.

The asset sustainability ratio was not met as at the end of June 2015 and Council continues to monitor its renewal spend and depreciation expense to improve performance against this stretch target. Council's Capital Works Prioritisation Policy escalates renewal spend over new assets and on 11 February 2015 Council approved a comprehensive asset management project to replace the current asset management process and system.

Legislative Requirements

The interim June 2015 financials are presented in accordance with the legislative requirement of section 204(2) of the *Local Government Regulation 2012*, requiring the Chief Executive Officer to present the financial report to a monthly Council meeting. As per standard accounting practice, movement in the accounts is anticipated over the coming weeks as the organisation finalises the end of year performance and position in accordance with the Australian Accounting Standards.

Risk Management

Interim June 2015 revenues and expenditures have been noted by the Executive Leadership Team and relevant officers who can provide further clarification and advice around actual to budget variances.

Financial

There are no direct financial impacts to Council resulting from this report; however it provides an indication of interim financial outcomes at the end of June 2015. The final end of year accounts will include accruals and deferrals and as per previous years the final June 2015 figures will be certified by the Queensland Audit Office in October following a final external audit visit.

People

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

Environmental

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

Social

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

Alignment with Council's Policy and Plans

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

8. Inclusive and Ethical Governance: Deep engagement, quality leadership at all levels, transparent and accountable democratic processes and a spirit of partnership between the community and Council will enrich residents' participation in local decision-making to achieve the community's Redlands 2030 vision and goals.
- 8.2 Council produces and delivers against sustainable financial forecasts as a result of best practice Capital and Asset Management Plans that guide project planning and service delivery across the city.

CONSULTATION

Consultation has taken place amongst Council departmental officers, Financial Services Group Officers and the Executive Leadership Team.

OPTIONS

1. Council resolves to note the End of Month Financial Reports for June 2015 (interim position prior to end of year accounts finalisation) and explanations as presented in the attached Monthly Financial Performance Report.
2. Council requests additional information.

OFFICER'S RECOMMENDATION

That Council resolves to note the End of Month Financial Reports for June 2015 (interim position prior to end of year accounts finalisation) and explanations as presented in the attached Monthly Financial Performance Report.



Monthly Financial Report

Interim June 2015

Note: This interim report is prepared at year end pending finalisation of the statutory financial statements due 31 October 2015.

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1. INTRODUCTION AND OVERVIEW

This monthly report is designed to illustrate the financial performance and position of Redland City Council compared to its adopted budget at an organisational level for the period ended 30 June 2015. The annual budget referred to in this report reflects the Revised Budget as adopted by Council on 06 May 2015. Note: all amounts are rounded to the nearest thousand dollars.

The June 2015 Monthly Financial Performance Report is prepared based on interim financial results for the year ended 30 June 2015 (prior to the finalisation of the end of year accounts). Significant movement is expected through the finalisation of accruals, deferrals and other year-end adjustments over the coming weeks. The final results for the year ended 30 June 2015 will be reflected in the audited annual financial statements.

Key financial highlights and overview

Key Financial Results	Annual Revised Budget \$000	YTD Revised Budget \$000	YTD Actual \$000	YTD Variance \$000	YTD Variance %	Status
Operating Surplus/(Deficit)	8,671	8,671	4,341	(4,330)	-50%	✘
Recurrent Revenue	237,607	237,607	239,073	1,466	1%	✔
Recurrent Expenditure	228,936	228,936	234,732	5,796	3%	⚠
Capital Works Expenditure	63,941	63,941	48,630	(15,311)	-24%	✔
Closing Cash & Investments	74,198	74,198	121,327	47,129	64%	✔

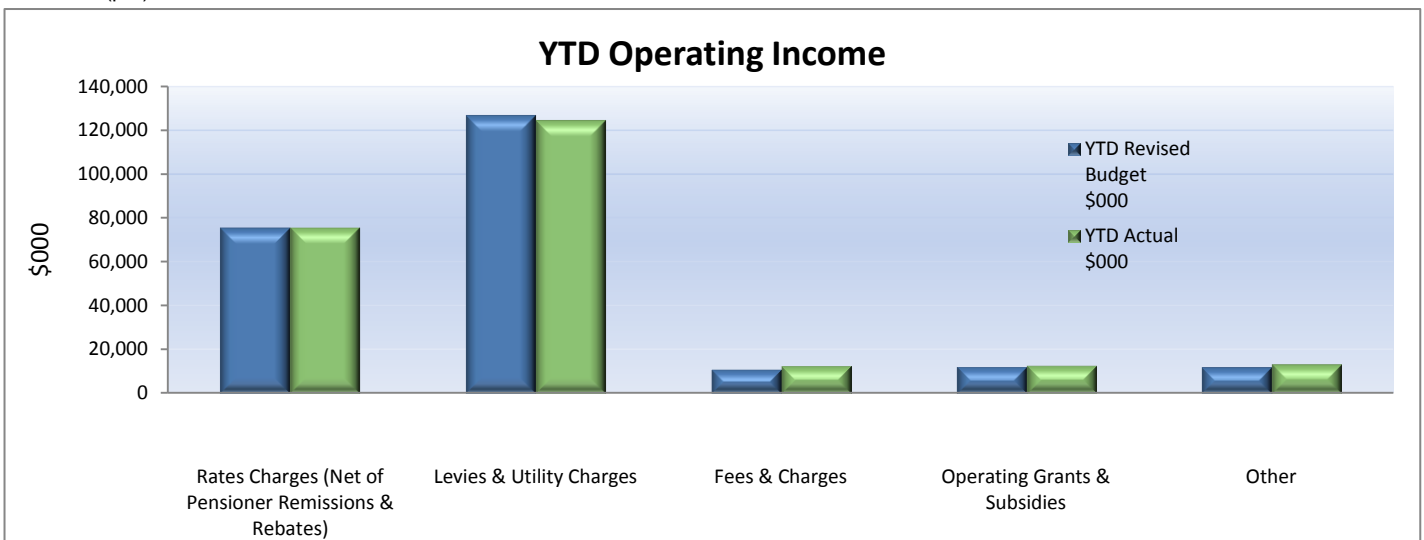
Status Legend:

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

Operating results (p.7)

Council achieved an interim year to date operating surplus of \$4.34M compared to a revised budgeted surplus of \$8.67M. This interim unfavourable variance mainly relates to goods and services over budget by \$6.80M and levies and utility charges revenue under budget by \$2.18M. This is partially offset by increased fees and charges revenue and additional revenue from recoverable works.

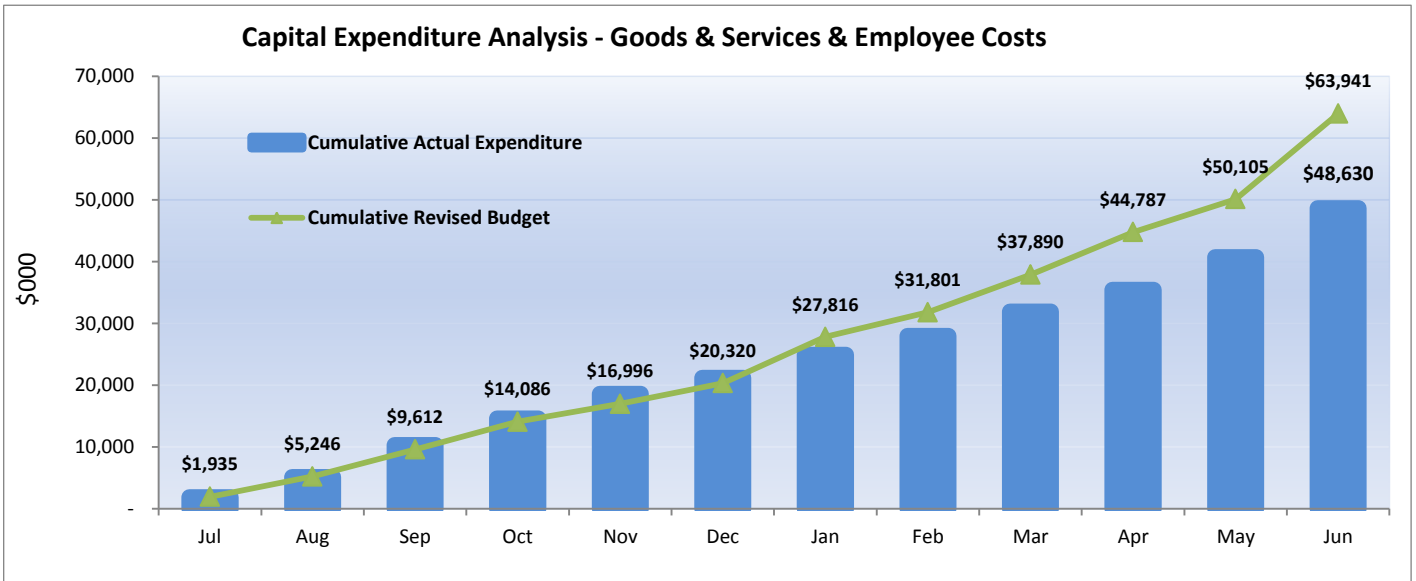
The graph below depicts the actual results compared to the revised budget for each of the five main income categories. Council monitors its reliance on general rates revenue through a key performance indicator to gauge the need to generate income from other sources. Refer to Key Performance Indicators (p.5).



1. INTRODUCTION AND OVERVIEW (cont.)

Capital works

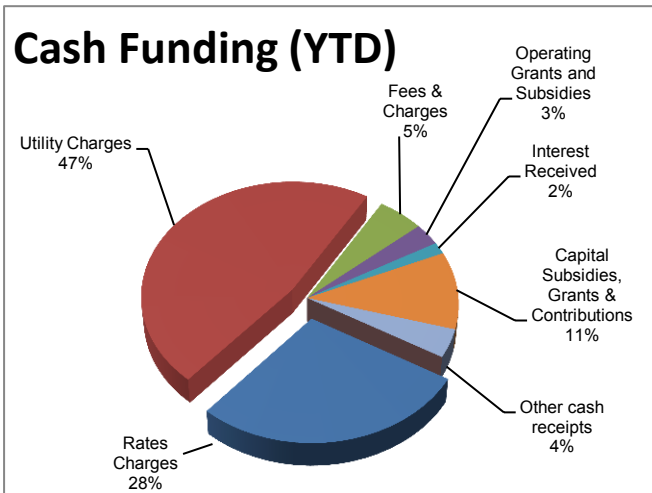
Council's interim capital works expenditure is underspent by \$15.31M with year to date actual expenditure of \$48.63M which is below year to date budget of \$63.94M. Council's capital works is underpinned by the Capital Works Prioritisation Policy.



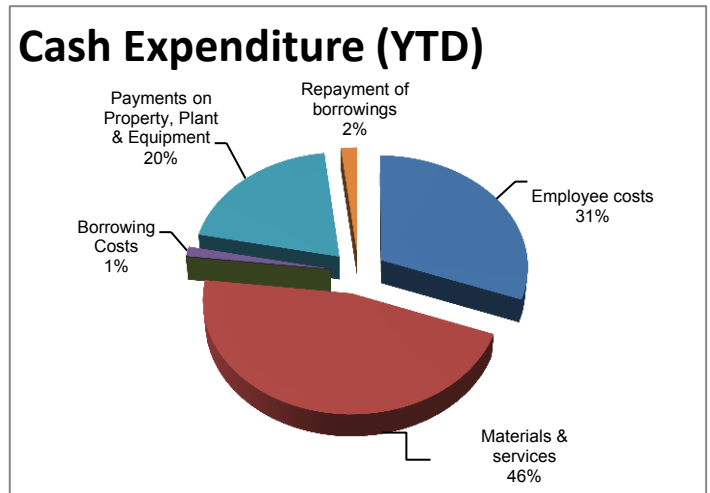
Financial position and cash flow results

Council's interim Balance Sheet depicts a sustainable result with total current assets of \$157.34M and total current liabilities of \$36.22M (current ratio of 4.34). Note: current and non-current classifications are still to be finalised as part of the year-end processes.

The property, plant and equipment balance is impacted by the capital works as illustrated above. Council's cash balance at the end of June 2015 exceeded the year to date budgeted cash balance (refer p.3). This result is attributable mainly to higher than anticipated cash collection from utility charges, lower than expected payments to employees, lower than expected payment for property, plant and equipment and higher than expected capital contributions received during the year to date. Of the \$121.33M cash balance at the end of the period, \$76.81M is held as constrained cash reserves. On 10 December 2014 Council resolved to close four reserves and utilise a further three reserves on or before 30 June 2015 (refer p.13). \$118.91M of the total cash balance was invested with Queensland Treasury Corporation (QTC) at the end of the period. The two graphs below depict the various range of sources of Council's cash funding, as well as the allocation of funding to services and activities needed to support the Redlands community, capital programs and other activities at Council.



Total Cash Funding (Actual YTD)	269,606
Total Cash Funding (Annual Revised Budget)	239,491
% of Budget Achieved YTD	113%



Total Cash Expenditure (Actual YTD)	244,514
Total Cash Expenditure (Annual Revised Budget)	261,528
% of Budget Achieved YTD	93%

2. KEY PERFORMANCE INDICATORS

Financial Stability Ratios	Target	Annual Revised Budget 2014/2015	June 2015	Status
Level of Dependence on General Rate Revenue (%)	Target less than 37.5%	31.78%	31.67%	✓
Ability to Pay Our Bills - Current Ratio	Target between 1.1 and 4.1	3.26	4.34	✓
Ability to Repay Our Debt - Debt Servicing Ratio (%)	Target less than or equal to 10%	3.35%	3.33%	✓
Cash Balance \$M	Target greater than or equal to \$40M	\$74.198M	\$121.327M	✓
Cash Balances - Cash Capacity in Months	Target 3 to 4 months	4.61	7.61	✓
Longer Term Financial Stability - Debt to Asset Ratio (%)	Target less than or equal to 10%	2.45%	2.42%	✓
Operating Performance (%)	Target greater than or equal to 20%	12.17%	19.81%	✗

Financial Sustainability Ratios	Target	Annual Revised Budget 2014/2015	June 2015	Status
Operating Surplus Ratio (%)	Target between 0% and 10% (on average over the long-term)	3.65%	1.82%	✓
Net Financial Liabilities (%)	Target less than 60% (on average over the long-term)	-11.43%	-20.74%	✓
Interest Cover Ratio (%)	Target between 0% and 5%	-0.27%	-0.40%	✓
Asset Sustainability Ratio (%)	Target greater than 90% (on average over the long-term)	38.48%	33.67%	✗
Asset Consumption Ratio (%)	Target between 40% and 80%	66.90%	67.47%	✓

Status Legend

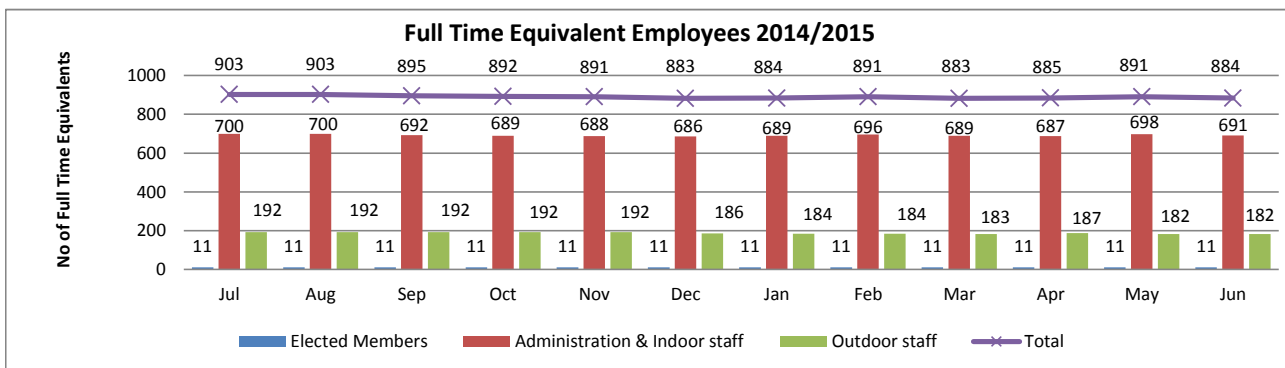
KPI target achieved or exceeded



KPI target not achieved



3. KEY NON-FINANCIAL INFORMATION



Workforce reporting - June 2015: Headcount	Employee Type						
	Casual	Contract of Service	Perm Full	Perm Part	Temp Full	Temp Part	Grand Total
Office of CEO	15	4	81	9	7	5	121
Organisational Services	5	5	100	8	8	5	131
Community and Customer Service	33	5	249	48	27	7	369
Infrastructure and Operations	14	6	302	12	18	1	353
Total	67	20	732	77	60	18	974

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



4. STATEMENT OF COMPREHENSIVE INCOME

INTERIM STATEMENT OF COMPREHENSIVE INCOME

For the period ending 30 June 2015

	Annual Original Budget \$000	Annual Revised Budget \$000	YTD Revised Budget \$000	YTD Actual \$000	YTD Variance \$000
Recurrent Revenue					
Rates Charges	81,366	81,366	81,366	81,515	149
Levies & Utility Charges	124,757	126,689	126,689	124,509	(2,180)
Less: Pensioner Remissions & Rebates	(2,743)	(5,842)	(5,842)	(5,804)	38
Fees & Charges	10,629	11,108	11,108	12,707	1,599
Operating Grants & Subsidies	3,983	12,248	12,248	12,740	492
Operating Contributions & Donations	260	547	547	443	(104)
Interest External	3,872	4,012	4,012	4,386	374
Other Revenue	4,021	7,479	7,479	8,577	1,098
Total Recurrent Revenue	226,144	237,607	237,607	239,073	1,466
Capital revenue					
Grants, Subsidies & Contributions	15,050	18,586	18,586	29,225	10,639
Non-Cash Contributions	3,146	3,226	3,226	17,720	14,494
Total Capital Revenue	18,196	21,812	21,812	46,945	25,133
TOTAL REVENUE	244,340	259,419	259,419	286,018	26,599
Recurrent Expenses					
Employee Costs	76,094	76,925	76,925	76,111	(814)
Goods & Services	106,425	99,174	99,174	105,753	6,579
Finance Costs	3,643	4,003	4,003	3,815	(188)
Depreciation & Amortisation	51,209	48,834	48,834	49,053	219
Total Recurrent Expenses	237,370	228,936	228,936	234,732	5,796
Capital Expenses					
(Gain)/Loss on Disposal of Non-Current Assets	(3,192)	(842)	(842)	1,755	2,597
Total Capital Expenses	(3,192)	(842)	(842)	1,755	2,597
TOTAL EXPENSES	234,178	228,094	228,094	236,487	8,393
NET RESULT	10,161	31,325	31,325	49,531	18,206
Other Comprehensive Income					
Increase/(Decrease) in Asset Revaluation Surplus	-	-	-	107	107
TOTAL COMPREHENSIVE INCOME	10,161	31,325	31,325	49,638	18,313

Other Comprehensive Income will change as a result of asset revaluations. The audited financial statements for the year ended 30 June 2015 will reflect the final revalued position and impact. Also, the Statement of Other Comprehensive Income will adjust over coming weeks as the accounts are being finalised and the final results will be reflected in the audited financial statements for the year ended 30 June 2015. The financial statements will be presented as part of the 2014/15 Annual Report.



5. OPERATING STATEMENT

INTERIM OPERATING STATEMENT For the period ending 30 June 2015

	Annual	Annual	YTD	YTD	YTD
	Original Budget \$000	Revised Budget \$000	Revised Budget \$000	Actual \$000	Variance \$000
Revenue					
Rates Charges	81,366	81,366	81,366	81,515	149
Levies & Utility Charges	124,757	126,689	126,689	124,509	(2,180)
<i>Less: Pensioner Remissions & Rebates</i>	(2,743)	(5,842)	(5,842)	(5,804)	38
Fees & Charges	10,629	11,108	11,108	12,707	1,599
Operating Grants & Subsidies	3,983	12,248	12,248	12,740	492
Operating Contributions & Donations	260	547	547	443	(104)
Interest External	3,872	4,012	4,012	4,386	374
Other Revenue	4,021	7,479	7,479	8,577	1,098
Total Revenue	226,144	237,607	237,607	239,073	1,466
Expenses					
Employee Costs	76,094	76,925	76,925	76,111	(814)
Goods & Services	107,098	99,847	99,847	106,651	6,804
Finance Costs Other	281	623	623	391	(232)
Other Expenditure	315	315	315	266	(49)
Net Internal Costs	(988)	(988)	(988)	(1,164)	(176)
Total Expenses	182,799	176,722	176,722	182,255	5,533
Earnings Before Interest, Tax & Depreciation (EBITD)	43,345	60,885	60,885	56,818	(4,067)
Interest Expense	3,362	3,380	3,380	3,424	44
Depreciation	51,209	48,834	48,834	49,053	219
Operating Surplus/(Deficit)	(11,226)	8,671	8,671	4,341	(4,330)

Interim Utility Charges Breakup For the period ending 30 June 2015

	Annual	Annual	YTD	YTD	YTD
	Original Budget \$000	Revised Budget \$000	Revised Budget \$000	Actual \$000	Variance \$000
Utility Charges					
Refuse Charges	18,797	18,934	18,934	19,022	88
Special Charges	3,795	3,795	3,795	3,800	5
Environment Levy	5,637	5,637	5,636	5,694	58
Landfill Remediation Charge	4,102	4,102	4,102	4,154	52
Wastewater Charges	38,161	39,547	39,547	40,387	840
Water Access Charges	17,592	17,592	17,592	17,289	(303)
Water Consumption Charges	36,673	37,083	37,083	34,163	(2,920)
Total Utility Charges	124,757	126,689	126,689	124,509	(2,180)

The Operating Statement will adjust over the coming weeks as the accounts are being finalised and the final results will be reflected in the audited financial statements for the year ended 30 June 2015. The financial statements will be presented as part of the 2014/15 Annual Report.

5. OPERATING STATEMENT (cont.)

INTERIM REDLAND WATER SUMMARY OPERATING STATEMENT For the period ending 30 June 2015

	Annual	Annual	YTD	YTD	YTD
	Original Budget \$000	Revised Budget \$000	Budget \$000	Actual \$000	Variance \$000
Total Revenue	94,706	96,482	96,482	94,690	(1,792)
Total Expenses	49,157	48,816	48,816	49,807	991
Earnings Before Interest, Tax & Depreciation (EBITD)	45,550	47,666	47,666	44,883	(2,783)
Depreciation	16,987	16,585	16,585	16,630	45
Operating Surplus/(Deficit)	28,562	31,080	31,081	28,253	(2,828)

INTERIM REDWASTE OPERATING STATEMENT For the period ending 30 June 2015

	Annual	Annual	YTD	YTD	YTD
	Original Budget \$000	Revised Budget \$000	Budget \$000	Actual \$000	Variance \$000
Total Revenue	19,967	20,350	20,350	20,650	300
Total Expenses	16,200	14,871	14,871	15,317	446
Earnings Before Interest, Tax & Depreciation (EBITD)	3,767	5,479	5,479	5,333	(146)
Interest Expense External	42	42	42	40	(2)
Depreciation	556	541	541	512	(29)
Operating Surplus/(Deficit)	3,169	4,896	4,896	4,781	(115)



6. STATEMENT OF FINANCIAL POSITION

INTERIM STATEMENT OF FINANCIAL POSITION As at 30 June 2015

	Annual	Annual	YTD
	Original Budget \$000	Revised Budget \$000	Actual Balance \$000
CURRENT ASSETS			
Cash & Investments	49,157	74,197	121,327
Accounts Receivable	34,311	39,606	25,226
Inventories	943	845	779
Prepaid Expenses	1,320	1,155	751
Non-Current Assets - Held for Sale	467	9,257	9,257
Total Current Assets	86,199	125,059	157,340
NON-CURRENT ASSETS			
Property, Plant & Equipment	2,021,416	2,091,722	2,087,603
Financial Assets	-	1,233	1,233
Total Non-Current Assets	2,021,416	2,092,955	2,088,836
TOTAL ASSETS	2,107,615	2,218,014	2,246,176
CURRENT LIABILITIES			
Accounts Payable	17,301	19,033	13,564
Current Employee Provisions	2,468	9,493	12,521
Current Loans	5,247	5,498	4,375
Current Landfill Rehabilitation Provisions	1,144	3,084	3,686
Other Liabilities	3,201	1,283	2,076
Total Current Liabilities	29,361	38,390	36,222
NON-CURRENT LIABILITIES			
Non-Current Loans	49,149	48,897	50,079
Non-Current Employee Provisions	10,998	2,013	3,399
Non-Current Landfill Rehabilitation Provisions	28,189	8,130	17,578
Non-Current Trade & Other Payables	693	478	478
Total Non-Current Liabilities	89,029	59,517	71,534
TOTAL LIABILITIES	118,390	97,908	107,756
NET ASSETS	1,989,225	2,120,106	2,138,420
COMMUNITY EQUITY			
Retained Earnings	1,943,302	2,054,359	2,061,606
Cash Constrained Reserves	45,923	65,747	76,814
TOTAL COMMUNITY EQUITY	1,989,225	2,120,106	2,138,420

The Statement of Financial Position will adjust over the coming weeks as the accounts are being finalised and the final results will be reflected in the audited financial statements for the year ended 30 June 2015. The financial statements will be presented as part of the 2014/15 Annual Report.

Whilst preparing the interim financial statements as at 30 June 2015, prior year errors have been identified which were corrected and reflected in the opening balances for the 2014/15 financial year. These corrections impacted the Annual Revised Budgeted numbers. The balances shown includes the revised opening balances plus budgeted movements for the current period.



7. CAPITAL FUNDING STATEMENT

INTERIM CAPITAL FUNDING STATEMENT For the period ending 30 June 2015

	Annual	Annual	YTD	YTD	YTD
	Original Budget \$000	Revised Budget \$000	Revised Budget \$000	Actual \$000	Variance \$000
Sources of Capital Funding					
Capital Contributions & Donations	6,188	12,756	12,756	24,854	12,098
Capital Grants & Subsidies	8,862	5,830	5,830	4,371	(1,459)
Proceeds on Disposal of Non-current Assets	4,049	1,154	1,154	1,749	595
Capital Transfers (To)/From Reserves	4,602	5,703	5,703	(8,524)	(14,227)
Non-Cash Contributions	3,146	3,226	3,226	17,720	14,494
New Loans	-	-	-	-	-
Funding from General Revenue	42,787	43,088	43,087	30,709	(12,378)
Total Sources of Capital Funding	69,633	71,756	71,756	70,879	(877)
Applications of Capital Funds					
Contributed Assets	3,146	3,226	3,226	17,720	14,494
Capitalised Goods & Services	56,263	58,646	58,646	43,743	(14,903)
Capitalised Employee Costs	5,636	5,295	5,295	4,887	(408)
Loan Redemption	4,589	4,589	4,589	4,529	(60)
Total Applications of Capital Funds	69,633	71,756	71,756	70,879	(877)
Other Budgeted Items					
WDV of Assets Disposed	(857)	(311)	(311)	(3,505)	(3,194)
Transfers to Constrained Operating Reserves	(13,124)	(18,065)	(18,065)	(13,303)	4,762
Transfer from Constrained Operating Reserves	12,180	19,296	19,296	17,693	(1,603)

The Capital Funding Statement will adjust over the coming weeks as the accounts are being finalised and the final results will be reflected in the audited financial statements for the year ended 30 June 2015. The financial statements will be presented as part of the 2014/15 Annual Report.



8. STATEMENT OF CASH FLOWS

INTERIM STATEMENT OF CASH FLOWS For the period ending 30 June 2015

	Annual Original Budget \$000	Annual Revised Budget \$000	YTD Actual \$000
CASH FLOWS FROM OPERATING ACTIVITIES			
Rates Charges (net)	78,623	75,523	75,708
Utility Charges	111,427	113,359	127,255
Fees & Charges	10,879	11,358	14,046
Operating Grants & Subsidies	3,983	7,472	8,217
Cash Contributions	260	547	443
Other Revenue	4,021	7,479	8,577
Receipts from Customers	209,192	215,739	234,246
Employee costs	(79,473)	(80,305)	(75,023)
Materials & services	(109,237)	(108,376)	(112,229)
Other expenses	(596)	(938)	(679)
Payments to Suppliers & Employees	(189,306)	(189,618)	(187,931)
Interest Received	3,872	4,012	4,386
Borrowing Costs	(3,362)	(3,380)	(3,424)
Net Cash Inflow / (Outflow) from Operating Activities	20,396	26,753	47,277
CASH FLOWS FROM INVESTING ACTIVITIES			
Payments - Property, Plant & Equipment	(61,899)	(63,942)	(48,630)
Proceeds - Capital Subsidies, Grants & Contributions	15,050	18,586	29,225
Proceeds - Sale of Property, Plant & Equipment	4,049	1,154	1,749
Net Cash Inflow / (Outflow) from Investing Activities	(42,800)	(44,202)	(17,656)
Proceeds of Borrowings	-	-	-
Repayment of borrowings	(4,589)	(4,589)	(4,529)
Net Cash Inflow / (Outflow) from Financing Activities	(4,589)	(4,589)	(4,529)
Net Increase / (Decrease) in Cash Held	(26,993)	(22,037)	25,092
Cash at Beginning of Year	76,150	96,235	96,235
Cash at End of Financial Period	49,157	74,198	121,327

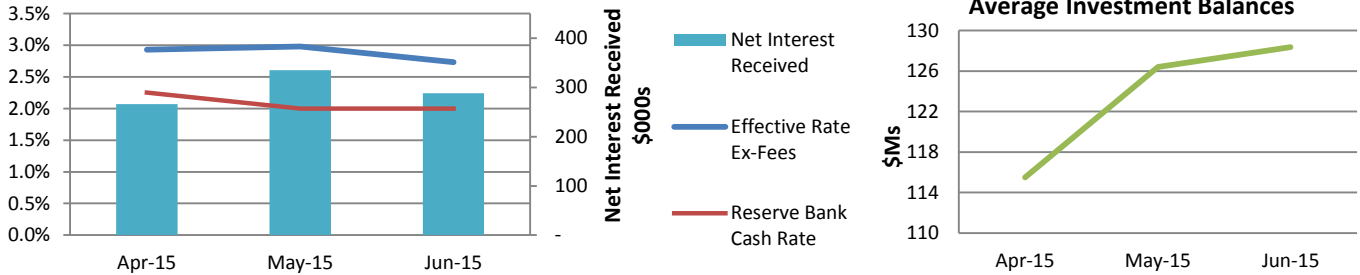
The Statement of Cash Flows will adjust over the coming weeks as the accounts are being finalised and the final results will be reflected in the audited financial statements for the year ended 30 June 2015. The financial statements will be presented as part of the 2014/15 Annual Report. Of note, cash at the end June 2015 will not change, movements will be due to classification within the accounts.



9. INVESTMENT & BORROWINGS REPORT

For the Period Ending 30 June 2015

INVESTMENT RETURNS



Total Investment at End of Month was \$118.91M

Current Position

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

The movement in interest earned is indicative of both the interest rate and the surplus cash balances held, the latter of which is affected by business cash flow requirements on a daily basis. The average investment balances are reflective of the rating cycle (shows higher balances in the months that rates are due being August, November, February and May).

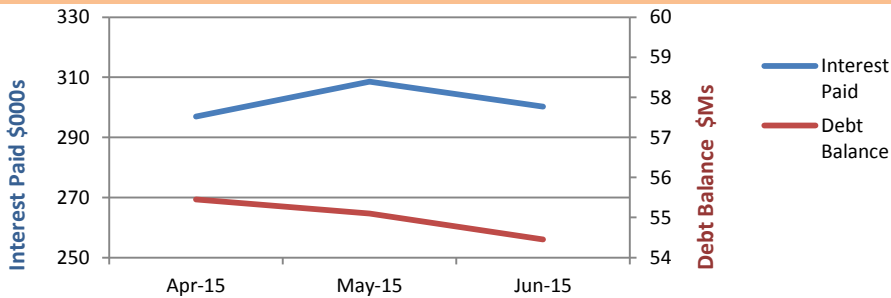
Note: the Reserve Bank reduced the cash rate down to 2% in its May sitting and has maintained this position in July.

Future Strategy

The Tax and Treasury Team's recommendation that Council diversify its investments outside of QTC to maximise returns has received approval from management. The Team has now completed procurement procedures to achieve this outcome. Council adopted its revised Investment Policy in April 2015 for the 2015-16 financial year. In the meantime the Team ensures Council maximises its interest on a *daily* basis by depositing surplus funds at QTC for a higher rate than is achieved from the bank transaction account.

Council adopted its revised Investment Policy in April 2014 for the 2014-15 financial year

BORROWING COSTS

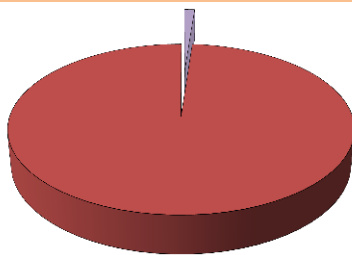


Current Position

Debt is split into 6, 9 and 12 year pools with repayment made *annually* in advance for 2014-15.

The movement in interest expense is reflective of the capitalisation of the interest each month.

Total Borrowings at End of Month was \$54.45M



- RedWaste 1.18%
- General Pool allocated to capital works 98.82%

Future Strategy

Debt will be paid annually in advance in 2015-16 financial year provided that there is no market value realisation adjustments under the accounting standards in order to minimise interest expenses. Further analysis will also be undertaken as to the potential to allocate the debt across Council business in order to appreciate the true cost of capital projects undertaken. Council adopted a revised Debt Policy in June 2015 at the Special Budget Meeting for the 2015-16 financial year.

Council adopted its revised Debt Policy in June 2014 for the 2014-15 financial year

10. CONSTRAINED CASH RESERVES

Reserves as at 30 June 2015 - Interim Position	Opening Balance	To Reserve	From Reserve	Closing Balance
	\$000	\$000	\$000	\$000
Special Projects Reserve:				
Weinam Creek Reserve	2,782	554	(844)	2,492
Redland Work Cover Reserve	4,965	91	(5,056)	0
Red Art Gallery Commissions & Donations Res	17	-	(15)	2
SMBI Capital Reserve	3,894	1,158	(5,052)	0
	11,658	1,803	(10,967)	2,494
Utilities Reserve:				
RedWaste Reserve	3,118	996	(4,114)	0
Redland Water Reserve	8,300	-	-	8,300
Redland WasteWater Reserve	1,600	-	-	1,600
	13,018	996	(4,114)	9,900
Constrained Works Reserve:				
Tree Planting Reserve *	70	33	(80)	23
Parks Reserve	2,408	3,640	(42)	6,006
SP1 Wellington Pt Rd Infra Reserve *	463	-	(463)	0
Redland Bay Sth Rd Infra Reserve *	647	-	(647)	0
East Thornlands Road Infra Reserve	674	-	0	674
Contributions to Car Parking Reserve	340	-	(340)	0
Community Facility Infrastructure Reserve	441	528	0	969
Retail Water Renewal & Purchase Reserve	5,505	2,804	(831)	7,478
Sewerage Renewal & Purchase Reserve	7,384	5,656	(3,540)	9,500
Constrained Works Res-Cap Grants & Contribs	4,389	-	(3,479)	910
Transport Trunk Infrastructure Reserve	5,846	7,719	0	13,565
Cycling Trunk Infrastructure Reserve	706	2,393	0	3,099
Stormwater Infrastructure Reserve	1,938	1,784	0	3,722
Constrained Works Res-Opr Grants & Contribs	919	40	(300)	659
	31,730	24,597	(9,722)	46,605
Separate Charge Reserve - Environment:				
Environment Charge Acquisition Reserve	6,936	-	(58)	6,878
Environment Charge Maintenance Reserve	1,505	5,695	(5,444)	1,756
	8,441	5,695	(5,502)	8,634
Special Charge Reserve - Other:				
Bay Island Rural Fire Levy Reserve	-	165	(161)	4
SMBI Translink Reserve	3	947	(949)	1
	3	1,112	(1,110)	5
Special Charge Reserve - Canals:				
Raby Bay Canal Reserve	5,187	2,698	(2,079)	5,806
Aquatic Paradise Canal Reserve	2,163	899	(180)	2,882
Sovereign Waters Lake Reserve	480	59	(51)	488
	7,830	3,656	(2,310)	9,176
TOTALS	72,680	37,859	(33,725)	76,814

* On 10 December 2014 Council resolved to utilise these reserves in the 2014-15 financial year. The reserves will be retained for possible future use. The year-end finalisation process will determine the final closing balance for the Tree Planting Reserve.



11. OVERDUE RATES DEBTORS

Comparison June 2014 to June 2015

The June 2015 overdue percentage shows a marginal decrease of 0.2% on the June 2014 position.

Payments

The number of payments received in June in comparison to the preceding 12 month period was 22% higher, while the value of payments showed an increase of 26%.

Month/Year	AustPost		Bpay		IVR		Direct Debit		Receipt		Internet		Total	
	Count of Transactions	Sum of Amount	Count of Transactions	Sum of Amount	Count of Transactions	Sum of Amount	Count of Transactions	Sum of Amount	Count of Transactions	Sum of Amount	Count of Transactions	Sum of Amount	Count of Transactions	Sum of Amount
Jun-14	610	-\$155,835	9,540	-\$1,863,459	371	-\$250,551	2,225	-\$187,661	772	-\$634,522	339	-\$197,445	13,857	-\$3,289,473
Jun-15	661	-\$195,260	11,507	-\$2,389,104	547	-\$390,452	2,833	-\$243,372	761	-\$619,207	532	-\$299,966	16,841	-\$4,137,362
Variance	51	-39,425	1,967	-525,645	176	-139,901	608	-55,711	-11	15,315	193	-102,521	2,984	-847,889
% Variance	8%	25%	21%	28%	47%	56%	27%	30%	-1%	-2%	57%	52%	22%	26%

Overall May 2015 to June 2015

The Collections team turned in a fantastic result in June to reduce the overdue percentage from 4.4 per cent at the end of May to 2.9 per cent as at the end of June. Putting this result into perspective they collected a million dollars more than the average collected in the month of June for the last 5 years and it is the first time since 2010 that the overdue percentage has dropped below 3 per cent. The June month end result has put RCC in a better position for 2015-2016.

Comparison June 2014 to June 2015

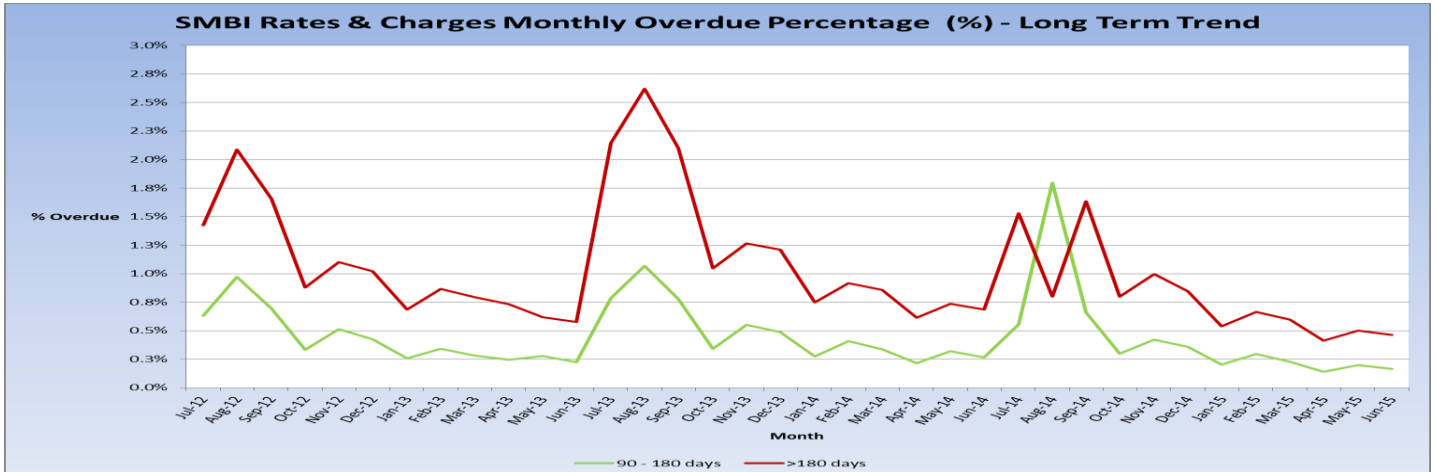
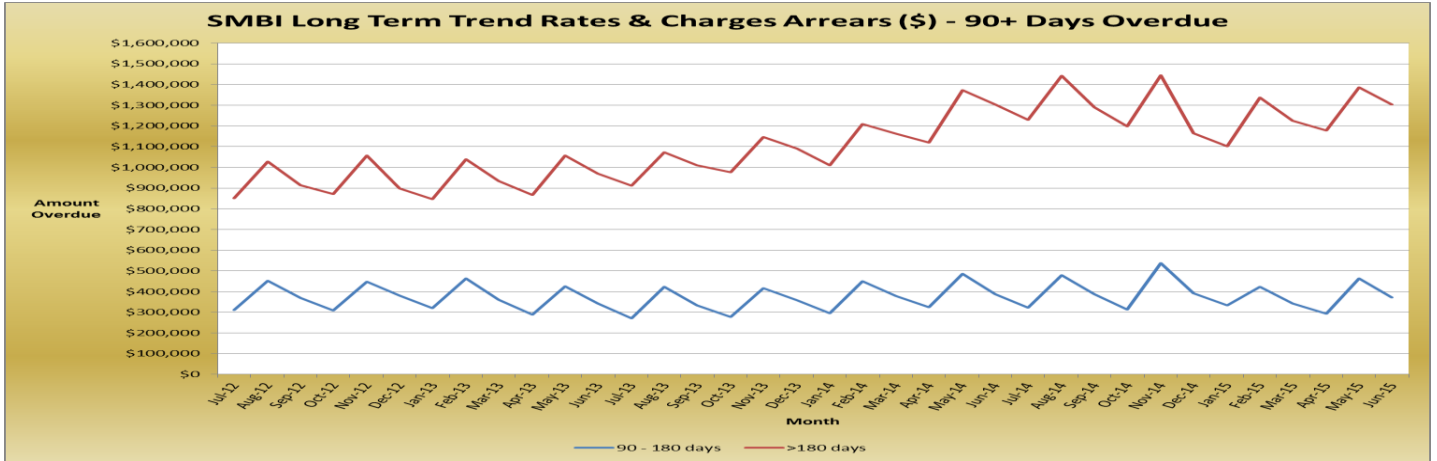
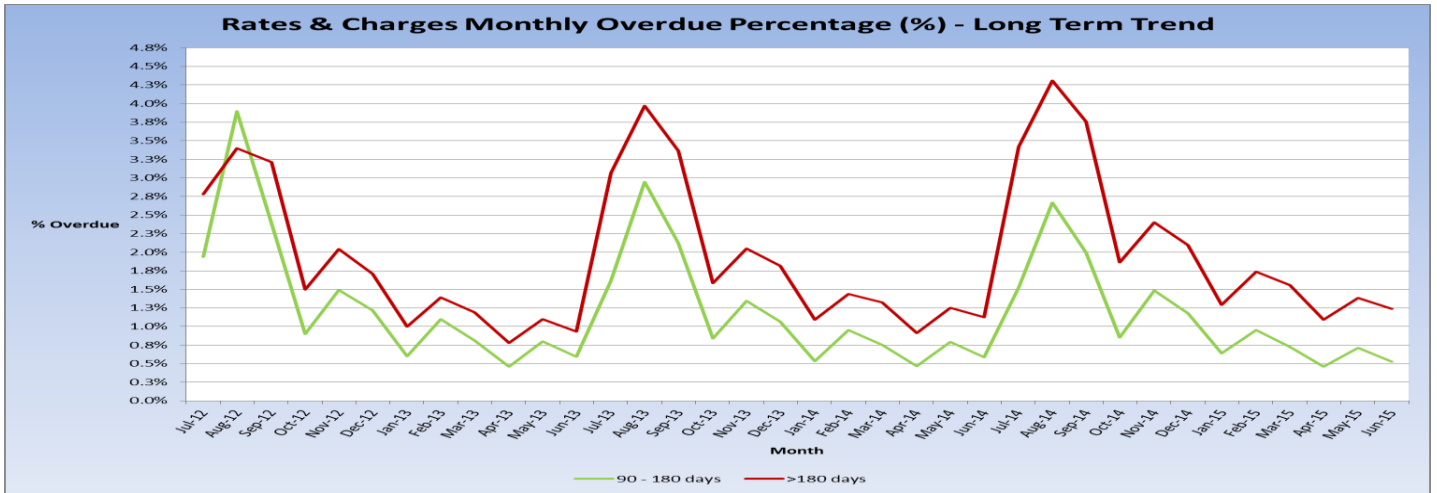
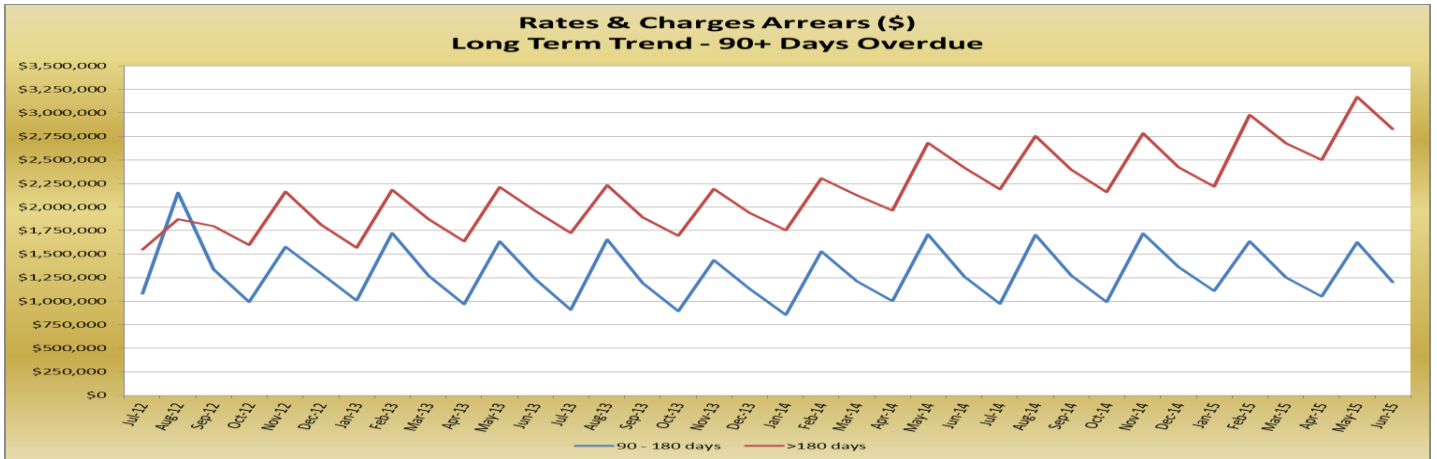
Total							Mainland						
Days Overdue	Jun-14	% Overdue	Jun-15	% Overdue	\$ Variance	% Variance	Days Overdue	Jun-14	% Overdue	Jun-15	% Overdue	\$ Variance	% Variance
<90	\$3,073,953	1.4%	\$2,663,164	1.2%	-\$410,789	-0.3%	<90	\$2,248,565	1.0%	\$1,931,906	0.8%	-\$316,659	-0.2%
90 - 180 days	\$1,259,396	0.6%	\$1,203,853	0.5%	-\$55,543	-0.1%	90 - 180 days	\$844,699	0.4%	\$782,775	0.3%	-\$61,924	-0.1%
>180 days	\$2,417,633	1.1%	\$2,827,866	1.2%	\$410,233	0.1%	>180 days	\$1,070,009	0.5%	\$1,437,790	0.6%	\$367,781	0.1%
Total	\$6,750,982	3.1%	\$6,694,883	2.9%	-\$56,099	-0.2%	Total	\$4,163,273	1.9%	\$4,152,471	1.8%	-\$10,802	-0.1%

Nth Stradbroke Is / Coochiemudlo Is / Garden Is							SMBI						
Days Overdue	Jun-14	% Overdue	Jun-15	% Overdue	\$ Variance	% Variance	Days Overdue	Jun-14	% Overdue	Jun-15	% Overdue	\$ Variance	% Variance
<90	\$101,265	0.0%	\$95,896	0.0%	-\$5,369	0.0%	<90	\$724,123	0.3%	\$635,362	0.3%	-\$88,761	-0.1%
90 - 180 days	\$27,524	0.0%	\$50,172	0.0%	\$22,648	0.0%	90 - 180 days	\$387,174	0.2%	\$370,906	0.2%	-\$16,267	0.0%
>180 days	\$44,661	0.0%	\$86,913	0.0%	\$42,252	0.0%	>180 days	\$1,302,964	0.6%	\$1,303,164	0.6%	\$200	0.0%
Total	\$173,450	0.1%	\$232,980	0.1%	\$59,530	0.0%	Total	\$2,414,260	1.1%	\$2,309,432	1.0%	-\$104,828	-0.1%

Trend - May 2015 to June 2015

Total							Mainland						
Days Overdue	May-15	% Overdue	Jun-15	% Overdue	\$ Variance	% Variance	Days Overdue	May-15	% Overdue	Jun-15	% Overdue	\$ Variance	% Variance
<90	\$5,184,195	2.27%	\$2,663,164	1.16%	-\$2,521,031	-1.10%	<90	\$4,004,387	1.75%	\$1,931,906	0.84%	-\$2,072,480	-0.91%
90 - 180 days	\$1,628,924	0.71%	\$1,203,853	0.53%	-\$425,072	-0.19%	90 - 180 days	\$1,107,432	0.48%	\$782,775	0.34%	-\$324,657	-0.14%
>180 days	\$3,170,070	1.39%	\$2,827,866	1.24%	-\$342,204	-0.15%	>180 days	\$1,690,026	0.74%	\$1,437,790	0.63%	-\$252,236	-0.11%
Total	\$9,983,190	4.36%	\$6,694,883	2.93%	-\$3,288,307	-1.44%	Total	\$6,801,844	2.97%	\$4,152,471	1.82%	-\$2,649,373	-1.16%

Nth Stradbroke Is / Coochiemudlo Is / Garden Is							SMBI						
Days Overdue	May-15	% Overdue	Jun-15	% Overdue	\$ Variance	% Variance	Days Overdue	May-15	% Overdue	Jun-15	% Overdue	\$ Variance	% Variance
<90	\$173,628	0.08%	\$95,896	0.04%	-\$77,732	-0.03%	<90	\$1,006,181	0.44%	\$635,362	0.28%	-\$370,819	-0.16%
90 - 180 days	\$57,082	0.02%	\$50,172	0.02%	-\$6,911	0.00%	90 - 180 days	\$464,411	0.20%	\$370,906	0.16%	-\$93,504	-0.04%
>180 days	\$94,263	0.04%	\$86,913	0.04%	-\$7,350	0.00%	>180 days	\$1,385,782	0.61%	\$1,303,164	0.57%	-\$82,618	-0.04%
Total	\$324,973	0.14%	\$232,980	0.10%	-\$91,993	-0.04%	Total	\$2,856,373	1.25%	\$2,309,432	1.01%	-\$546,941	-0.24%




12. GLOSSARY

Definition of Ratios

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

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

11.2 PORTFOLIO 2 (MAYOR KAREN WILLIAMS)**ORGANISATIONAL SERVICES (EXCLUDING INTERNAL AUDIT AND EMERGENCY MANAGEMENT)****11.2.1 POLICY FOR COMMUNITY REFERENCE GROUPS**

Objective Reference:	A223176 Reports and Attachments (Archives)
Attachment:	<u>Policy for Community Reference Groups POL-3003</u>
Authorising Officer:	 Nick Clarke General Manager Organisational Services
Responsible Officer:	Luke Wallace Group Manager Corporate Governance
Report Author:	Jo Jones Service Manager Strategy & Governance

PURPOSE

The report proposes adoption of a new policy which outlines Council's approach to the creation and management of groups which promote meaningful engagement with representatives of external organisations and members of the community. Use of reference groups, and other groups established for the purpose of consultation, advice or partnership.

BACKGROUND

Council engages many individuals and organisations to inform effective decision making. Council manages a number of reference groups, which are listed on Council's website. These groups support effective community engagement.

At its meeting on 22 April 2015 Council resolved *"that a new policy be drafted for Council adoption establishing a best practice protocol that provides a standard guideline including governance and terms of reference to support, guide and govern the formation and operation of any current and future technical, community or industry groups that may be formed for the purposes of advising Redland City Council on technical or operational feedback or other matters of concern."*

ISSUES

The new policy formalises arrangements around the establishment and management of reference groups and other similar forums. The draft policy has been developed in consultation with officers across Council. The policy is designed to provide a 'principles based' framework which provides sufficient governance and transparency but which also provides flexibility to cater for the very different operational requirements of each of Council's service areas.

This policy is intended to operate in conjunction with Council's Community Engagement Policy (POL 3053) and Community Development Practice Guidelines.

It relates to forums and groups where Council seeks input from the community or other stakeholders.

STRATEGIC IMPLICATIONS

Legislative Requirements

Engagement with individuals and stakeholders is consistent with the *Local Government Act 2009* (LG Act), in particular local government principles (a) transparent and effective processes, and decision-making in the public interest; and (c) democratic representation, social inclusion and meaningful community engagement (Chapter 1, s4, 2a and c)

Risk Management

Council is already engaging with a number of groups. This policy provides a framework for this engagement and increases transparency about the formation and management of these groups. The adoption of the policy will decrease the risk of inappropriate use of these groups because it will provide more clarity about the roles and responsibilities of both Council and those involved in the groups.

Financial

The adoption of the policy has no direct financial implications. There may be expenses associated with managing meetings. These will be funded from existing operational budgets. When considering establishment of new groups or forums, Council's Executive Leadership Team (ELT) will consider any financial implications at that time.

People

The new policy outlines roles and responsibilities for those co-ordinating groups and forums. The Communication, Engagement and Tourism Group (CET) will provide internal advice to anyone seeking to establish a new group or to meet the requirements of this policy. CET will also manage the publication of the list of groups on Council's website.

Environmental

There are no direct environmental implications although Council already engages with a number of groups on environmental issues.

Social

The new policy supports engagement with the community and there are a number of groups which relate to community and social issues.

Alignment with Council's Policy and Plans

The policy supports inclusive and ethical governance, in particular the 2020 outcome 8.5 which states that 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. The new policy is also consistent with the existing Community Engagement Policy (POL 3053).

CONSULTATION

Internal consultation has taken place with various officers across Council including Communication, Engagement and Tourism, Community and Cultural Services, City Planning and Assessment and other officers who engage with reference groups.

OPTIONS

1. Adopt the attached policy – this policy will provide governance over reference groups and meets the requirements of the Council resolution
2. Adopt the attached policy with amendment – Councillors may wish to amend the policy to reflect different levels of governance which may be required
3. Decide not to adopt a new policy and continue with existing arrangements – this would not meet the requirements of the adopted resolution and may result in inconsistency of approach when managing or establishing groups.

OFFICER'S RECOMMENDATION

That Council resolves to adopt the Community Reference Group Policy (POL-3003).

Community Reference Groups Policy

Version Information

Head of Power

Local Government Act 2009

(2) The local government principles are—

- (a) transparent and effective processes, and decision-making in the public interest; and
- (c) democratic representation, social inclusion and meaningful community engagement

Local Government Act 2009 Chapter 1 S4.2a &c

9 Powers of local governments generally

- (1) A local government has the power to do anything that is necessary or convenient for the good rule and local government of its local government area.

Local Government Act 2009 Chapter 2 Part 1 S9.1

Corporate Plan Outcome 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.

Community Engagement Policy (POL 3053)

This policy should be used in conjunction with Council's Community Engagement Policy.

Policy Objective

To enable Council to create and manage groups which allow Council to engage meaningfully with representatives of external organisations and members of the community to assist Council in its decision making process or support continuous improvement.

Policy Statement

A community reference group is any deliberative forum coordinated by the Council and that includes members of the community or other external stakeholders.

Council is committed to:

1. **Effective Engagement** – Council engages with the community through a range of methods, outlined through the Community Engagement Policy and guidelines. Council uses the International Associate of Public Participation (IAP2) spectrum of participation which defines the purpose of engagement activities, which can be information sharing, consultation, involvement, partnership or empowerment with transfer of decision making power. Reference Groups will usually be formed where consultation, involvement or partnership are required.

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2. **Engage with Groups to contribute to good decisions** – where it will assist Council to make more informed decisions and/or achieve better outcomes, Council may form groups to seek input from outside the organisation. These groups can provide feedback and advice to Council and in some cases may partner with Council to progress particular pieces of work.
3. **Transparency** – Council will be open and transparent about the creation, existence, purpose and arrangements for any groups established for the purpose of engagement with external individuals or organisations. A list of all groups will be published on Council's website.
4. **Good governance** – All groups will have effective governance arrangements in place to ensure clarity of purpose and a consistent approach to the management of the groups. Advisory Committees are excluded from this policy, because they are governed by specific provisions under the *Local Government Act 2009*. Community development and capacity building activities are governed by Council's Community Development Practice Guidelines and are also excluded from this policy.

Definitions

Community Reference Group

A community reference group is any deliberative forum coordinated by the Council and that includes members of the community or other external stakeholders. This does not include Council volunteer groups (eg Bushcare workers or Art Gallery workers) or groups established for the purpose of community development or capacity building which are managed under the Community Development Practice Guidelines for Building Strong Communities.

Terms of Reference

Terms of reference describe the purpose and structure of a project, committee, meeting, negotiation, or any similar collection of people who have agreed to work together to accomplish a shared goal.

A Terms of Reference is required for each group, unless they are managed under the Community Development Practice Guidelines. These groups may not have a formal terms of reference, particularly if they are short term or newly formed, but will still need to have a clear purpose statement.

Terms of reference will:

- be published on Council's website for those groups will fall within the scope of this policy;
- show how the scope of the discussion will be defined, developed, and verified;
- provide a documented basis for making future decisions and for confirming or developing a common understanding of the scope among stakeholders;
- indicate the lifespan of the group or include a review date; and
- support the effective operation of the group.

The table below sets out the information which should be included in terms of reference:

Must include	Optional
<ul style="list-style-type: none">• Purpose• Objectives• Membership - Information about the membership including size of group and how members can be appointed and removed from the group• Chairing meetings• Meeting frequency• Documentation – In addition to the terms of reference, whether any other information should be published (for example, agendas, notes of meetings, membership details).• Review of frequency of meetings• A regular review of the group, including whether it should continue	<ul style="list-style-type: none">• Venue• Format of meetings• Minutes• Confidentiality• Code of conduct (or similar)• If the group is able to make recommendations, the terms of reference should set out a clear process for how this is to be done

All groups will be listed on Council's website, including the name of the group, a brief purpose statement and the contact officer. Whether additional information and documents are published for a particular group will be defined in the terms of reference.

The terms of reference for each group will be reviewed at least annually by the lead officer. This review should consider if the group has met its objectives and if the group should continue. The lead officer will recommend to the appropriate Executive Leadership Team (ELT) member if the group should continue or be closed and if the terms of reference should be updated

Actions and Responsibilities

ELT will:

- Undertake an annual review of the list of groups;
- approve the formation of all groups;
- approve continuation of groups;
- approve terms of reference; and
- notify Councillors of any new groups established

Lead officer (usually Group Manager or Service Manager) will:

- develop terms of reference;
- ensure governance of the group in accordance with the agreed terms of reference; and
- liaise with Communication, Engagement and Tourism Group to ensure name of group and contact officer, together with the terms of reference, are added to Council's website

Communication, Engagement and Tourism Group will:

- maintain webpage (updates to be advised by lead officer);
- provide advice and support where required; and
- provide templates for terms of reference on request (a range of templates are available, depending on the purpose of the group).

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Reference Documents

International Association for Public Participation (IAP2) spectrum, core engagement values
Twyford et al. (2006). *Beyond public meetings: connecting community engagement with decision - making*. Vivian Twyford Communication Pty Ltd.

Associated Documents

Community Engagement Policy (POL 3053).
Community Development Practice Guidelines for Building Strong Communities
Guidelines for community engagement GL 3053-001

Version Information

Version number	Date	Key Changes
1	July 2015	New Policy

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11.3 PORTFOLIO 3 (CR JULIE TALTY)**CITY PLANNING AND ASSESSMENT****11.3.1 DECISIONS MADE UNDER DELEGATED AUTHORITY FOR CATEGORY 1,2 & 3 DEVELOPMENT APPLICATIONS**

Objective Reference: A225452
Reports and Attachments (Archives)

Attachment: [Decisions Made Under Delegated Authority 28.06.15 to 11.07.15](#)

Authorising Officer: 
Louise Rusan
General Manager Community & Customer Service

Responsible Officer: David Jeanes
Group Manager City Planning & Assessment

Report Author: Debra Weeks
Senior Business Support Officer

PURPOSE

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

This information is provided for public interest.

BACKGROUND

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

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

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

Category 3 – Moderately Complex Code & Impact Assessments; and

Category 4 – Major and Significant Assessments.

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

- Category 1 criteria - defined as complying code and compliance assessable applications, including building works assessable against the planning scheme, and other applications of a minor nature, including all accelerated applications.

- Category 2 criteria - defined as complying code assessable and compliance assessable applications, including operational works, and Impact Assessable applications without submissions of objection. Also includes a number of process related delegations, including issuing planning certificates, approval of works on and off maintenance and the release of bonds, and all other delegations not otherwise listed.
- Category 3 criteria that are defined as applications of a moderately complex nature, generally mainstream impact assessable applications and code assessable applications of a higher level of complexity. Impact applications may involve submissions objecting to the proposal readily addressable by reasonable and relevant conditions. Both may have minor level aspects outside a stated policy position that are subject to discretionary provisions of the Planning Scheme. Applications seeking approval of a plan of survey are included in this category. Applications can be referred to General Meeting for a decision.

OFFICER'S RECOMMENDATION

That Council resolves to note this report.

Decisions Made Under Delegated Authority 28.06.2015 to 04.07.2015

Application	Description	Category	Applicant	Property Address	Application Type	Decision Date	Decision	Division
Category 1								
BWP003011	Design & Siting - Dwelling House	Category1	Building Code Approval Group Pty Ltd	29 Dundas Street, Ormiston QLD 4160	Concurrence Referral Agency	29/06/2015	Approved	1
BWP003013	Design & Siting - Garage and Carport	Category1	Douglas George Murphy	7 Valley Road, Wellington Point QLD 4160	Concurrence Referral Agency	2/07/2015	Approved	1
BWP003018	Design and Siting - Additions	Category1	Building Code Approval Group Pty Ltd	78-80 Douro Road, Wellington Point QLD 4160	Concurrence Referral Agency	3/07/2015	Approved	1
BWP003022	Design & Siting - Dwelling House	Category1	The Certifier Pty Ltd	25 Christina Street, Wellington Point QLD 4160	Concurrence Referral Agency	2/07/2015	Approved	1
BWP003029	Retaining Wall	Category1	Apex Certification & Consulting	Ormiston Child Care Centre, 35-39 Gordon Street, Ormiston QLD 4160	Concurrence Agency Response	30/06/2015	Approved	1
BWP002994	Design & Siting- Garage	Category1	Javica Investments Pty Ltd	8 Sentinel Court, Cleveland QLD 4163	Concurrence Referral Agency	29/06/2015	Approved	2
BWP003007	Domestic Additions	Category1	Kenneth John Folkes	3 Captains Court, Cleveland QLD 4163	Code Assessment	2/07/2015	Development Permit	2
OPW001820	Advertising Device	Category1	East Coast Surveys Pty Ltd	Crystal Waters Shopping Centre, 51-55 Island Outlook Avenue, Thornlands QLD 4164	Code Assessment	2/07/2015	Development Permit	3
ROL005935	Standard format - 1 into 4 lots	Category1	Levi Simon Van Dijk	22-24 South Street, Thornlands QLD 4164	Code Assessment	29/06/2015	Development Permit	3

Decisions Made Under Delegated Authority 28.06.2015 to 04.07.2015

BWP003004	Retaining Wall (Existing) -1 metre	Category1	Neil Graham Anstey	25 Snipe Street, Redland Bay QLD 4165	Code Assessment	1/07/2015	Development Permit	5
MCU013489	Dwelling House - Secondary	Category1	Lindsay Barrie	19 Grevillea Street, Redland Bay QLD 4165	Code Assessment	29/06/2015	Development Permit	6
BWP003020	Design & Siting - Shed	Category1	Matthew David Scullion	63 Woodlands Drive, Thornlands QLD 4164	Concurrence Referral Agency	2/07/2015	Approved	6
BWP003005	Design & Siting- Shed	Category1	DBR Certification	5 Payne Court, Alexandra Hills QLD 4161	Concurrence Referral Agency	30/06/2015	Approved	7
BWP002960	Domestic Outbuilding	Category1	The Certifier Pty Ltd	37 Rosella Street, Wellington Point QLD 4160	Code Assessment	30/06/2015	Development Permit	8
BWP003010	Design & Siting - Shed	Category1	The Certifier Pty Ltd	173 Redland Bay Road, Capalaba QLD 4157	Concurrence Referral Agency	30/06/2015	Approved	9

Category 2

OPW001593. 7	Operational Works - Civil and Landscaping - Waterline Stage 7 (15 lots)	Category2	Sheehy & Partners Pty Ltd	268 Redland Bay Road, Thornlands QLD 4164	Code Assessment	1/07/2015	Development Permit	4
OPW001841	Mixed Use - Multiple Dwelling x 31 Operational Works Civil & Landscaping)	Category2	Philip Usher Constructions Pty Ltd	75-99 Gordon Road, Redland Bay QLD 4165	Compliance Assessment	29/06/2015	Approved	5
MCU013362	Produce Store	Category2	The Certifier Pty Ltd	87-89 Boundary Road, Thornlands QLD 4164	Code Assessment	30/06/2015	Development Permit	6

Decisions Made Under Delegated Authority 28.06.2015 to 04.07.2015

OPW001767	Filling and Excavation associated with driveway works	Category2	Asden Pty Ltd As Trustees	395-449 Mount Cotton Road, Sheldon QLD 4157	Code Assessment	2/07/2015	Development Permit	6
Category 3								
OPW001827	Combined Operational Works (Civil and Landscape Works)- Pharmacy & Health Care Centre (extension of OPW001412)	Category3	Loukaniko Pty Ltd	14-16 Brighton Road, Macleay Island QLD 4184	Compliance Assessment	30/06/2015	Compliance Certificate	5

Decisions Made Under Delegated Authority 05.07.15 to 11.07.2015

Application	Description	Category	Applicant	Property Address	Application Type	Decision Date	Decision	Division
Category 1								
MCU013439	Dwelling House	Category1	Craig Dean Mcdermott Karen Amanda Mcdermott	12-14 Edith Street, Wellington Point QLD 4160	Code Assessment	10/07/2015	Permissible Change	1
MCU013442	Dwelling House	Category1	Craig Dean Mcdermott Karen Amanda Mcdermott	12-14 Edith Street, Wellington Point QLD 4160	Code Assessment	10/07/2015	Permissible Change	1
BWP002109	Domestic Additions	Category1	Lion North Pty Ltd As Trustee	5 Gindarra Street, Point Lookout QLD 4183	Code Assessment	8/07/2015	Permissible Change	2
BWP002981	Design & Siting - Dwelling House	Category1	NCL Group	256 Bloomfield Street, Cleveland QLD 4163	Concurrence Agency Response	7/07/2015	Approved	2
MCU013497	Dual Occupancy	Category1	Ralph J Bonney	53 Island Street, Cleveland QLD 4163	Code Assessment	8/07/2015	Development Permit	2
BWP002990	Design & Siting - Shed	Category1	The Certifier Pty Ltd	6 Westaway Court, Thornlands QLD 4164	Concurrence Agency Response	7/07/2015	Approved	3
BWP002157	Design & Siting - Dwelling House x 31	Category1	Villa World Redlands Pty Ltd	284-286 Redland Bay Road, Thornlands QLD 4164	Concurrence Agency Response	9/07/2015	Permissible Change	4
BWP003024	Design & Siting - Additions & Patio	Category1	Karen Lesley Colby	4 Fairway Drive, Redland Bay QLD 4165	Concurrence Agency Response	7/07/2015	Approved	4
MCU013513	Secondary Dwelling	Category1	Total Lifestyle Builders	7 Brampton Close, Redland Bay QLD 4165	Code Assessment	9/07/2015	Development Permit	5


Application	Description	Category	Applicant	Property Address	Application Type	Decision Date	Decision	Division
BWP003026	Design & Siting - Carport and Roofed Shadehouse	Category1	The Certifier Pty Ltd	11 Viewfield Street, Redland Bay QLD 4165	Concurrence Agency Response	6/07/2015	Approved	5
BWP002997	Design and Siting - Shed	Category1	The Certifier Pty Ltd	13 Willis Close, Redland Bay QLD 4165	Concurrence Agency Response	9/07/2015	Approved	6
BWP003015	Design & Siting - Dwelling House	Category1	Building Code Approval Group Pty Ltd	46 Willis Close, Redland Bay QLD 4165	Concurrence Agency Response	10/07/2015	Approved	6
MCU013474	Dwelling House	Category1	Blackwatch Projects Pty Ltd	3 Heffernan Road, Alexandra Hills QLD 4161	Impact Assessment	9/07/2015	Development Permit	7
BWP003021	Design & Siting- Shed & Awning	Category1	Strickland Certification Pty Ltd	15 Palana Drive, Alexandra Hills QLD 4161	Concurrence Agency Response	8/07/2015	Approved	7
BWP002922	Design and Siting - Carport	Category1	Barry Newman	713 Old Cleveland Road East, Wellington Point QLD 4160	Concurrence Agency Response	7/07/2015	Approved	8
BWP003016	Design & Siting- Carport	Category1	Bonafide Building Approvals	13 Bailey Road, Birkdale QLD 4159	Concurrence Agency Response	8/07/2015	Approved	8
OPW001864	Advertising Device	Category1	Tafe Queensland Brisbane	Metropolitan South Institute of TAFE, 29 Windemere Road, Alexandra Hills QLD 4161	Code Assessment	8/07/2015	Development Permit	9
BWP003023	Design & Siting- Patio carport and Carport	Category1	Michael Bryan Begg Kathryn Patricia Lamborne	11 Wills Lane, Capalaba QLD 4157	Concurrence Agency Response	9/07/2015	Approved	9
BWP003025	Design & Siting - Dwelling House	Category1	Building Code Approval Group Pty Ltd	13 Baywalk Place, Thorneside QLD 4158	Concurrence Agency Response	8/07/2015	Approved	10

Application	Description	Category	Applicant	Property Address	Application Type	Decision Date	Decision	Division
BWP003028	Design & Siting - Dwelling House	Category1	Coral Homes (Qld) Pty Ltd	3 Mahie Crescent, Birkdale QLD 4159	Concurrence Agency Response	10/07/2015	Approved	10
Category 2								
MCU013395	Apartment building x 20 units	Category2	Beached As Bro Holdings No.2 Pty Ltd As Trustee	152 Middle Street, Cleveland QLD 4163	Code Assessment	9/07/2015	Development Permit	2
OPW001870	Operational Works - Domestic Driveway Crossover	Category2	Lionel Geoffrey Ellis	24 Huntly Place, Redland Bay QLD 4165	Code Assessment	9/07/2015	Development Permit	5
OPW001562	Operational Works - (CIVIL) Extension of existing shopping centre	Category2	MPN Consulting	101 Valley Way, Mount Cotton QLD 4165	Compliance Assessment	7/07/2015	Permissible Change	6
OPW001612	Landscaping Work - Extension of shopping centre	Category2	MPN Consulting Pty Ltd	101 Valley Way, Mount Cotton QLD 4165	Compliance Assessment	9/07/2015	Permissible Change	6
OPW001826	Operational Works - MCU - (Civil) Multiple Dwellings x 8	Category2	Arcadian Developments Pty Ltd	67 Keith Street, Capalaba QLD 4157	Compliance Assessment	7/07/2015	Approved	9
OPW001868	Operational Works - ROL 1 into 2 lots (SmartEDA)	Category2	Structerre Consulting Engineers	14 Claremont Street, Birkdale QLD 4159	Code Assessment	8/07/2015	Development Permit	10

Application	Description	Category	Applicant	Property Address	Application Type	Decision Date	Decision	Division
Category 3								
OPW001828	Childcare Centre	Category3	Blau Holdings Pty Ltd As Trustee Rakio Pty Ltd As Trustee	51 Cambridge Drive, Alexandra Hills QLD 4161	Compliance Assessment	7/07/2015	Compliance Certificate	7
MCU013278	Multiple Dwellings x 13	Category3	The Certifier Pty Ltd	159-161 Birkdale Road, Birkdale QLD 4159	Impact Assessment	9/07/2015	Development Permit	10

11.3.2 APPEALS LIST CURRENT AS AT 16 JULY 2015

Objective Reference: A225456
Reports and Attachments (Archives)

Authorising Officer: 
Louise Rusan
General Manager Community & Customer Services

Responsible Officer: David Jeanes
Group Manager City Planning & Assessment

Report Author: Chris Vize
Service Manager Planning Assessment

PURPOSE

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

BACKGROUND

Information on appeals may be found as follows:

1. Planning and Environment Court

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

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

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

The database contains:

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

ISSUES

1.	File Number:	Appeal 1963 of 2009 (MC010715)
Applicant:		JT George Nominees P/L
Application Details:		Preliminary Approval for MCU for neighbourhood centre, open space and residential uses (concept master plan). Cnr Taylor Rd & Woodlands Dve, Thornlands.
Appeal Details:		Applicant appeal against refusal.
Current Status:		The appellant has submitted further amended plans for consideration. The matter has been adjourned to 29 July 2015.

2.	File Number:	Appeal 2675 of 2009. (MC010624)
Applicant:		L M Wigan
Application Details:		Material Change of Use for residential development (Res A & Res B) and preliminary approval for operational works. 84-122 Taylor Road, Thornlands.
Appeal Details:		Applicant appeal against refusal.
Current Status:		The appellant has submitted further amended plans for the consideration of the parties. The matter has been adjourned to 22 July 2015.

3.	File Number:	Appeal 4521 of 2013 (MCU012995)
Applicant:		D Polzi and ML Polzi
Application Details:		Material Change of Use for a Landscape Supply Depot.
Appeal Details:		Submitter appeal against development permit approval.
Current Status:		Appeal was allowed by consent on 15 July 2015, resulting in the approval being cancelled.

4.	File Number:	Appeal 4802 of 2014 (OPW001288)
Applicant:		Birkdale Flowers Pty Ltd
Application Details:		Operational Works subsequent to reconfiguring a lot (1 into 28 lots).
Appeal Details:		Originating application seeking enforcement orders for removal of encroachments upon adjoining land and compliance with relevant approvals.
Current Status:		The parties attended a without prejudice mediation in March 2015 to discuss the matter. Listed for review on 22 July 2015.

5.	File Number:	Appeals 178, 179, 180 & 181 of 2015 (ROL005722 – ROL005725 inclusive)
Applicant:		Villa World Development Pty Ltd
Application Details:		Reconfiguring a Lot - 1 into 37 lots (Stage 4), 1 into 32 lots (Stage 5), 1 into 32 lots (Stage 6) and 1 into 33 lots (Stage 7).
Appeal Details:		Applicant appeals against refusal of request for Negotiated Infrastructure Charges Notices.
Current Status:		Parties attended a without prejudice mediation in April 2015 to discuss the matter.

6.	File Number:	Appeal 702 of 2015 (MCU013304)
Applicant:		E De Graeve-Brennan and G De Graeve-Brennan
Application Details:		Material Change of Use for Multiple Dwelling (9 units) 578 & 580 Main Road, Wellington Point
Appeal Details:		Submitter appeal against development approval.
Current Status:		Adjourned to 16 July 2015 while developer prepares material for a minor change to the development.

7.	File Number:	Appeal 795 of 2015 (MCU013316)
Applicant:		James Tovey Wilson
Application Details:		Material Change of Use for Mixed Use – Tourist Accommodation (71 units), Apartment Building (28 units), Refreshment Establishment and Shop 18-20 Waterloo Street Cleveland
Appeal Details:		Submitter appeal against development approval.
Current Status:		Listed for call-over review on 24 July 2015.

8.	File Number:	Appeals 1610 & 1611 of 2015 (MCU011532)
Applicant:		Skyhope Developments
Application Details:		Material Change of Use for Apartment Building (271 Units) 54-58 Mount Cotton Road, Capalaba
Appeal Details:		Applicant appeals against Infrastructure Charges Notice.
Current Status:		Parties attended a without prejudice mediation in May 2015 to discuss the matter. Appeal 1611 of 2015 was discontinued on 3 June 2015. Appeal 1610 of 2015 remains current.


OFFICER'S RECOMMENDATION

That Council resolves to note this report.

11.3.3 MCU013378 SERVICE STATION 4-6 GOVERNMENT ROAD, REDLAND BAY

Objective Reference: A225760
Reports and Attachments (Archives)

Attachment: [Locality Plan, Zoning Map, Site Plan and Elevation Plan](#)

Authorising Officer: 
Louise Rusan
General Manager Community & Customer Services

Responsible Officer: David Jeanes
Group Manager City Planning & Assessment

Report Author: Andrew Veres
Senior Planning - Planning Assessment Planning Assessment

PURPOSE

This Category 4 application is referred to the General Meeting for determination.

BACKGROUND

Council has received an application seeking a Development Permit for Material Change of Use on land at 4 – 6 Government Road, Redland Bay, for the purpose of a Service Station.

The application has been assessed against the relevant provisions of the Redlands Planning Scheme and the proposed development is considered to conflict with the scheme. The key issues identified in the assessment are:

- Inconsistency of the use in the zone;
- Inefficient use of land;
- Insufficient grounds to justify the conflict with the planning scheme.

The issues identified in the assessment are considered to not have been adequately addressed by the application and it is therefore recommended that the application be refused for the reasons identified in the Officer's Recommendation.

PLANNING HISTORY

There is no relevant development history associated with this site.

In 2013, the site immediately to the east gained a development approval for Shops and Refreshment Establishments.

ISSUES

Proposal

The application is for a Material Change of Use for a Service Station with ancillary sale of convenience goods in accordance with the definition of "service station". Storage of 42 000 litres of fuel is envisaged, incorporating LPG and Diesel. No specific corporation or petroleum company has been put forward with the application.

The premises are proposed to have a GFA of 177m² for the shop component and a fuel canopy spanning an area of 352m². The applicant has also proposed 13 car-parking spaces as well as landscaped areas at the frontage and rear. Refuse facilities are proposed in the north western corner of the site.

A 2m high acoustic fence is proposed at the northern, eastern and western boundary of the site. A 1.5m high retaining wall at the rear with a landscaped embankment (1 in 2 batter) is proposed, which will allow the site to be drained to Government Road.

No car repairs are proposed. It is intended to be a 24 hour facility providing fuel and basic convenience goods.

Site & Locality

The site has an area of 2501sqm, a depth and width of 50 metres and is currently vacant with no vegetation other than grass. The land gently slopes away from the street frontage towards the north of the property. Each side is approximately 50 metres long.

The site is located on the northern side of Government Road and adjoins Urban Residential zoned properties to the north. On the southern side of Government Rd, residential properties back onto the road, with no access onto Government Road. Land to the east is vacant, though it has an approval for Shops and Refreshment Establishments. To the west is a Telstra facility, being an exchange. The structure on this site is approximately the size of a dwelling.

APPLICATION ASSESSMENT

Sustainable Planning Act 2009

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

SEQ Regional Plan 2009-2031

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

State Planning Policies & Regulatory Provisions

State Planning Policy / Regulatory Provision	Applicability to Application
SEQ Koala Conservation SPRP	The subject site falls within an area mapped as <i>Not Assessable</i> under the South East Queensland Koala Conservation State Planning Regulatory Provisions.
SPRP (Adopted Charges)	The development is subject to infrastructure charges in accordance with the SPRP (adopted charges) and Council's adopted resolution. Details of the charges applicable have been provided under the Infrastructure Charges heading of this report.
State Planning Policy July 2014	The site triggers assessment against the Single State Planning Policy for Water Quality as the site is over the threshold size of 2500m ² and it is anticipated as the site will be more than 25% impervious as per the trigger requirements of the SPP2014. Within the submitted Stormwater Quality Management Plan it is proposed that the runoff from the roofed areas and ground level will be collected in pits provided with gross pollutant traps (EnviroPods or similar). From these, the runoff will be discharged into an underground detention tank. Within this tank, Stormwater 360 Stormfilters will be installed in order to provide tertiary treatment to the design flows. This is anticipated to treat stormwater to the standard required under the SPP, and therefore complies.

Redlands Planning Scheme

The application has been assessed under the Redlands Planning Scheme version 6.2.

The application is subject to Impact Assessment and is therefore assessable against the whole of the Planning Scheme. The following codes are relevant to the application:

- Medium Density Residential Zone Code;
- Service Station Code;
- Access and Parking Code;
- Erosion Prevention and Sediment Control Code;
- Excavation and Fill Code;
- Infrastructure Works Code;
- Landscape Code;
- Stormwater Management Code;
- Acid Sulfate Soil Overlay; and
- Road and Rail Noise Impact Overlay.

The proposal is considered not to conflict with some of the above codes. The issues of conflict are discussed below:

Inconsistency of the Use

It is noted that Specific Outcome S1.1 of the Medium Density Residential Zone Code states that inconsistent uses are not established in the zone. Table 1 of the Code outlines a Service Station as an inconsistent use in the zone therefore the proposal conflicts with the Specific Outcome. The Planning Scheme's tables of assessment clearly identify zones which are considered suitable for Service Stations such as the Commercial/General Industry Zone as well as the Major Centre Zone and are reflected in the level of assessment (code) as these are considered to be suitable for co-locating such uses.

The Service Station Code also states in Specific Outcome S1 that the use should compliment established centres and non-residential uses in urban areas. The subject site adjoins two parcels of land zoned Local Centre totalling 3042m² which are approved for Shops and a Refreshment Establishments operating until 11pm with the exception of a one shop tenancy which is allowed to operate 24 hours a day, seven days a week. When considering that the proposal is for a commercial use, entirely occupying a similar lot size (2501m²) operating 24 hours a day, seven days a week, as well as the lighting requirements, and the structures' dominance upon the streetscape, it is considered that the proposal will become the dominant use in the area. Subsequently, the proposed Service Station would represent a conflict with the code in this regard as it would not compliment existing non-residential uses, rather it will become the dominant land-use in the area which is generally residential in nature.

Furthermore, Overall Outcome (2)(a)(i) of the Service Station Code provides for uses that complement the character of the locality, and is compatible with adjoining uses and the physical characteristics of the site where it is located. A Service Station will not compliment the residential character of the locality as it will have a significant impact upon the existing residential streetscape and aesthetic enjoyed in the area especially with regards to its hours of operation and, structural and lighting requirements. As such the proposal is considered to conflict the Specific Outcome and Overall Outcome in this regard.

Inefficient Use of Land

Specific Outcome S1.2 of the Medium Density Residential Zone Code states that land in proximity to centres, services and facilities and public transport is maximised for dwelling units that result in a compact housing form. The subject site adjoins a Local Centre and public transport is available from Government Road which therefore indicates that the provision applies to this site. The proposed use is not for dwelling units and therefore the proposal conflicts with the Specific Outcome in this regard.

Furthermore, when considering the Overall Outcomes for the Code, (a)(ii)(d) states that non-residential uses are not large land consumers that by their scale and nature will diminish the quantity of the land within the zone. The site is 2501sqm, meaning that for the preferred uses, for example Multiple Dwelling Units, a dwelling density of at least one (1) unit for 200m² is desirable, as outlined in the Probable Solution P2.4(4)(a). As such, at least 12 units could be accommodated on the site and would represent a more efficient use of the land and better assist in creating critical residential mass to drive the viability of the adjoining local centre and efficiency of the public transport system. Furthermore, being located next to an approved local centre and a bus stop, it is likely that an increased density of residential units would be acceptable and desirable.

Other issues

Access

The subject site is located on a trunk collector road with a central median that restricts any right turn access and egress to and from the site. A service station relies on convenient access, and this is not achieved in this proposal.

Customers travelling west along Government Road cannot easily access the proposed facility and those leaving the site and seeking to travel west to Cleveland-Redland Bay Road are unable to turn directly onto Government Road in a westerly direction. Instead, they would need to use Moores Road which terminates at a number of dead-end streets along the Esplanade and The Boulevard. Alternatively, they would need to travel a total of 1.8km via Salisbury Street and back onto Gordon Road to head west. This does not represent convenient access to customers for a use which relies upon convenience for its effective operation. As such, it is considered that the use's driveway access and the location of the site more generally, does not comply with the Specific Outcome S3.1 (1) of the Access and Parking Code which states that access is located having regard to optimising public safety and convenience.

Landscaping

It is noted that the applicant proposes to create a landscaped embankment sloping upward from the rear of the property to a peak which will contain an acoustic fence. The space between the rear boundary and the acoustic fence will comprise a very steep (1 in 2) batter. This sloping vegetated area will be almost impossible to access and maintain, and any placement of a maintenance track in this space, which will need to be sized and graded appropriately, will reduce the landscaped area, significantly reducing its effectiveness at screening the acoustic fence and the use itself.

Overall Outcome (c) (ii) of the Medium Density Residential Zone Code states that the operational characteristics and impacts of non-residential uses are managed in order to maintain a high standard of residential amenity. It is considered that the development has not demonstrated that this will be achieved; instead, it is considered that the use will have an unacceptable impact on surrounding residential development. It is also considered that the development does not comply with Specific Outcome S1(6) of the Landscaping Code, which states that landscaping should be designed for efficient and effective maintenance.

Grounds to Justify Conflict with the Planning Scheme.

It is considered that the items noted above constitute a conflict with the planning scheme. In deciding an application, the *Sustainable Planning Act 2009* s329 states that the assessment manager's decision must not conflict with a relevant instrument unless there are sufficient grounds to justify the decision, despite the conflict. In deciding whether there are sufficient grounds to approve the application, the Statutory Guideline provided by the State Government has been considered. It is considered that the applicant has not adequately demonstrated sufficient grounds to justify the conflict which is summarised below:

Relevant instrument is out of date

The current planning scheme was gazetted in 2006 and since then it has undergone a number of amendments to reflect changes that impact land use and development. It is considered that the planning scheme is contemporary and the applicant has not demonstrated otherwise.

It is noted that since 2006, the Weinam Creek Priority Development Area (PDA) has been introduced by the State, which is in close proximity to the subject site. The PDA is administered under the Economic Development Act and overrides the planning scheme. The development of the area will bring increased population growth and therefore demand for commercial uses. It should be noted, however, that the Weinam Creek PDA has accommodated commercial development within its plan of development and therefore can meet the demand for fuel retail in its own right, without the need to develop residential zoned land outside of the PDA.

Relevant instrument is incorrect

The applicant has not demonstrated that the current Redlands Planning scheme is incorrect in terms of its substance or through its underlying assumptions.

Relevant instrument inadequately addresses development

In determining whether the proposed development is adequately addressed in the Planning Scheme, it should be noted that Commercial Industry Zone, General Industry Zone and Major Centre Zone tables of assessment all identify Service Stations as being Code Assessable and is therefore supportive of this use across the City. More locally, the Redland Bay commercial precinct along Broadwater Terrace is dominated by swathes of District Centre zoned land which identify Service Stations as Impact Assessable but not Impact Inconsistent, indicating that these uses, if sensitively designed can be supported. By contrast, the Medium Density Residential Zone identifies a Service Station as being Impact (Inconsistent) which therefore indicates clearly its position on the use in that zoning. As such it considered that the use is clearly addressed by the relevant planning instrument applicable to the use.

Relevant instrument does not anticipate specific or particular development

The proposed Service Station is considered to be a common use across the Redlands area, is a defined use in the Planning Scheme and is anticipated in certain areas of the City, as discussed above.

Urgent need for the proposal

In addressing the need for the proposal, the applicant has provided an economic needs analysis. The initial report provided at lodgement provided an analysis of existing Service Stations in the Redland City Council LGA and identified an existing BP Service Station at the corner of Double Jump Road and Cleveland-Redland Bay Road, 2.8km from the subject site with the next closest being Shell at Victoria Point 4.1km from the subject site. The report notes that whilst there are Service Station facilities in the area, there is a need for fuel retailing facilities within Redland Bay based upon population projections, demographics and vehicle ownership trends in the area, and commuter behaviour. It can be deduced from the analysis provided that there is an economic need for more service stations in the area to meet further demands, however there was a limited analysis of why the subject site should accommodate a Service Station and not other commercial or industrial centres.

Accordingly, Council requested further clarification from the applicant regarding the appropriateness of the Medium Density Residential zoned site for the proposal and how it may impact upon the supply of residential land as well as information on expenditure trends and how it may affect existing commercial activities. The applicant's response outlined that other suitably zoned land was either limited and/or not conducive to this type of development due to its location and constraints upon the site. They also outlined that the use of this site would comprise only 2.2% of the total vacant area zoned for Medium Density Residential use in the area.

Whilst the points raised by the applicant have merit in terms of there being limited Service Stations in the area and the minimal impacts it would have upon the local economy, it has not been demonstrated that there is an urgent need for the proposal on this site.

It is therefore considered that there are insufficient grounds to justify approval of the proposal despite the conflict with the planning scheme.

INFRASTRUCTURE CHARGES

Redland Water: \$842.20
Redland City Council: \$26,359.80

Combined charge: \$27,202.00

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

Redland Water (Notice# 001124)

Residential Component	
N/A	
Non-Residential Component	
((176.9m2 GFA X commercial retail \$180m2) X 0.21 (RW Split)) =	\$6,722.20
Demand Credit	
((1 X existing lot X \$28,000) X 0.21 (RW Split))	\$5,880.00
Total Redland Water Charge: \$842.20	

Redland City Council (Notice# 001124)

Residential Component	
N/A	
Non-Residential Component	
((176.9m2 GFA X commercial retail \$180m2) X 0.79 (RCC Split)) =	\$25,119.80
Stormwater Infrastructure	
(2336m2 Impervious area X \$10m2) =	\$23,360.00
Demand Credit	
((1 X existing lot X \$28,000) X 0.79 (RCC Split))	\$22,120.00
Total Council Charge: \$26,359.80	

STATE REFERRALS

- **State Assessment & Referral Agency (SARA)**

SARA provided a referral agency response dated 13 January 2015 to the effect that the Department had undertaken a review of the details of the application and advised that that the proposal was not triggered for referral under Schedule 7, Table 2, Item 1 for an environmentally relevant activity.

PUBLIC CONSULTATION

The proposed development is impact assessable and required public notification. The application was publicly notified beyond the stipulated 15 business days from 29 April 2015 to 21 May 2015. A notice of compliance for public notification was received on 21 May 2015.

Submissions

There were 22 individual submissions, one petition containing 180 signatures and one petition containing 154 signatures, all properly made and received during the notification period. The matters raised within these submissions are outlined below:

1.	<p>Proximity to residential uses/loss of residential amenity</p> <p>Does not appropriately interface/compliment adjoining properties.</p> <hr/> <p>Officer's Comment</p> <p>It is agreed that there will be a detrimental impact on residential amenity and this is a recommended reason for refusal.</p>
2.	<p>Decreased property values</p> <p>Due to the environmental nuisances the development would cause impact on financial status of local pensioner owners in the future.</p> <hr/> <p>Officer's Comment</p> <p>This is not a valid planning ground.</p>
3.	<p>Increased traffic</p> <ul style="list-style-type: none"> • Current road infrastructure would not handle the increased traffic or heavy fuel trucks; • No turn-around facility for tankers which would have to drive through the centre of Redland Bay through traffic calming devices; • Vehicles will rat-run through Salisbury St/Blair St to gain access to the station; • Vehicles will use side streets to do u-turns; and • Heavy vehicles would place strain on local street maintenance. <hr/> <p>Officer's Comment</p> <p>It is agreed that access to the site is inappropriate and the applicant has not demonstrated how these issues could be mitigated. This is a recommended reason for refusal.</p>

4.	<p>Traffic safety impacts</p> <ul style="list-style-type: none"> • Impacts on pedestrians and cyclists; • Visibility west bound is poor; • Fails to ensure a high standard of vehicular access due to its size, it's access east bound only will force people to make illegal U-turns travelling west. <p>Officer's Comment</p> <p>As outlined above, this is a recommended reason for refusal.</p>
5.	<p>Environmental nuisance (odour/air)</p> <ul style="list-style-type: none"> • Caused by spilt petroleum products and venting during replenishing stock; • Refuse bin area located immediately adjacent to residential outdoor living areas; • Detrimental to residents health and wellbeing; and • Increased air pollution from cars and trucks. <p>Officer's Comment</p> <p>Odour issues have been addressed through the odour report. The process of replenishing stock has been identified as a likely source to create odour nuisance, however the odour report has provided recommendations including the installation of a stage 1 vapour recovery system to prevent or minimise potential risk of nuisance to neighbouring residences.</p> <p>It is agreed that the location of refuse bins may have an impact on the amenity of residential neighbours. The interface to residential development is a recommended reason for refusal.</p>
6.	<p>Environmental nuisance (noise)</p> <ul style="list-style-type: none"> • Development will cause a noise nuisance to surrounding residential development; • Deliveries outside business hours will disrupt established living patterns; • Noise barriers will stop bay breezes; • Attracting traffic after 9pm is inconsistent with Medium Density Residential zoning. <p>Officer's Comment</p> <p>Noise from the development has been considered in the acoustic assessment provided by the applicant. This demonstrates that, with an acoustic fence, the proposal will achieve compliance with the noise levels outlined in the planning scheme.</p> <p>The acoustic report has outlined fuel and shop delivery times which will ensure that sleep disturbance is addressed during evening hours (10pm – 7am). The report highlighted that fuel deliveries are only to occur from 7am to 6pm only.</p> <p>It is agreed that 24 hour operation has an unacceptable impact on the amenity and character of the locality, and this is a recommended reason for refusal.</p>
7.	<p>Environmental nuisance (light spillage)</p> <p>Signage and site lighting would not be desirable as it will disrupt normal living patterns.</p> <p>Officer's Comment</p> <p>A lighting report has been provided as part of the application. The report outlines lux levels for each light onsite and states it would comply with the applicable Australia Standard (AS4282-1997 – <i>Control of the Effect of Outdoor lighting</i>) which provides a guide on relevant lighting limits to prevent obtrusive lighting.</p>

8.	<p>Visual amenity</p> <ul style="list-style-type: none"> • Visual bulk of acoustic barriers would be intrusive and affect the character of the area; • Fence height inconsistent with laws for residential fences at rear of property if site is filled. <p>Officer's Comment</p> <p>As discussed in the report, the acoustic fence and landscaped area is considered to not be able to be practically maintained and therefore this would impact on the visual amenity of neighbours.</p>
9.	<p>Inconsistent with site zoning</p> <ul style="list-style-type: none"> • Should remain MDR to ensure character, appearance and environmental pleasure is maintained; • Multi dwelling development preferable with demonstrated need for single story small homes/villas to accommodate downsizers and single person households; • Meets commercial, environmental, design, landscaping requirement with convenient access to transport; • Current zoning does not impact on residence and proposal is inconsistent with general disposition of the area; • Medium Density Residential zoned land is finite source. <p>Officer's Comment</p> <p>This is agreed and forms a recommended reason for refusal.</p>
10.	<p>Development will promote crime in the area</p> <ul style="list-style-type: none"> • Attracting crime in the form of hold-ups and hoons, attracting young people who would vandalise local properties, increased petty crime • Queensland Police reports confirm service stations attract increased crime activities which may spill over into neighbouring properties and restrict outdoor activities • Causes increased stress to local property owners • Redland Bay Police Station is shut after 4pm and response time from Cleveland will be too slow. <p>Officer's Comment</p> <p>This ground of submission is largely based on assumption and Queensland Police reports cannot be taken into account when deciding on a development application.</p>
11.	<p>Impact of convenience store on existing small businesses</p> <ul style="list-style-type: none"> • Other businesses would have decreased profits, while Council openly supports small business, many have shut down recently in Redland Bay; • Two centres within walking distance already exist. <p>Officer's Comment</p> <p>The nature of the proposed development – a service station, is not in conflict with other retail and commercial facilities in the suburb, which are comprised of larger order convenience supermarkets, food outlets, pharmacies, medical centres and other commercial services.</p>

12.	<p>Does not comply with Service Station Code</p> <ul style="list-style-type: none"> • Does not compliment the character of the locality as residential; • Not compatible with adjoining uses (commercial business vs residential); • Is not sited and designed to maintain public safety as there is no assurance that residents adjoining and within close proximity are safe from inherent criminal, terrorism, fire or environmental disaster. Residents will be continually in stress to the risks; • Inconsistent with Character and Design outlined in planning scheme (8.2 and 8.3).
	<p>Officer's Comment</p> <p>It is agreed that the buildings and structures are generally not compatible with the planned use of this site for medium-density residential development.</p>

13.	<p>Drainage/Water contamination</p> <ul style="list-style-type: none"> • Issues with surface water, seepage and drainage with water flooding 4, 5, and 6 Omac Streets already; • Surface water run-off polluting the natural catchment area, SEQRP lists Weinam Creek and Eprapah Creek as vital to the aquatic ecosystems; • Pump failure of stormwater collection tanks (if used) in severe weather event would cause overflow and flooding of rear properties and waterways; • Contamination of local wetlands if a spill was to occur; and • Weinam Creek is part of RAMSAR and important fish stock nursery for SMB (noted in the BAAM Ecology consultant's report).
	<p>Officer's Comment</p> <p>A Stormwater Management Plan has been supplied by the applicant. The proposal for stormwater quality over the site will direct water to collection pits via Enviropods (or similar) and then the runoff will be directed to an underground detention tank. The detained water will then be treated by Stormwater 360 Stormfilters and the treated flows will be discharged. The supplied details show that the water exiting the site meets the pollutant loads set within the SPP 2014. Further details in the form of a MUSIC model would be required at the later compliance assessment stage.</p>

14.	<p>Safety</p> <ul style="list-style-type: none"> • High risk flammable material storage should not be located next to residential; and • Truck rollover on Moores Rd would spill into Weinam Creek
	<p>Officer's Comment</p> <p>These issues are not assessed under the Redlands Planning Scheme which is the relevant planning instrument for this application.</p>

DEEMED APPROVAL

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

CONCLUSION

It is considered that the proposed Service Station conflicts with the Planning Scheme and adequate grounds to justify an approval despite the conflict have not been provided. Therefore, having due regard to the Applicant's proposal, the submissions received and the relevant planning instruments and legislation, the proposed development is recommended for refusal.

STRATEGIC IMPLICATIONS

Legislative Requirements

In accordance with S374 of the *Sustainable Planning Act 2009* this application has been assessed against the Redlands Planning Scheme V6.2.

Risk Management

If approved, a submitter appeal is possible. If refused, there is a risk of an applicant appeal.

Financial

An appeal to the decision of Council would result in legal costs.

People

There are no implications for staff.

Environmental

Refer to Issues section.

Social

Refer to Issues section.

Alignment with Council's Policy and Plans

The recommendation to refuse the application is considered to accord with Council's planning scheme.

CONSULTATION

The Planning Assessment Unit has consulted with other assessment teams where appropriate. A copy of the original proposal was provided to Councillor Mark Edwards. Engineering, Environment, Environmental Health Officers and the Principal Adviser Strategic Economic Development from Council have reviewed the application.

OPTIONS

1. Adopt the officer's recommendation to refuse the application.
2. Approve the application, with or without conditions.

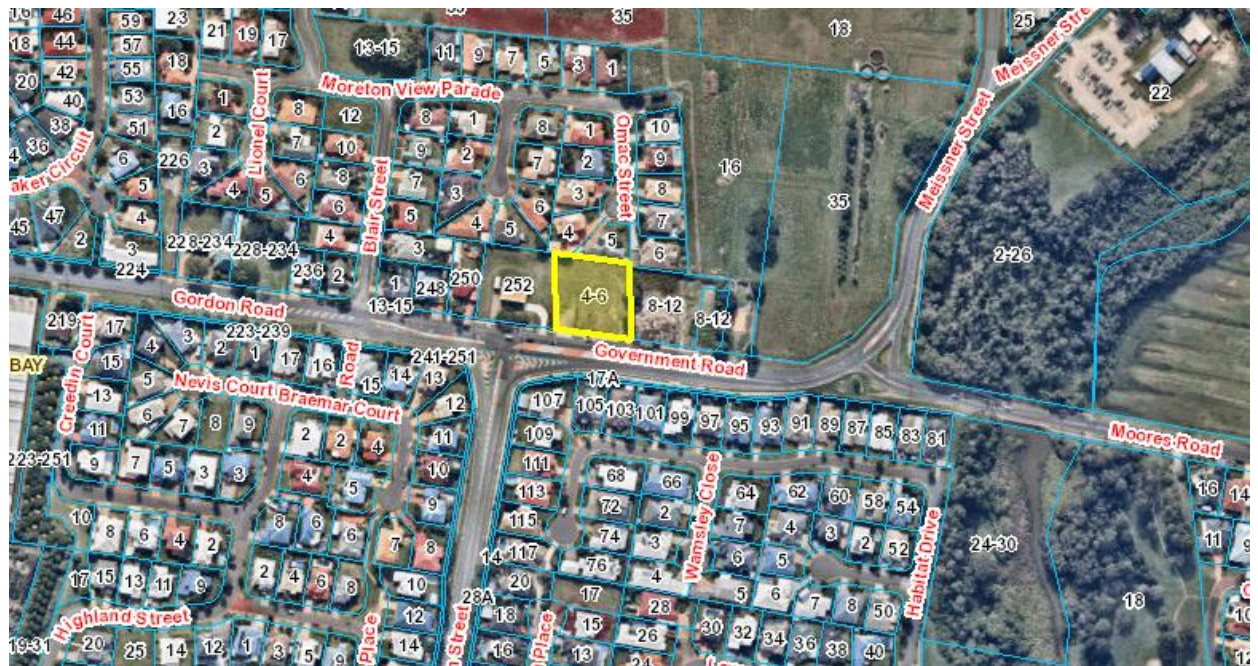
OFFICER'S RECOMMENDATION

That Council resolves as follows to refuse the application for Material Change of Use for a Service Station on land described as Lot 1 RP 30549 and situated at 4 – 6 Government Road, Redland Bay be refused on the following grounds:

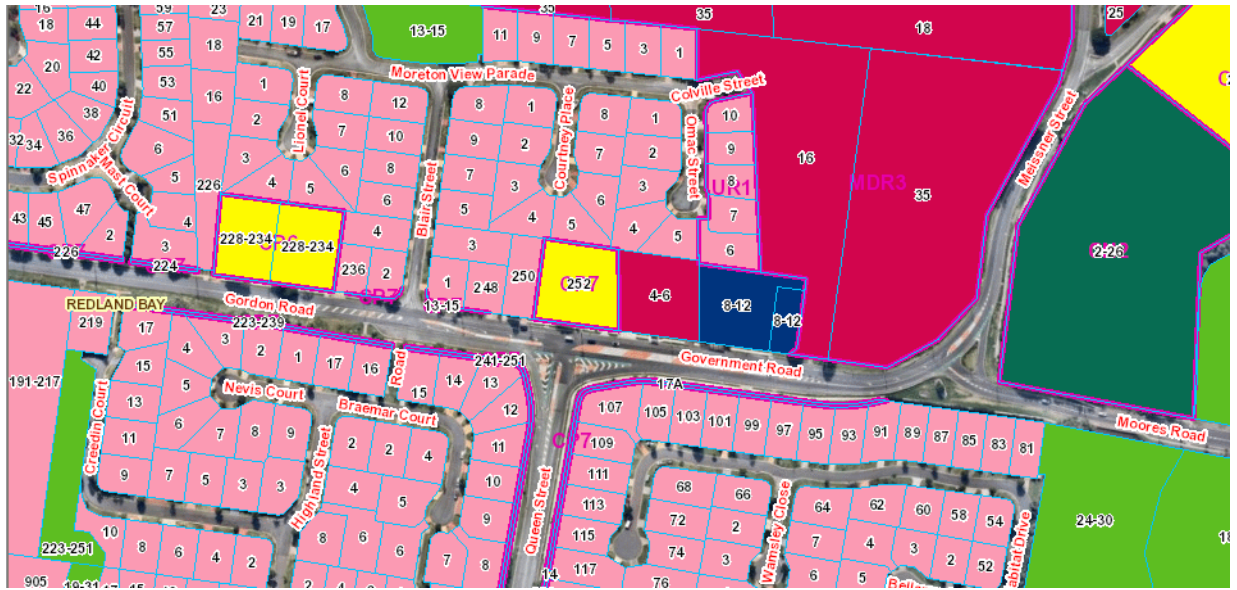
1. The proposal conflicts with the Specific Outcome S1.1 of the Medium Density Residential Zone Code, which states that inconsistent uses, including a Service Station, are not established in the zone;
2. Specific Outcome S1.2 of the Medium Density Residential Zone Code states that land in proximity to centres, services and facilities and public transport is maximised for dwelling units that result in a compact housing form. The proposal is for a commercial use adjoining land zoned for a Local Centre as well as a public transport route (Government Road). Therefore the proposal conflicts with this outcome;
3. Overall Outcome (a)(ii) of the Medium Density Residential Zone Code states non-residential uses are not large land consumers that by their scale and nature will diminish the quantity of the land within the zone. The proposed use is considered to consume a large parcel of land which could accommodate a significant residential yield and would therefore diminish the quantity of Medium Density Residential land in the area. As such, it is considered to conflict with the Overall Outcome (a)(ii) in this regard;
4. Specific Outcome S1 of the Service Station Code states that the use should compliment established centres and non-residential uses in urban areas. Due to the size of the lot, hours of operation and impact upon the streetscape through lighting and built form, the proposed use does not compliment the established Local Centre zoned land adjoining the site and instead will become the dominant use in the area. It therefore conflicts with Specific Outcome S1;
5. The access and the location of the site does not comply with the Specific Outcome S3.1 (1) of the Access and Parking Code which states that driveways are located having regard to optimising public safety and convenience. There is no convenient egress/turning facilities for customers returning west bound. There is no convenient access/turning facilities for customers approaching the facility from the east;
6. The development conflicts with Overall Outcome (c)(ii) of the Medium Density Residential Zone Code, which states that the operational characteristics and impacts of non-residential uses are managed in order to maintain a high standard of residential amenity. The design and operation of the development will be out of character with the locality and is not appropriately screened from neighbouring residential development; and
7. The application has not provided adequate grounds to justify an approval despite the conflict with the Planning Scheme. It is considered that the planning scheme adequately accommodates the provision of Service Stations in other more suitably zoned land within the City without diminishing the supply of Medium Density Residential zoned land.

Attachments

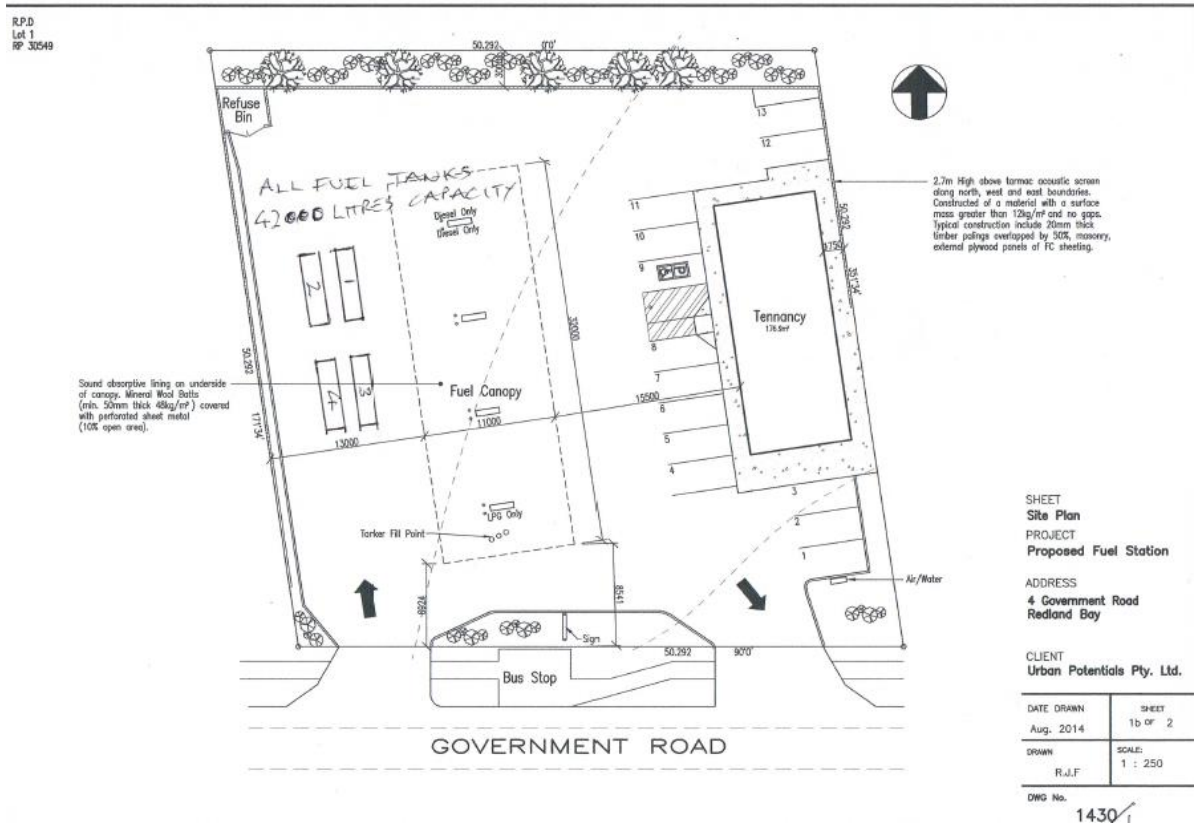
Locality Maps



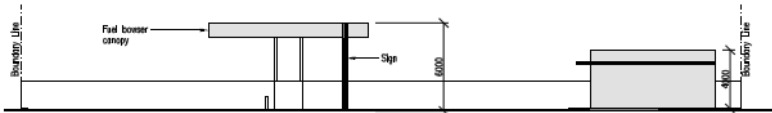
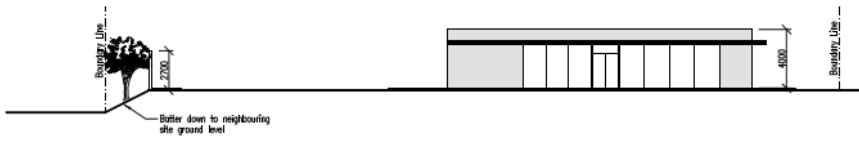
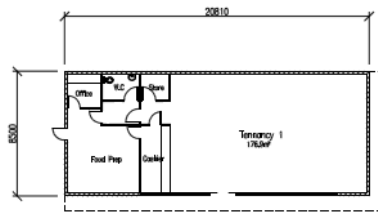
Zoning Map



Site plan



Elevation



SHEET
Plan & Elevations
PROJECT
Proposed Fuel Station

ADDRESS
4 Government Road
Redland Bay

CLIENT
Urban Potentials Pty. Ltd.

DATE DRAWN Aug. 2014	SHEET 2 OF 2
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DRAWN R.J.F.	SCALE: 1 : 200
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DWG No.

1430

11.3.4 REDLAND CITY ECONOMIC DEVELOPMENT ADVISORY BOARD REVISED TERMS OF REFERENCE

Objective Reference: A232582
Reports and Attachments (Archives)

Attachments: [Economic Development Board Terms of Reference](#)
[Economic Development Board Terms of Reference Revised](#)
[Economic Development Board Advert](#)

Authorising Officer: 
Louise Rusan
General Manager Community and Customer Services

Responsible Officer: **Kim Kerwin**
Group Manager Planning Scheme Review

Report Author: **Douglas Hunt**
Principal Advisor Strategic Economic Development

PURPOSE

The purpose of this report is to seek endorsement by Council to a revision to the Redland City Economic Development Advisory Board (Board), Terms of Reference (TOR). The revision is designed to amend the *Payment for Service* subsection to allow the Chief Executive Officer (CEO) authority to determine remuneration for the Board Chair and Board members that reflects their experience and knowledge, consistent with remuneration of other Council Boards and Committees.

The report outlines the key change to the original Redland City Economic Development Advisory Board Terms of Reference (see attachment) and the reason for recommending the revision.

BACKGROUND

- In February 2015, a Council resolution passed the Terms of Reference for the establishment of the Redland City Economic Development Advisory Board. The Board will consist of a Chair, representatives from the eight industry and employment growth sectors (Construction, Education and training, Financial and insurance and professional services, Healthcare and social assistance, Manufacturing, Retail, Rural enterprises, and Tourism) and a Council representative (the Mayor, or proxy) who will act as an independent advisor and Council link to the Board, but will have no voting authority.
 - In April 2015, Council advertised through a variety of outlets (including Council website, Seek, the Courier Mail, Redland City Bulletin and the Australian Institute of Company Directors) for the position of Chair (see attachment). The advertised position outlined that the required candidate have senior executive experience with strong capabilities in:
 - Commercial Experience.
 - Strategic planning and direction setting.
 - Corporate governance.
-

- Demonstrated leadership skills at a senior executive level.
 - Experience in community and stakeholder engagement.
 - Knowledge and understanding of the Redland City economy.
- While Council received a number of applications for the position from candidates with a combination of private and public sector experience across a range of industry sectors, the role of Board Chair has not been filled. The candidates for the role expressed a strong desire to be involved with the city's future economic development. However feedback during the process indicated that the payment for services of \$175 per meeting for the Board Chair and Board members to cover travel and incidental costs was insufficient given the time that would be required to devote to the Board assisting Council to deliver on the implementation of the city's Economic Development Framework 2014 - 2041 and associated action plans.
 - The feedback regarding no sitting fees or remuneration for the role of Chair and the other Board members has highlighted a need to reconsider the original Terms of Reference for the Board regarding payment for service. The basis of this report will be to suggest a revision of the Terms of Reference for the Board in the *Payment for Service* subsection to allow the CEO authority to determine remuneration for the Board Chair and Board members that reflects their experience and knowledge, consistent with remuneration for other Council Boards and Committees. A review of the budget for the establishment and operation of the Board and preparation and implementation of action plans would be required.

ISSUES

The key issue is to attract high quality candidates for the role of Chair (as outlined in the skills requirements for the advertised position listed above) and the lack of remuneration from candidates based on the requirements of the advertised position. In addition to this, the Board requires the appointment of eight Board members who will need to have suitable skills and experience based around the key industry and employment growth sectors that they will represent. If Council is to attract and retain these Board members, it will need to remunerate them commensurate with their abilities and knowledge.

The recent establishment of the Capital and Operational Advisory Committee (COAP) Terms of Reference provided the CEO with authority to negotiate fees with candidates commensurate with their experience and knowledge. In addition to this, the COAP Terms of Reference also includes reimbursement for meeting preparation, travel and out of pocket expenses for meeting attendance.

The current Economic Development Advisory Board Terms of Reference, *Payment for Service* subsection states the following in relation to payment of the Chair and Board members:

The independent chair and Board members will be paid a nominal fee of \$175.00 to cover travel and incidental costs in attending Board meetings.

There are no sitting fees for Council's representative on the Board.

Meeting fees will be reviewed by Council on an annual basis and may be adjusted to reflect increases in travel costs.

It is proposed that the Economic Development Advisory Board Terms of Reference be revised in order to provide consistency within Council between COAP and the

Economic Development Advisory Board with regards to remuneration. This will enable the Economic Development Advisory Board to attract the high quality candidates that will be required to deliver on the city's Economic Development Framework.

To reflect this requirement it is advised that the revised Terms of Reference *Payment for Service* subsection should be amended to *Remuneration* subsection and read as follows:

Independent members of the Board will be paid remuneration commensurate with experience and knowledge. The CEO will negotiate fees with external candidates on this basis. The fee for each Board meeting will include meeting preparation and reimbursement of all reasonable travel and out of pocket expenses relating to meeting attendance. The fees will be reviewed every two years from appointment. All Councillors and Council Staff will receive no additional remuneration for this Board.

Council will then readvertise for the Chair position with the aim of attracting other applicants to the role using the revised remuneration as a means of attracting a stronger field of candidates to apply for the Chair position.

STRATEGIC IMPLICATIONS

Legislative Requirements

There are no legislative requirements that affect the outcome of this report.

Risk Management

Identified risks to successful economic development in the City include:

- Failure to adequately remunerate the Board Chair and Board members will result in deterring potentially strong candidates for applying for a role on the Board.
- Failure to work in partnership with the business community, and other levels of government which will inhibit the delivery of the Redland City Economic Development Framework 2014-2041;
- Failure to implement the action plans due to inadequate resourcing; and
- Time required implementing changes to how economic development is undertaken in the city, particularly in relation to the establishment of a Board to oversee the city's economic development.

The recommended revision to the Economic Development Advisory Board Terms of Reference *Payment for Service* subsection and review of the current budget for the establishment and operation of the Board and preparation and implementation of action plans will address these risks.

Financial

A budget of \$30,000 p.a. was passed by a Council resolution in February 2015 as part of a budget request to fund the Redland City Economic Development Advisory Board and provide adequate resourcing for the preparation and implementation of Action Plans. The current budget for the establishment and operation of the Board and preparation and implementation of action plans will need to be increased to adequately resource the Redland City Economic Development Advisory Board to carry out its role under the Terms of Reference as a budget review.

People

Not effecting this revision to the Redland City Economic Development Advisory Board Terms of Reference will impact work programs within the Economic Development and Planning Scheme Review and Communications, Engagement and Tourism Groups.

Environmental

There are no identified environmental impacts in relation to the Redland City Economic Development Advisory Board revised Terms of Reference.

Social

A strong and vibrant economy allows a community to reinvest its wealth back into the society that helped contribute to that growth. The well-being of people, the environment and the economy are intricately linked. A strong and sustainable economy will be integrated and deliver benefits from across a range of sectors, through all parts of the city and across all demographic boundaries.

Alignment with Council's Policy and Plans

Relationship to Corporate Plan

The recommendation primarily supports Council's strategic priority of delivering a supportive and vibrant economy. In addition, the Redland City Economic Development Framework 2014 – 2041 will also:

- Provide opportunity for business investment and local employment;
- Develop a supportive vibrant economy that delivers business opportunities;
- Promote local jobs;
- Strengthen the tourism industry.

CONSULTATION

The development of the Redland City Economic Development Advisory Board revised Terms of Reference has been undertaken by the Principal Adviser Strategic Economic Development and has required input from the following officer:

- Group Manager Corporate Governance.

OPTIONS

1. That Council resolves to:

1. Endorse the Redland City Economic Development Advisory Board revised Terms of Reference to incorporate the following revision to the *Payment for Service* subsection to *Remuneration* subsection and read as follows:

Independent members of the Board will be paid remuneration commensurate with experience and knowledge. The CEO will negotiate fees with external candidates on this basis. The fee for each Board meeting will include meeting preparation and reimbursement of all reasonable travel and out of pocket expenses relating to meeting attendance. The fees will be reviewed every two years from appointment. All Councillors and Council Staff will receive no additional remuneration for this Board; and

2. Undertake a review of the current budget for the establishment and operation of the Board and preparation and implementation of action plans to provide

adequate resourcing for the Board to carry out its role under the revised Terms of Reference.

2. To not endorse the Redland City Economic Development Advisory Board revised Terms of Reference.

OFFICER'S RECOMMENDATION

That Council resolves to:

1. Endorse the Redland City Economic Development Advisory Board revised Terms of Reference to incorporate the following revision to the *Payment for Service* subsection to *Remuneration* subsection and read as follows:

Independent members of the Board will be paid remuneration commensurate with experience and knowledge. The CEO will negotiate fees with external candidates on this basis. The fee for each Board meeting will include meeting preparation and reimbursement of all reasonable travel and out of pocket expenses relating to meeting attendance. The fees will be reviewed every two years from appointment. All Councillors and Council Staff will receive no additional remuneration for this Board; and

2. Undertake a review of the current budget for the establishment and operation of the Board and preparation and implementation of action plans to provide adequate resourcing for the Board to carry out its role under the revised Terms of Reference.



Redland
CITY COUNCIL

Terms of Reference – Redland City Economic Development Advisory Board

Redland City Economic Development Advisory Board

Version History

Version	Author	Date	Status	Comments
1.00	M. Diaz	06/06/14	Draft	
1.01	M. Diaz	20/06/2014	Draft	
1.02	M. Diaz	19/09/2014	Draft	
1.03	D. Hunt	20/09/2014	Draft	
1.04	L. Tu'ipulotu	20/10/2014	Draft	
1.05	D. Hunt	12/11/2014	Final	
1.06	D. Jeanes	09/01/2015	Final (1)	

EXECUTIVE SUMMARY

Redland City Council has developed a new Economic Development Framework 2014-2041. The framework is focused on increasing the economic capacity of the city through initiatives that support the growth and development of existing key industry sectors and the attraction of investment into the city.

Council recognises that the success of the new Economic Development Framework will in part depend on its relationship with the business community. In order to strengthen that relationship and develop a partnership between Council and the business community, Council seeks to establish an Economic Development Advisory Board made up of representatives from each of the identified industry and employment growth sectors in the Redlands.

The Economic Development Advisory Board will oversee the implementation of the Economic Development Framework, including industry sector actions plans. The Board will provide advice to the Mayor and Councillors on the progress of the Economic Development Framework and any necessary changes in order to enhance the success of the framework.

The Board will comprise a total of ten members including an independent Chair, one member from each of the eight identified industry and employment sectors and one representative from Redland City Council who will be the Mayor, or the economic development portfolio chair. Board members will be selected from suitably qualified members of the business community through a formal expression of interest process.

The Board will hold four ordinary meetings per year with the Chair having the discretion to call extraordinary meetings as required.

While Council is not in a position to pay Board members commercial Board rates, Council will reimburse Board members a fixed amount for travel related costs of attendance at ordinary meetings.

Reports will be provided to Council after each Board meeting and an annual report will be submitted outlining the progress of the economic development framework for that year.

BACKGROUND

Redland City covers an area of 537 km² and is located approximately 29 kilometres from the Brisbane CBD. The city is ideally positioned on the doorstep of Asia and the Pacific Rim, with access to major transport corridors in South East Queensland and located just 28 kilometres from Brisbane Airport and 25 kilometres from the Port of Brisbane.

There are two Principal Activity centres in the city, namely Cleveland and Capalaba, with Victoria Point consolidating its role since the last census as a Major Activity hub for the southern portion of the city, with 26% growth in employment.

The city has enjoyed sustained business growth across a number of sectors, most notably in Professional, Scientific and Technical Services, Financial and Insurance Services, Health Care and Social Assistance and Education and Training.

Redland City Council aims to build on this growth by leveraging the unique characteristics of our city in order to build our economic capacity and deliver prosperity for our city and its residents.

To this end Council has developed a new Economic Development Framework 2014-2041, which aims to align with our “open for business” philosophy and focus activities on the development of initiatives that increase the economic capacity of our city.

Council’s focus is the development of key industry sectors that can deliver economic growth and enhance the liveability of our city through increased employment opportunities, training and skills development for our city’s workforce, infrastructure development, investment attraction and an overall increase in the city’s economic capacity.

Redland City Council’s strategic economic direction states that:

Redland’s will be a vibrant, inclusive economy and be the destination of choice for businesses, workers, residents and tourists because of its vibrant, inclusive economy and proactive, innovative and creative approach to business development and expansion.

Council recognises the important role that the business community plays in the development of the City’s economic capacity. It also acknowledges the need to develop a stronger partnership with the business community in order to implement and deliver on the key objectives of the Economic Development Framework.

As part of Redland City Council’s new Economic Development Framework 2014-2041, an Economic Development Advisory Board is to be established.

PURPOSE

The primary purpose of the Economic Development Advisory Board is to:

- Monitor the implementation of the Economic Development Framework;
- Monitor the development and implementation of industry action plans;
- Review and report on the progress of the Economic Development Framework and associated action plans and ensure their alignment to the goals and objectives of the Economic Development Framework;
- Advise Redland City Council on any necessary adjustments to the Economic Development Framework based on industry or economic trends, opportunities and or threats;
- Act as the link between Council and the key industry sectors and ensure open two way communication between the public and private sectors;
- Actively promote the city as a great place to do business;
- Partner with Council to attract investment into the City, including lobbying the State and Federal Governments on key initiatives and projects.

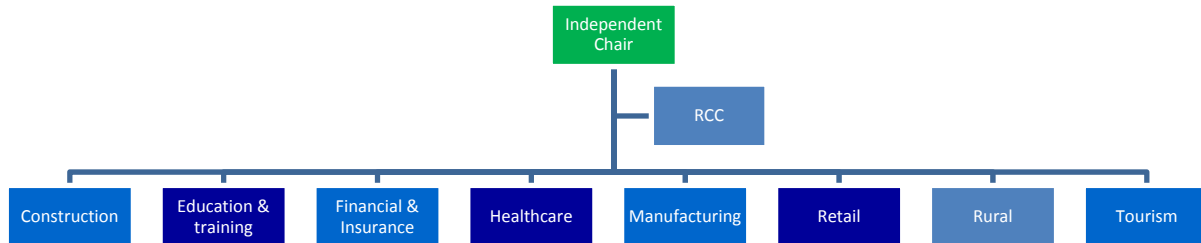
BOARD MEMBERSHIP

The Board will comprise a total of ten members including the independent Chair. It will be made up of one representative from each of the eight industry and employment sectors identified in the Economic Development Framework 2014 - 2041 as well as one

representative from Redland City Council who will act in an advisory capacity to the Board. The Council representative will be either the Mayor, or the portfolio chair of economic development.

One representative will be drawn from each of the following industry and employment sectors:

- Construction
- Education and Training
- Financial and Insurance Services and Professional services
- Healthcare and Social Assistance
- Manufacturing
- Retail
- Rural Enterprises
- Tourism



The composition of the Board will be reviewed every three years to determine if the industry mix remains in line with growth in the local economy. Board members will serve for a period of three years after which Council will open expressions of interest for the next three year period.

Existing Board members will be able to re-apply for the position and serve additional terms to a maximum of three terms.

Any changes in the composition of the Board are to be approved by Council in consultation with the business community.

CHAIR

The Board will be led by an independent Chair whose role will be to lead, facilitate and encourage the Board and Council.

The term “independent chair” is defined as someone who does not have any major business interests in the Redlands and is not linked to Council. The Chair will be a prominent member of the Queensland business community and have experience in leading a Board or Board at a public sector or corporate level.

The independent Chair will:

- Lead Board meetings;
- Ensure the Board functions effectively and within its charter;

- Ensure all Board members play an active role in the implementation of the Economic Development Framework;
- Act as the spokesperson for the Board on any external communications;
- Ensure probity in the Board's reporting;
- Manage conflicts that may arise either internally within the Board or with external stakeholders.

REVIEW

The Economic Development Advisory Board will provide Council with an assessment of its performance once a year and its membership will be reviewed every three years.

LEAD AGENCY AND SPONSORING ORGANISATIONS

Lead Agency	Redland City Council
Sponsoring Organisations	Redland City Chamber of Commerce SMBI Chamber of Commerce North Stradbroke Island Chamber of Commerce (Straddie Chamber)
City wide stakeholders	The Redland City business community
Other stakeholders	Regional Development Australia Logan and Redlands Council of Mayors Southeast Queensland Department of State Development Infrastructure and Planning

SECRETARIAT TO THE BOARD

Council Principal Adviser Strategic Economic Development and other Council staff as and when required.

ROLE OF THE BOARD

Members of the Economic Development Advisory Board will:

- Be the “voice” of their particular industry ensuring that Council and the Board are aware of their particular industry sector's trends, issues, opportunities and threats;
- Guide the development and implementation of the industry sector action plans;
- Work collaboratively with each other for the benefit of the City's economy;
- Provide advice to Council on industry sector issues, initiatives and trends that may impact on the Economic Development Framework;
- Put the interests of the City before any personal interests and disclose any conflict of interest immediately they become aware of one.

SELECTION PROCESS

The Board will be selected from suitably qualified members of the business community through a formal expression of interest process.

Selection criteria for Board members will include relevant industry sector experience, previous Board experience as well as industry networks. It is expected that Board members will be leaders in their respective industry sectors and have extensive experience and networks within their industry. In addition the Board members will be expected to have knowledge and understanding of business in the Redlands.

The independent Board Chair will be appointed by Redland City Council and will be an individual with high standing in the Queensland business community. As the Chair is to be independent, the person fulfilling the role will not be a current or immediate past member of any of the Redland City Chambers of Commerce. Final decision for the appointment of the Chair will rest with Council.

MEETINGS

The Board will hold four ordinary meetings a year on or about the second Thursday of the month in February, May, August and November.

The Chair has the discretion to call an extraordinary meeting in the event of a dispute or to address an issue affecting the Board or the Economic Development Framework which requires immediate attention and cannot be held over until the next ordinary meeting.

PROTOCOLS

To ensure effectiveness, the following meeting protocols will apply in relation to all meetings:

- Advisory Board members will respect the role of the Chair as facilitator in the conduct of meetings;
- All members will respect the right of every member of the Board to speak and put forward their views;
- Members will comply with the chair's decisions in relation to allocation of time to agenda items;
- Minutes will be taken by a Council representative at each meeting and made available via email to the group;
- A meeting report compiled by a Council Officer is to be provided to the Mayor within 15 working days from the Board meeting to be tabled at the next available Council General Meeting;
- An evaluation will be carried out at the end of each year to assess the effectiveness of the meetings. This evaluation will be linked to the Action Plan goals and objectives KPI's for the respective industry sectors.

AGENDA ITEMS

All agenda items must be forwarded to the Council secretariat by close of business 10 working days prior to the next scheduled meeting.

The agenda, with attached meeting papers, will be distributed at least five working days prior to the next scheduled meeting.

The Chair has the right to refuse to list an item on the formal agenda, but members may raise an item under 'Other Business' if necessary and as time permits.

MINUTES AND MEETING PAPERS

The Minutes of each meeting will be provided by the Council Officer (reporting to the Board) to the Chair within 5 working days from the conclusion of the meeting.

Full copies of the Minutes, including attachments, shall be provided to all Board members no later than 10 working days following each meeting.

The Chair will provide the Council with a meeting report within 15 days from the date of the meeting.

Any “out-of-session decisions” made at an extraordinary meeting will be deemed acceptable and shall be recorded in the minutes of the next scheduled Board meeting.

The Minutes of each Advisory Board meeting will be monitored and maintained by the Project Manager as a complete record as required under provisions of the Public Records Act 2002.

FLYING MINUTES

Urgent matters will be dealt with by an extraordinary meeting or through ‘flying minute’ (email based). Decisions can be made in this manner if all Board members are given written notice of the motion and a majority of the Board members give written agreement to the motion. Any motion voted on under these provisions must be confirmed at the next Board meeting.

PROXIES TO MEETINGS

Members of the Board can nominate a proxy to attend a meeting if the member is unable to attend.

The Chair will be informed of the substitution at least five working days prior to the scheduled nominated meeting.

The nominated proxy shall have voting rights at the attended meeting and must provide relevant comments/feedback from the Board member they are representing to the attended meeting.

QUORUM REQUIREMENTS

A minimum of five Board members is required for the meeting to be recognised as an authorised meeting for the recommendations or resolutions to be valid.

CONFIDENTIALITY

Board members will be asked to review and comment on draft documentation and/or technical data that may be commercial in confidence or information that may have not been formally considered by Council. Members will be notified in advance of any confidential items requiring discretion.

PAYMENT FOR SERVICE

The independent chair and Board members will be paid a nominal fee of \$175.00 to cover travel and incidental costs in attending Board meetings.

There are no sitting fees for Council's representative on the Board.

Meeting fees will be reviewed by Council on an annual basis and may be adjusted to reflect increases in travel costs.

CONFLICT OF INTEREST

Advisory Board members must, at all times, put the interests of the City before any personal interests and must disclose any conflict of interest immediately they become aware of one.

Board members must not bring the Board, Council or the City into disrepute through public comments or actions detrimental to the Redlands. This includes political comments or comments that may impact negatively on the brand of the City.

The Chair is responsible for ensuring that Board members understand their obligations and will report to Council any comment or activity that is detrimental to the Board, the Council or the City.

Any member who holds any office or position of trust or responsibility in a company or other organisation involved in the community (whether profit or not) and has any vested or personal interest in matters for discussion, must disclose the interest to the Board Chair immediately. The Chair may ask the member to leave the meeting during those discussions.

ENDING AN APPOINTMENT

The appointment of Board members may be ended on the basis of one of the following:

- Resignation;
- Regular non-attendance at meetings (members will be considered to have vacated their position on the Advisory Board when they have been absent from three meetings without an apology or a proxy);
- Failure of a Board member to respect confidentiality requirements;
- Repeated failure by a Board member to adhere to the protocols.

CONTACT WITH MEDIA

Media enquiries relating to the work of the Advisory Board are to be directed to the Board, Chair through Council's Communication, Engagement and Tourism Group on media@redlands.qld.gov.au or Phone: 7 3829 8726.



Redland
CITY COUNCIL

Terms of Reference – Redland City Economic Development Advisory Board

Redland City Economic Development Advisory Board

Version History

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1.07	D. Hunt	16/07/2015	Revised	

EXECUTIVE SUMMARY

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Council recognises that the success of the new Economic Development Framework will in part depend on its relationship with the business community. In order to strengthen that relationship and develop a partnership between Council and the business community, Council seeks to establish an Economic Development Advisory Board made up of representatives from each of the identified industry and employment growth sectors in the Redlands.

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As part of Redland City Council’s new Economic Development Framework 2014-2041, an Economic Development Advisory Board is to be established.

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- Monitor the implementation of the Economic Development Framework;
- Monitor the development and implementation of industry action plans;
- Review and report on the progress of the Economic Development Framework and associated action plans and ensure their alignment to the goals and objectives of the Economic Development Framework;
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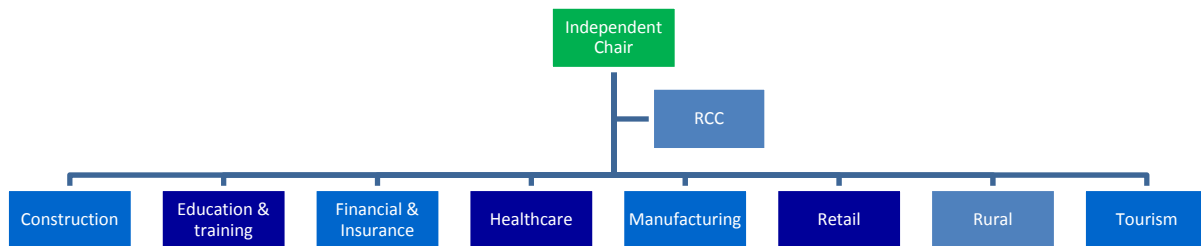
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The Board will comprise a total of ten members including the independent Chair. It will be made up of one representative from each of the eight industry and employment sectors identified in the Economic Development Framework 2014 - 2041 as well as one

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The independent Chair will:

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Board members will be asked to review and comment on draft documentation and/or technical data that may be commercial in confidence or information that may have not been formally considered by Council. Members will be notified in advance of any confidential items requiring discretion.

REMUNERATION

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CONFLICT OF INTEREST

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Board members must not bring the Board, Council or the City into disrepute through public comments or actions detrimental to the Redlands. This includes political comments or comments that may impact negatively on the brand of the City.

The Chair is responsible for ensuring that Board members understand their obligations and will report to Council any comment or activity that is detrimental to the Board, the Council or the City.

Any member who holds any office or position of trust or responsibility in a company or other organisation involved in the community (whether profit or not) and has any vested or personal interest in matters for discussion, must disclose the interest to the Board Chair immediately. The Chair may ask the member to leave the meeting during those discussions.

ENDING AN APPOINTMENT

The appointment of Board members may be ended on the basis of one of the following:

- Resignation;
- Regular non-attendance at meetings (members will be considered to have vacated their position on the Advisory Board when they have been absent from three meetings without an apology or a proxy);
- Failure of a Board member to respect confidentiality requirements;
- Repeated failure by a Board member to adhere to the protocols.

CONTACT WITH MEDIA

Media enquiries relating to the work of the Advisory Board are to be directed to the Board, Chair through Council's Communication, Engagement and Tourism Group on media@redlands.qld.gov.au or Phone: 7 3829 8726.



SEEKING CHAIR FOR REDLAND CITY ECONOMIC DEVELOPMENT ADVISORY BOARD

Maximum 4 meetings per annum

Do you have the skills, experience and commitment to provide strategic economic advice to Council?

Redland City Council invites suitably qualified and experienced people to apply for the role of Chairperson to oversee Redland City Council's Economic Development Advisory Board.

The role of the Economic Development Advisory Board...

The Economic Development Advisory Board will oversee the implementation of the Framework, including industry sector action plans (this document is available on the Council website). The Board will provide advice to the Mayor and Councillors on the progress of the Framework and any necessary changes in order to enhance its success.

The Board will comprise a total of ten members including an independent Chair, one member from each of the eight identified industry and employment sectors and one representative from Redland City Council – the Mayor of Redland City or the Economic Development Portfolio Chair – who will act in an advisory capacity to the Board.

Your skills and experience...

The Economic Development Advisory Board Chair must have senior executive experience and demonstrate strong capabilities in:

- Commercial Experience
- Strategic planning and direction setting
- Corporate governance
- Demonstrated leadership skills at a senior executive level
- Experience in community and stakeholder engagement
- Knowledge and understanding of the Redland City economy

Applicants must possess appropriate tertiary qualifications.

All final applicants for this position may be asked to consent to a police check. Please note that people with criminal records are not automatically barred from applying for this position. Each application will be considered on its merits.

To apply...

Applicants must submit a cover letter (one page) and career summary that demonstrates how you meet the requirements of this role. Please forward applications to jobinfo@redland.qld.gov.au.

Specific information on the position can be obtained by contacting **Dr Douglas Hunt** on **3829 8945**. Applications for this position close at 11:59 p.m. Australian Eastern Standard Time (AEST) on **12 April 2015**.

12 MAYORAL MINUTE

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

13 NOTICES OF MOTION TO REPEAL OR AMEND RESOLUTIONS

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

14 NOTICES OF MOTION

14.1 NOTICES OF MOTION – CR GLEESON

14.1.1 SUBSIDISING SPORTS FOR CHILDREN IN THE REDLANDS

On 10 July 2015, in accordance with s.3(4) of POL-3127 *Council Meeting Standing Orders* Cr Gleeson gave notice that he intends to move as follows:

That Council resolves as follows:

- 1. To investigate the potential to provide financial assistance to children who want to participate in sport within Redland City Council local government area through an additional subsidy of \$100 per person for those who are in receipt of the Queensland State Government Get Started Voucher;**
- 2. That the Council subsidy is limited to children between the ages of 8 and 12 years old at the time of application and who live within Redland City Council local government area and that the eligibility criteria is restricted to those children or their parent, carer or guardian that hold a Centrelink Health Care Card or Pensioner Concession Card; and**
- 3. That Council's funding for the subsidy is capped at \$50,000 per annum.**

14.1.2 MANAGING SOLAR FARMS

On 10 July 2015, in accordance with s.3(4) of POL-3127 *Council Meeting Standing Orders* Cr Gleeson gave notice that he intends to move as follows:

That Council resolves to request that the Chief Executive Officer provide a report to Council by the end of November 2015, identifying and outlining the viability of options for Council's involvement (either solely or jointly with other partners) in creating and managing solar farms. The consideration of the viability of any option should include the potential for a financial return to the community.

14.2 NOTICE OF MOTION – CR EDWARDS

14.2.1 IDENTIFYING FUTURE SITES IN SOUTHERN REDLANDS SUITABLE AS DEDICATED ALL TIDE BOAT RAMPS

On 16 July 2015, in accordance with s.3(4) of POL-3127 *Council Meeting Standing Orders* Cr Edwards gave notice that he intends to move as follows:

That Council resolves that Council officers prepare and present a briefing report identifying future sites in southern Redlands that would be suitable as dedicated all tide boat ramps with the ability to cater for trailer boat parking nearby.

15 URGENT BUSINESS WITHOUT NOTICE

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

16 CLOSED SESSION

16.1 COMMUNITY & CUSTOMER SERVICES

16.1.1 APPEALS 1963 J T GEORGE NOMINEES PTY LTD AND 2675 L M WIGAN OF 2009

Objective Reference: A189366
Reports and Attachments (Archives)

Authorising Officer:



Louise Rusan
General Manager Community and Customer Services

Responsible Officer: David Jeanes
Group Manager City Planning and Assessment

Report Author: Chris Vise
Service Manager Planning Assessment

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

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

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

- (f) starting or defending legal proceedings involving it

17 MEETING CLOSURE
