



**Redland**  
SHIRE COUNCIL

# **MINUTES**

## **GENERAL MEETING**

**Wednesday 02 May 2007  
commencing at 4:00pm**

**Council Chambers  
1st floor Administration Building  
Bloomfield Street Cleveland. Qld 4163**



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## 1 DECLARATION OF OPENING

The Mayor declared the meeting open at 4:00pm.

## 2 DEVOTIONAL SEGMENT

Pastor Leon Thomas from the Redlands Ministers' Fellowship led Council in a brief devotional segment.

## 3 RECORD OF ATTENDANCE AND LEAVE OF ABSENCE

### MEMBERS PRESENT:

Cr D H Seccombe	Mayor
Cr P J Dowling	Deputy Mayor and Councillor Division 4
Cr A G Barker	Councillor Division 1
Cr C B Ogilvie	Councillor Division 2
Cr D A Henry	Councillor Division 3
Cr J L Burns	Councillor Division 5
Cr T Bowler	Councillor Division 6
Cr M A Elliott	Councillor Division 7
Cr A R Beard	Councillor Division 8
Cr K M Williams	Councillor Division 9
Cr H J Murray	Councillor Division 10

### EXECUTIVE LEADERSHIP GROUP:

Mrs S Rankin	Chief Executive Officer
Mr M Goode	General Manager Customer Services
Mr J Pruss	General Manager Redland Water & Waste
Mr G Underwood	General Manager Planning and Policy
Mr P Tragardh	Acting General Manager Corporate Services

### MINUTES:

Mrs T Dunn	Corporate Meetings & Registers Team Leader
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## 4 RECEIPT AND CONFIRMATION OF MINUTES

Moved by: Cr Beard  
Seconded by: Cr Burns

That the minutes of the General Meeting of Council held on 28 March 2007 be confirmed.

CARRIED

## **5 MATTERS OUTSTANDING FROM PREVIOUS GENERAL MEETING MINUTES**

The Chief Executive Officer presented the following report for noting:

### **5.1 REPORT FROM CHIEF EXECUTIVE OFFICER**

#### **5.1.1 PETITION (DIVISION 3) INTERFACE BETWEEN INDUSTRIAL AND RESIDENTIAL LANDS ALONG SOUTH STREET, CLEVELAND**

At the General Meeting of 20 December 2006, Council resolved that the petition requesting Council undertake a master planned upgrade of the interface between industrial and residential lands along South Street, Cleveland, with a view to resolving matters including noise buffering, visual amenity, vehicular/motorist safety, be received and referred to the appropriate area of Council for a report.

It was noted that a report addressing this petition will be presented to the Planning and Policy Committee meeting on 13 June 2007.

#### **5.1.2 REVIEW OF REDLANDS PLANNING SCHEME – MINIMUM LAND AREA REQUIREMENTS FOR CHILDCARE FACILITIES**

At the General Meeting of 28 February 2007, Council resolved that a review of the Redlands Planning Scheme for minimum land area requirements for childcare facilities be undertaken.

It was noted that this matter has been referred to the Land Use Planning Group for review and that, initially, briefing notes will be provided to Councillors followed by proposed workshops.

#### **5.1.3 REVIEW OF REDLANDS PLANNING SCHEME – REQUIREMENTS FOR MATERIAL CHANGE OF USE**

At the General Meeting of 28 February 2007, Council resolved that a review of the Redlands Planning Scheme for requirements for Material Change of Use for internal changes in major centres be undertaken, in order to achieve a more definitive interpretation.

It was noted that this matter has been referred to the Land Use Planning Group for review and that, initially, briefing notes will be provided to Councillors followed by proposed workshops.

#### **5.1.4 PETITION (DIVISION 9) – SPEEDING ON ELMHURST STREET AND CROTONA ROAD, CAPALABA**

At the General Meeting of 28 March 2007, Council resolved that the petition requesting that Council investigate all measures to eliminate hooning and speeding on Elmhurst Street, corner of Crotona Road, Capalaba, be referred to the appropriate area of Council for consideration and report.

It was noted that a report addressing this petition will be presented to a future Planning and Policy Committee meeting.

#### **5.1.5 PETITION (DIVISION 2) – SPEEDING ALONG MOSELLE DRIVE, THORNLANDS**

At the General Meeting of 28 March 2007, Council resolved that the petition requesting that Council “do something about the speeding along Moselle Drive, Thornlands” be referred to the appropriate area of Council for consideration and report.

It was noted that a report addressing this petition will be presented to a future Planning and Policy Committee meeting.

#### **5.1.6 RESEARCH ON INTRODUCTION OF CARBON MARKETS**

At the General Meeting of 28 March 2007, Council resolved to undertake research and report back to Council on the potential revenue opportunities that have been created by the introduction of carbon markets like the NSW Benchmark Scheme.

It was noted that a report on this matter will be presented to a future Planning and Policy Committee meeting.

#### **5.1.7 REPORT ON EFFECTIVENESS OF GRAFFITI MANAGEMENT STRATEGY**

At the General Meeting of 28 March 2007, Council resolved that a report on the effectiveness of Council’s strategy for Graffiti management in the Shire be prepared.

It was noted that a report on this matter will be presented to the Planning and Policy Committee scheduled for 16 May 2007.

### **6 PUBLIC PARTICIPATION**

#### **MOTION TO ADJOURN MEETING**

Moved by: Cr Henry  
Seconded by: Cr Dowling

That the meeting be adjourned for a public participation segment.

CARRIED

- Mr Rod Carter of Macleay Island addressed Council regarding infrastructure costs on the Bay Islands.

#### **MOTION TO RESUME MEETING**

Moved by: Cr Dowling  
Seconded by: Cr Burns

That the proceedings of the meeting resume.

CARRIED

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## 7 PETITIONS/PRESENTATIONS

### 7.1 PETITIONS

Permission was granted for the following petitions to be presented:

Cr Dowling left the meeting at 4.10pm.

#### 7.1.1 LETTER OF SUPPORT (DIVISION 5) – SUPPORT FOR FOOD CARAVAN, MACLEAY ISLAND

Moved by: Cr Burns

Seconded by: Cr Beard

That the signed letters of support, approximately 570 in total, (including approximately 200 already received and forwarded to Parks and Conservation Unit), which read as follows, be received and referred to the appropriate area of Council for response:

*“It has been brought to Council’s attention by a few scurrilous “nasties” that Lot 3 SL815414 at 2 Brighton Road, Macleay Island, is being used for commercial purposes without a permit and the Council must acknowledge and act on all complaints received.*

*The Caravan has been here for 25 years, and we have As of Right Use.*

*People from Australia, as well as overseas, use the premises for all manner of amenities, such as meeting people, having a chat, a cup of coffee, a bite to eat, and a cold drink on a hot day. Especially while waiting for the barge or ferry, because of the convenient locality.*

*A huge percentage of Council employees use the facility daily when they visit Macleay Island.*

*It is an intrinsic part of this community as it is used for visitor information, café, “drop-in” centre, and when you have been away for some time, when you catch sight of the van, you know you’re home. Boaties seek assistance from the van for numerous reasons and situations.*

*From the support that we have already received, we can observe that this unique treasure is part of our identity and the community will react unfavourably if their serenity and our island lifestyle is being threatened.*

*The Caravan needs to stay where it is, giving the quality of service that it is famous for.*

*We of Macleay Island wish to support the owners for the unique character that they have created for the Caravan, with its laid back atmosphere, and all the support that they have given to this community over many, many years.*

*Looking forward to a prompt reply”.*

**CARRIED**

Cr Dowling returned to the meeting at 4.11pm.

#### **7.1.2 PETITION (DIVISION 10) – REQUEST FOR RENAMING OF PARK**

Moved by: Cr Murray  
Seconded by: Cr Williams

**That the petition (79 signatures), which reads as follows, be received and forwarded to the appropriate area of Council for consideration and report to the relevant Committee:**

*“We, the undersigned residents of Thorneside and district, do hereby respectfully request the Redland Shire Council name the parkland in Fisher Road, up to the corner with Leon Street, currently known as the “Fisher Road Park” to be renamed “Vic Arthur Park”.*

**Reasons:**

*Vic Arthur of 45 Fisher Road, Thorneside, has resided opposite this parkland since 1980, and is closely associated with its very existence as parkland, and has given well over and above all other residents to keep a viable environment for the future.*

- 1. Vic Arthur was key in saving this parkland and other conservation lands in Fisher Road from development or sale in 1993-7.*
- 2. Vic Arthur proved his dedication to the open space of Thorneside when he voluntarily had his 6 acres of land rezoned from Res A to Conservation (Special Environmental), thus foregoing development rights on his 6 acres in Fisher Road. He was satisfied with compensation of a fraction of the potential gain.*
- 3. Vic Arthur still cares for the area, using his own mower to ensure firebreaks are kept clear on the Council land as well as his own.*
- 4. The Thorneside community respects Vic Arthur for what he has done for the natural environment in Thorneside, and wish this parkland be named “Vic Arthur Park” in recognition of his great personal contribution”.*

**CARRIED**

### 7.1.3 PETITION (DIVISION 9) – REQUEST FOR CLEAN UP OF VALANTINE PARK CREEK/DRAIN

Moved by: Cr Williams  
Seconded by: Cr Ogilvie

**That Standing Orders be suspended and that the letter and petition (43 signatures), which read as follows, be received and referred to the appropriate area of Council:**

*“As you can see, attached to this letter are names and signatures that I have collected in approximately an hour while walking through Valantine Park, Capalaba. These people frequently use this park and are all concerned about the state of the creek/drain and what it has become. Weed has grown at a fast rate over trees and shrubs alike, the water smells of pollution and rubbish is always dumped into the waterway. All this combined is restricting a good water flow through the creek/drain.*

*Different people I spoke to have said that requests have been made to Council prior to this petition and nothing has been done apart from a very small area off MacKay Court where there has been an attempt to clean up the weed, but the rest of the creek/drain is a total mess.*

*Also, the play area at the end of Daveson Road has been left without a rubbish bin since last year. Visitors who use the area tend to leave their rubbish behind, consequently any glass bottle that gets left behind gets broken and becomes a hazard for tiny feet. Residents should not be responsible for picking up other people’s mess, a rubbish bin should be provided for visitors’ use.*

*On behalf of myself and the people who have signed this petition we do hope that these problems will be solved.*

*Trusting you will do the right thing for the residents”.*

**CARRIED**

Standing Orders were resumed.

### 7.1.4 PETITION (DIVISION 2) – REQUEST TO SLOW TRAFFIC THROUGH POINT LOOKOUT

Moved by: Cr Ogilvie  
Seconded by: Cr Bowler

**That the petition (359 signatures), which reads as follows, be received and referred to the appropriate area of Council for a report to a future Planning and Policy Committee meeting:**

**“Residents and visitors to Point Lookout petition the Redland Shire Council to:**

- **Take responsibility for the Main Road through Point Lookout**
- **Lower traffic speed limits**
- **Make the Point a pedestrian-friendly traffic environment safe for our kids”.**

## **CARRIED**

### **7.2 PRESENTATIONS**

#### **7.2.1 CONFERENCE REPORT (CR DOWLING) – AUSTRALIAN WATER SUMMIT SYDNEY 2007**

Cr Dowling provided a brief report on his attendance in early April at the Australian Water Summit Sydney 2007, at the Sydney Convention & Exhibition Centre.

Keynote speakers were the Hon Malcolm Turnbull MP, Minister for the Environment and Water Resources, the Hon Anthony Albanese MP, Shadow Minister for Infrastructure and Water and Mr Craig Wallace MP, Minister for Natural Resources and Water; Minister Assisting the Premier in North Queensland & Member for Thuringowa.

It was noted that Cr Dowling will make conference papers available for Councillors to peruse.

## **8 MAYORAL MINUTE**

### **8.1 SPONSORSHIP FOR RDCOTA FOR SENIOR CITIZENS' WEEK 2007**

**Attachment:** [Statement of Expenditure](#)

#### **BACKGROUND**

The Senior Citizens Week Committee of RDCOTA annually stage a week of entertainment and activities for Redland seniors. Traditionally the Mayor's Community Fund sponsors this event.

This year RDCOTA proposed to hold a Community Fair on the 18 August 2007 to coincide with the official opening of their new premises.

In accordance with Mayor's Community Fund Guideline GL-2035 two written or verbal quotations are required for requests between \$2,001 and \$7,500.

Due to the nature of this sponsorship, a statement of intended expenditure has been provided in lieu of the written quotations as outlined in the guideline criteria.

**COUNCIL RESOLUTION**

Moved by: Cr Seccombe

That the Redland District Committee on the Ageing Inc (RDCOTA) be sponsored in the amount of \$4,302.80, excluding GST, from the Mayor's Community Fund, to assist in the staging of a Senior Citizens' Week 2007 event planned to coincide with the official opening of the new RDCOTA building and that the attached Statement of Proposed Expenditure be accepted in lieu of the requirement under the Mayor's Community Fund Guideline, GL-2035, relating to written quotations.

**CARRIED**

**9 DECLARATION OF MATERIAL PERSONAL INTEREST ON ANY ITEMS OF BUSINESS**

Nil.

## 10 PLANNING & POLICY COMMITTEE 11/04/07 - RECEIPT AND ADOPTION OF REPORT

Moved by: Cr Dowling  
Seconded by: Cr Elliott

That the following Planning and Policy Committee Report of 11 April 2007 be received:

CARRIED

### Declaration of Opening

Acting Chair, Cr Dowling, declared the meeting open at 9.00 am.

### Record of Attendance and Leave of Absence

#### Members Present

Cr P J Dowling	Acting Chair, Deputy Mayor and Councillor Division 4
Cr D H Seccombe	Mayor
Cr A G Barker	Councillor Division 1
Cr C B Ogilvie	Councillor Division 2
Cr D A Henry	Councillor Division 3
Cr M A Elliott	Councillor Division 7
Cr A R Beard	Councillor Division 8
Cr K M Williams	Councillor Division 9
Cr H J Murray	Councillor Division 10

#### Committee Manager

Mr G Underwood	General Manager Planning and Policy
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#### Officers

Mrs S Rankin	Chief Executive Officer
Mr W Dawson	Manager Land Use Planning
Mr G Photinos	Manager Environmental Management
Ms R Bonnin	Manager Community and Social Planning
Mr P Mayes	Senior Advisor Sport & Recreation
Mr T Green	Senior Advisor Environmental Health
Mr J Bunting	Strategic Planning Advisor
Mr D Carter	Senior Advisor Natural Area Management

#### Minutes

Mrs J Thomas	Corporate Meetings & Registers Officer
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#### Apology

Cr J L Burns	Councillor Division 5
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#### Absence

Cr T Bowler	Councillor Division 6
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Cr Seccombe asked whether anyone knew the whereabouts of Cr Bowler. The Chief Executive Officer advised that she understood Cr Bowler was currently overseas in Vienna.

Cr Seccombe commented that this was not the first time that Cr Bowler had gone off on leave with no advice or notice given. Cr Seccombe requested that his comments on this matter be noted.

### **Public Participation at Meeting**

Nil.

### **Declaration of Interest**

Nil.

### **Motion to Alter the Order of Business**

Nil.

## **10.1 REPORTS FROM OFFICE OF CEO**

### **10.1.1 CARRY FORWARD OF FUNDS REQUEST - COUNCILLORS' COMMUNITY BENEFIT FUND (DIVISION 6)**

<b>Datworks Filename:</b>	<b>G&amp;S Community Benefit Fund</b>
<b>Responsible Officer Name:</b>	<b>Susan Rankin Chief Executive Officer</b>
<b>Author Name:</b>	<b>Tina Robinson Executive Support Officer</b>

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### **EXECUTIVE SUMMARY**

Council annually allocates in its budget an amount for discretionary spending by the Divisional Councillors' known as the Councillors' Community Benefit Fund (CCBF). As per the Community Benefit Guideline GL-2034, any request made by a Councillor for the carry forward of funds into an election year requires Council approval.

This request is for an amount of \$5,007.80 (GST exclusive) to be carried forward from the Division 6 Councillor's portion of the CCBF. These funds will be allocated towards Council's 2007/2008 Stage 3 Shade in the Parks project to commence in September 2007.

### **PURPOSE**

This report is to seek Council approval to carry forward \$5,007.80 (GST exclusive) into the 2007/2008 financial year from the Division 6 portion of the CCBF and commit this amount to Council's 2007/2008 Stage 3 Shade in the Parks project to commence September 2007.

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## **BACKGROUND**

The Office of the CEO has received a request from the Division 6 Councillor to carry forward \$5,007.80 (GST exclusive) into an election year to contribute towards the supply and installation of a shade port approximately 13.5 metres x 20 metres at the Mount Cotton Skate Park, 101 Valley Way, Mount Cotton.

These funds and an additional allocation from the 2007/2008 Division 6 CCBF will comprise the 50% contribution required by Councillor Bowler to support the project which is jointly funded by the Open Space Planning Unit's Capital Works budget 2007/2008.

The Councillor for Division 6 did not contribute to the Stage 2 (2006/2007) Shade in the Parks project preferring to defer the funds to the (2007/2008) Stage 3 Shade in the Parks project.

Utilising Council's panel of providers, a written quotation was received from Advanced Shade Systems Pty Ltd in November 2006 for \$21,200 (GST inclusive). However this quote is an indication of price only and could increase in the 2007/2008 financial year.

## **ISSUES**

The Councillors' Community Benefit Fund Guideline, GL-2034 states that any Councillor who requests the carry forward of funds into an election year must seek Council approval.

Council's Environmental Management Group has provided the Office of the CEO with a CCBF application co-signed by the Councillor which is reliant on Cr Bowler providing further funds from the 2007/2008 Division 6 portion of the CCBF.

## **RELATIONSHIP TO CORPORATE PLAN**

The recommendation primarily supports Council's strategic priority to build safe, strong and self reliant communities with access to community services, infrastructure and opportunities for participation in community life.

## **FINANCIAL IMPLICATIONS**

As per the Councillors' Community Benefit Fund Guideline GL-2034, one quotation has been provided by a supplier on Council's panel of providers and the Division 6 Councillor has sufficient funds to meet this request.

## **CONSULTATION**

The Divisional Councillor has consulted with Council's Environmental Management Group and declined contributing towards the 2006/2007 Stage 2 Shade in the Parks project in favour of carrying forward \$5,007.80 (GST exclusive) to undertake a larger shade structure project at the Mount Cotton Skate Park in 2007/2008.



**OPTIONS****PREFERRED**

That Council resolve to approve the carry forward of \$5,007.80 (GST exclusive) into the 2008 election year from the Division 6 portion of the Councillors' Community Benefit Fund, which is a portion of the 50% required by the Divisional Councillor for the 2007/2008 Stage 3 Shade in the Parks project at the Mount Cotton Skate Park, 101 Valley Way, Mount Cotton.

**ALTERNATIVE**

That Council not approve the carry forward of \$5,007.80 (GST exclusive) into an election year from the Division 6 portion of the Councillors' Community Benefit Fund, which is a portion of the 50% required by the Divisional Councillor for the 2007/2008 Stage 3 Shade in the Parks project at the Mount Cotton Skate Park, 101 Valley Way, Mount Cotton

**OFFICER'S/COMMITTEE RECOMMENDATION/  
COUNCIL RESOLUTION**

Moved by: Cr Dowling  
Seconded by: Cr Elliott

**That Council resolve to approve the carry forward of \$5,007.80 (GST Exclusive) into the 2008 election year from the Division 6 portion of the Councillors' Community Benefit Fund, which is a portion of the 50% required by the Divisional Councillor for the 2007/2008 Stage 3 Shade in the Parks project at the Mount Cotton Skate Park.**

**CARRIED**

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**10.1.2 REDLANDS PCYC - COUNCILLORS' COMMUNITY BENEFIT FUND  
(DIVISION 1)****Dataworks Filename: G&S Community Benefit Fund****Responsible Officer Name: Susan Rankin  
Chief Executive Officer****Author Name: Tina Robinson  
Executive Support Officer**

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**EXECUTIVE SUMMARY**

Council annually allocates in its budget an amount for discretionary spending by Divisional Councillors' known as the Councillors Community Benefit Fund (CCBF). In accordance with the requirements of the CCBF Policy and Guidelines, requests for expenditures over \$5,000 require Council approval.

A request to assist with the Redlands PCYC with capital improvements to the Council owned facility has been put forward by Councillors Barker, Williams and Bowler to allocate funds from their respective portions of the CCBF as follows:

- Cr Alan Barker - \$10,000 (GST Exc) from the 2006/07 Division 1 portion of the CCBF;
- Cr Karen Williams - \$10,000 (GST Exc) from the 2007/08 Division 9 portion of the CCBF, subject to budget 2007/08 approval; and
- Cr Toni Bowler - \$10,000 (GST Exc) from the 2007/08 Division 6 portion of the CCBF, subject to budget 2007/08 approval.

**PURPOSE**

The purpose of this report is to seek Council approval for the allocation of \$10,000 (GST Exc) from the 2006/07 Division 1 portion of the CCBF and a further \$20,000 (GST Exc) to be made up from the 2007/08 Division 9 and Division 6 portions of the CCBF to assist the Redlands PCYC cover costs of capital improvements to the Council owned facility at 278 Mount Cotton Road, Capalaba.

These improvements include, new multi-purpose activity space, gymnastics room extension, upgrade/extension to the entrance and foyer, plus new access ramp.

**BACKGROUND**

The Redlands PCYC is undertaking capital improvements to the Council owned facility at 278 Mount Cotton Road, Capalaba. These improvements will consist of entry foyer, multipurpose activity space and gym extension.

The total cost of the project is \$494,484.00 which has escalated since the initial written preliminary estimate provided by Mitchell Brandtman (Quantity Surveyors and Construction Cost Managers). The reason for the increased costs is due to the general construction industry cost escalations.

The Redlands PCYC has recently engaged a contractor for the first stage of the project which is valued at \$355,284 (GST Exc). This includes components of the gymnastics space, front entry and access ramp. It was identified that through the use of sub contractors and volunteer labour, the remaining stages of the project (multi-purpose room and foyer) could be completed for approximately \$56,000 (GST Exc) with professional fees and approvals costing \$53,200 (GST Exc) and a further \$30,000 (GST Exc) being required for fit out of the facility. Whilst this report requests a further \$30,000 (GST Exc) from CCBF Funds in addition to funds already granted, there is still a shortfall of \$43,984.00 (GST Exc).

Council's Community and Social Planning Group met with Redlands PCYC to discuss the shortfall and request for additional funding. The General Manager Planning and Policy has considered the shortfall and based on the recommendation from Community and Social Planning is supporting a submission to be put forward at Council's third quarter budget review May, 2007.

Project Costing is as follows:

<b>Item</b>	<b>Revised Tender Option 3</b>
Construction by Tender	\$355,284.00
Construction by PCYC	\$ 56,000
Design and approvals etc	\$ 53,200
Fit-out ( <i>Private Benefactor</i> )	\$ 30,000
<b>Total</b>	<b>\$ 494,484</b>
<u>Funding Sources</u>	
Sport and Recreation Qld	\$ 210,500
Redland Shire Council	\$ 100,000
Donation (includes \$20,000 06/07 Div 6 & 9 CCBF)	\$ 80,000
PCYC Loan / Donation ( <i>Private Benefactor</i> )	\$ 30,000
<u>Further Funding proposed</u>	
<i>Councillor's Community Benefit Fund – 06/07</i> <i>Cr Alan Barker – Division 1</i>	\$ 10,000
<i>Councillors' Community Benefit Fund - 07/08</i> <i>Cr Karen Williams – Division 9</i> <i>Cr Toni Bowler – Division 6</i>	\$ 10,000 \$ 10,000 \$ 43,984
<u>Shortfall</u>	
<i>Further contribution by Redland Shire Council</i> <i>(To be considered at Third Quarter Budget Review)</i>	
<b>Total</b>	<b>\$ 494,484</b>

## ISSUES

The completion of the multi-purpose room and internal fit out of the centre is reliant on the additional Council funds of \$43,984 (GST Exc). Community and Social

Planning are in the process of making a submission to the third quarter budget review, however Council approval will not be known until May, 2007.

The CCBF Guidelines (GL-2034) request that 3 written quotations be provided for applications over \$5001. The Redlands PCYC has previously provided 2 written quotations and an exemption letter for the third quotation based on:

- Redland Shire Council has already approved funding and had extensive involvement with the capital improvements at 278 Mount Cotton Road, Capalaba.
- Accurate costing is only achievable via a Quantity Surveyor (QS) with fees being approximately \$1,000 per quote.

### **RELATIONSHIP TO CORPORATE PLAN**

The recommendation primarily supports Council's strategic priority to build safe, strong and self-reliant communities with access to community services, infrastructure and opportunities for participation in community life.

### **FINANCIAL IMPLICATIONS**

Cr Alan Barker has sufficient funds in the 2006/07 Division 1 portion of the CCBF to meet the \$10,000 (GST Exc) required for this request and if approved would be actioned within this current financial year.

Councillors Williams and Bowler will have sufficient funds in the 2007/08 Division 6 and 9 portions of the Community Benefit Fund to meet the \$10,000 (GST Exc) required from each of their respective portions of the CCBF. These funds will be released if approved after 1 July, 2007.

### **CONSULTATION**

Redlands PCYC consulted with the Councillors for Division 9, 6 and 1 with regards to the project shortfall and request for further funding.

The Office of the CEO has consulted with Community and Social Planning to confirm project costing, source additional information with regard to current fund allocations and funding for project shortfall costs.

### **OPTIONS**

#### **PREFERRED**

That Council resolve to approve Councillors' Community Benefit Funding to assist the Redlands PCYC with the capital improvements at 278 Mount Cotton Road, Capalaba, as follows:

1. Cr Alan Barker - \$10,000 (GST Exc) from the 2006/07 Division 1 portion of the CCBF;
2. Cr Karen Williams - \$10,000 (GST Exc) from the 2007/08 Division 9 portion of the CCBF, subject to budget 2007/08 approval and;

3. Cr Toni Bowler - \$10,000 (GST Exc) from the 2007/08 Division 6 portion of the CCBF, subject to budget 2007/08 approval.

**ALTERNATIVE**

That Council resolve not to approve the allocation of \$10,000 (GST Exc) from the 2006/07 Division 1 portion of the Councillors' Community Benefit Fund, and \$10,000 (GST Exc) from each of the Division 6 and 9 portions of the 2007/08 CCBF to assist the Redlands PCYC with the capital improvements to the facility at 278 Mount Cotton Road, Capalaba.

**OFFICER'S/COMMITTEE RECOMMENDATION/  
COUNCIL RESOLUTION**

Moved by: Cr Dowling  
Seconded by: Cr Elliott

**That Council resolve to approve Councillors' Community Benefit Funding to assist the Redlands PCYC with the capital improvements at 278 Mount Cotton Road, Capalaba, as follows:**

1. **Cr Alan Barker - \$10,000 (GST Exc) from the 2006/07 Division 1 portion of the CCBF;**
2. **Cr Karen Williams - \$10,000 (GST Exc) from the 2007/08 Division 9 portion of the CCBF, subject to 2007/08 budget approval; and**
3. **Cr Toni Bowler - \$10,000 (GST Exc) from the 2007/08 Division 6 portion of the CCBF, subject to 2007/08 budget approval.**

**CARRIED**

## **10.2 REPORTS FROM CUSTOMER SERVICES**

### **10.2.1 DECLARED WEED REMOVAL & REVEGETATION – COUNCILLORS' COMMUNITY BENEFIT FUND (DIVISION 10)**

**Datworks Filename:** G&S Community Benefit Fund  
**Responsible Officer Name:** Neil Kesur  
Services Manager Parks & Conservation  
**Author Name:** Bill McDowell  
Senior Advisor Urban Landscape

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#### **EXECUTIVE SUMMARY**

Council annually allocates in its budget an amount for discretionary spending by Divisional Councillors known as the Councillors' Community Benefit Fund (CCBF). All requests for funding individual projects with a greater expenditure than \$5,000 requires approval from Council.

This request is for an amount of \$10,000 (GST exclusive) to be allocated for the undertaking of weed removal and revegetation of the creek corridor within the sites of Ashwood Circuit Creek Corridor and Pistachio Court Park, Birkdale.

#### **PURPOSE**

The purpose of this report is to seek approval from Council for an allocation from the Division 10 portion of the CCBF for \$10,000.00 (GST exclusive) for the undertaking of weed removal and revegetation of the creek corridor within the sites of Ashwood Circuit Creek Corridor and Pistachio Court Park, Birkdale.

#### **BACKGROUND**

The Councillor for Division 10 requested that the works that have been initiated in the creek corridor within the sites of Ashwood Circuit Creek Corridor and Pistachio Court Park, Birkdale, be ongoing in order to complete the regeneration of endemic native species along this creek corridor.

The Senior Conservation Officer of Parks and Conservation has been undertaking similar works in other creek corridors and has already commenced these works in this nominated creek corridor. These works are an ongoing contribution to the Catchment Rehabilitation processes within the Shire.

The works involve the removal of pest weed species and the planting of approved native species to regenerate the disturbed areas plus improve the landscape amenity of these areas.

#### **ISSUES**

No issues have been identified.

## **RELATIONSHIP TO CORPORATE PLAN**

The recommendation primarily supports Council's strategic priority to ensure the enhancement of biodiversity including koala habitat, bushland, greenspace, waterways, catchments, air and coastal ecosystems in recognition of our unique location on Moreton Bay.

## **FINANCIAL IMPLICATIONS**

The Division 10 Councillor supports this project and has sufficient funds to allocate an amount of \$10,000.00 (GST exclusive) from the Division 10 portion of the CCBF.

## **PLANNING SCHEME IMPLICATIONS**

The Land Use Planning Group was consulted and it is considered that the outcome of recommendations in this report will not require any amendments to the Redlands Planning Scheme.

## **CONSULTATION**

The Senior Conservation Officer of Parks and Conservation has consulted with the Division 10 Councillor and local residents.

## **OPTIONS**

### **PREFERRED**

That Council resolve to approve an allocation of \$10,000.00 (GST exclusive) from the Division 10 portion of the Councillors' Community Benefit Fund for the undertaking of weed removal and revegetation of the creek corridor within the sites of Ashwood Circuit Creek Corridor and Pistachio Court Park, Birkdale.

### **ALTERNATIVE**

That Council not approve the allocation of \$10,000.00 (GST exclusive) for this project.

## **OFFICER'S RECOMMENDATION**

That Council resolve to approve an allocation of \$10,000.00 (GST exclusive) from the Division 10 portion of the Councillors' Community Benefit Fund for the undertaking of weed removal and revegetation of the creek corridor within the sites of Ashwood Circuit Creek Corridor and Pistachio Court Park, Birkdale.

## **COMMITTEE DISCUSSION**

During discussion on this matter and following on from comments made by Cr Murray on this item, Cr Ogilvie asked that it be put on record that he thought that in this situation it would be more courteous if Cr Murray had waited until the Council officer concerned had been in the room, so that he could reply to some of the comments made by Cr Murray which had appeared to be critical of the officer's performance.

In response, Cr Murray advised that it was not her intent to denigrate the officer who was doing the work. Officers were only brought into the matter in order to explain the situation.

**COMMITTEE RECOMMENDATION/  
COUNCIL RESOLUTION**

Moved by: Cr Dowling

Seconded by: Cr Elliott

**That Council resolve to approve an allocation of \$10,000.00 (GST exclusive) from the Division 10 portion of the Councillors' Community Benefit Fund for the undertaking of weed removal and revegetation of the creek corridor within the sites of Ashwood Circuit Creek Corridor and Pistachio Court Park, Birkdale.**

**CARRIED**



### 10.3 REPORTS FROM PLANNING AND POLICY

#### 10.3.1 GREENSPACE ENHANCEMENT ADVISORY GROUP MEETING - 5 MARCH 2007

**Datworks Filename:** GOV Greenspace Enhancement Advisory Group  
**Attachments:** [GEAG Minutes of 5 March 2007](#)  
**Responsible Officer Name:** Gary Photinos  
Manager Environmental Management  
**Author Name:** Gary Photinos  
Manager Environmental Management

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#### EXECUTIVE SUMMARY

The Greenspace Enhancement Advisory Group met on 5 March 2007.

In accordance with Council resolution of 2004, the Chair of the Greenspace Enhancement Advisory Group must present the report on the Advisory Group meetings at the subsequent Planning and Policy Committee meeting.

#### PURPOSE

That Council resolve to note the report on the proceedings of the Greenspace Enhancement Advisory Group meeting of 5 March 2007.

#### BACKGROUND

- The Greenspace Enhancement Advisory Group was formed by resolution in 2004 and meets on a quarterly basis to provide advice to Council on matters relating to environmental enhancement for greenspace planning in the Shire.
- The last meeting of the Group was held on 5 March 2007.

#### ISSUES

The minutes of the meeting appear in the attachment and cover the following topics:

- Koala Conservation Policy and Strategy;
- Memorandum of Understanding Brisbane, Logan and Redlands;
- South East Queensland Regional Outdoor Recreation Strategy;
- Redlands Planning Scheme Updates;
- Koala Beach Site Visit – 12 February 2007;
- Land / Offset trust establishment;
- Facilitating a Koala Forum and Koala Mapping;
- Koala Habitat Mapping;
- Developing a Strategy to Protect Urban Koalas in Ormiston and Wellington Point;

- Transferable Development Rights;
- Southern Redland Bay Investigation Area Community Reference Group;
- Wildlife Hospital at Indigiscapes; and
- Environment Levy.

## **RELATIONSHIP TO CORPORATE PLAN**

The recommendation primarily supports Council's strategic priority to ensure the enhancement of biodiversity including koala habitat, bushland, greenspace, waterways, catchments, air and coastal ecosystems in recognition of our unique location on Moreton Bay.

## **FINANCIAL IMPLICATIONS**

There are no financial implications associated with the Officer's Recommendation.

## **PLANNING SCHEME IMPLICATIONS**

The Land Use Planning Group was consulted and it is considered that the outcome of recommendations in this report will result in possible amendments to the Redlands Planning Scheme.

## **CONSULTATION**

Councillors Beard, Dowling, Ogilvie and Henry, along with Mr Caneris, Mr Sattler and Ms Tabart were in attendance as members of the group on the 5 March 2005.

## **OPTIONS**

### **PREFERRED**

That Council resolve to note the Greenspace Enhancement Advisory Group report on the proceedings of their Meeting held on 5 March 2007.

### **ALTERNATIVE**

That Council resolve to defer the noting of the report pending further consideration of issues as directed by Council.

## **OFFICER'S/COMMITTEE RECOMMENDATION/ COUNCIL RESOLUTION**

Moved by: Cr Dowling  
Seconded by: Cr Elliott

**That Council resolve to note the Greenspace Enhancement Advisory Group report on the proceedings of their meeting held on 5 March 2007.**

## **CARRIED**

**10.3.2 REVIEW OF ENVIRONMENTAL ACQUISITION POLICY POL-0281**

**Dataworks Filename:** EM Policy - Environment Charge Acquisition Policy

**Attachments:** [Att 1 – Existing Policy POL-0281](#)  
[Att 2 – First Version Policy POL-3057](#)  
[Att 3 – Second Version Policy POL-3057](#)  
[Att 4 – Table of Options](#)  
[Att 5 – Guideline for Assessment of Land](#)

**Responsible Officer Name:** Gary Photinos  
Manager Environmental Management

**Author Name:** Richard Collins  
Advisor - Habitat Protection

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**EXECUTIVE SUMMARY**

The Environmental Charge Acquisition Policy POL-0281 has been reviewed in accordance with Council's process of policy review. The policy describes how money raised under the Environment Separate Charge is to be spent for conservation purposes.

The review process has highlighted the need to make a small number of minor changes to the document which reflects the adoption of the new Corporate Plan and the formalising of the current ongoing practice of spending a portion of the money on management activities.

**PURPOSE**

To recommend minor changes to the Environmental Charge Acquisition Policy POL-0281 in accordance with the policy review process.

**BACKGROUND**

Section 972 of the *Local Government Act 1993* enables a local government to make a separate charge to rate payers. Council makes several of these including the Environment Separate Charge. The Environmental Charge Acquisition Policy then details how the money raised by the Environment Separate Charge is to be spent.

The first Environmental Charge Policy was introduced in 1992. This was redrafted 1997 as the Environmental Charge Acquisition Policy which has been subsequently reviewed in 2000 and 2003. The present version of the policy is now due for review.

**ISSUES**

The review of the Environmental Charge Acquisition Policy POL-0281 has highlighted the need to make a small number of minor changes. These proposed changes reflect the adoption of the new Corporate Plan and the formalising of current practices and are detailed below;

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- The change of the Policy title to 'Environment Charge Acquisition & Management Policy 2006' from the 'Environment Charge Acquisition Policy'.
- This change reflects the ongoing use of some of the money raised under the charge to be used in the management of conservation reserves (see below).
- The Head of Power has been updated to reflect the adoption of the new 'Corporate Plan 2006 – 2010'. This now reads: 'Council's Corporate Plan states the Strategic Priority for the Natural Environment – to ensure the enhancement of biodiversity including koala habitat, bushland, greenspace, waterways, catchments, air and coastal ecosystems in recognition of our unique location on Moreton Bay'.
- The inclusion of a second Policy Objective reflects the ongoing practice of using a portion of the money raised under the Environment Separate Charge for the management of Council conservation reserves. This principle was included in the 1997 version of the Environment Charge Acquisition Policy but was subsequently removed with the expectation that a separate policy for the management of reserves would be drafted. This separate policy did not eventuate but the use of part of the money for management purposes continued. The proposed change to the policy formalises this current practice.
- The proposed second Policy Objective reads: 'To manage environmentally significant land for existing and future generations and to protect the environmental significance of the site in both the short term and the long term'.
- The inclusion of an additional Policy Statement that affirms Council's commitment to the use of funds for conservation management. Policy Statement 6 reads: 'The contribution of funds from the Environment Charge Acquisition and Management Policy towards the management of the conservation estate'.
- The addition of a Note that describes the apportioning of the Environmental Separate Charge following a resolution at Council's Special Budget Meeting for the Budget 2006 / 2007. This reads: 'as of 30 June 2006, Council's apportioning of the \$70 charge will be;
  - a) \$30 towards acquisition;
  - b) \$30 towards management;
  - c) \$10 spent according to developed plans for conservation areas, especially creeks and waterways.

## **RELATIONSHIP TO CORPORATE PLAN**

The recommendation primarily supports Council's strategic priority to ensure the enhancement of biodiversity including koala habitat, bushland, greenspace, waterways, catchments, air and coastal ecosystems in recognition of our unique location on Moreton Bay.

## **FINANCIAL IMPLICATIONS**

The revised and updated Policy does not change any existing financial implications. All funds raised by the current Environment Separate Charge are being expended as Council has resolved through its budget meetings. The policy only serves to formalise these arrangements.

## **CONSULTATION**

Consultation on this review has included the Acting Manager Operations and Maintenance, Planning and Policy Department's Finance Officer. The Land Use Planning Group was consulted and it is considered that the outcome of recommendations in this report will not require any amendments to the Redlands Planning Scheme.

## **OPTIONS**

### **PREFERRED**

That Council resolve to:

2. Adopt the attached Environment Charge Acquisition and Management Policy POL-3057, shown as Attachment 2; and
3. Declare Environment Charge Acquisition Policy POL-0281 obsolete.

### **ALTERNATIVE**

That Council resolve to defer the adoption of Environmental Charge Acquisition Policy POL-0281 pending amendments as directed by Council.

## **OFFICER'S RECOMMENDATION – 23 JANUARY 2007**

**That Council resolve to:**

1. **Adopt the attached Environment Charge Acquisition and Management Policy, POL-3057, shown as Attachment 2; and**
2. **Declare Environmental Charge Acquisition Policy POL-0281 obsolete.**

## **ADDENDUM – 1 MARCH 2007**

This report was presented to the Planning and Policy Committee meeting on 13 December 2006 and subsequent General Meeting, on 20 December 2006, where consideration of this matter was deferred to the next Planning and Policy Committee meeting.

This report was then presented to the Committee meeting on 23 January 2007 where this matter was discussed at length and a number of issues were raised, followed by Council resolution on 31 January 2007 to defer the report to the March Committee meeting.

Further consultation was undertaken with Councillors, General Managers and the Environmental Education Unit. As a result of this consultation, a revised version of the Environment Charge Acquisition Policy, POL-3057 (Attachment 3), has been prepared, together with new assessment guidelines (Attachment 5). This addendum provides information on the additions included in the revised version of the Policy.

#### CHANGE OF POLICY POSITION: ASSISTING CONSERVATION ON PRIVATE PROPERTY

A consistent message from the consultation process was that the Policy should reflect greater flexibility in the use of the Environment Separate Charge money to deal with environmental issues specifically with urban areas.

At present, the capital component of the money is used to purchase properties and designate them as conservation reserves. The operational component of the money is then spent on managing these new reserves and managing established reserves.

The inclusion of an additional Policy Statement in the revised version (Attachment 3) identifying the commitment to contribute funds to the management and conservation of habitat and biodiversity on private land has the potential to broaden the scope of Shire-wide environmental outcomes. This represents a change of the policy position which widens the scope for the protection and enhancement of environmental values on both public and private lands.

Redland Shire Council has four extension programs for achieving environmental outcomes on private property. These programs cater for rural land-owners and urban householders. If these programs are used to spearhead initiatives for improving habitat and biodiversity using Environment Separate Charge money there is an in-built flexibility to accomplish the desired outcome in both the rural and urban parts of the Shire.

#### NEW LAND ASSESSMENT GUIDELINE

A number of Councillors expressed concerns that the process for the assessment and selection of properties that Council wished to purchase was inflexible and limited opportunities for acquiring properties that became available on the market.

While the existing policy has a degree of flexibility, a new land assessment guideline has been developed to confirm and supplement the policy's flexibility in the acquisition of property (Attachment 5).

The guideline is based on the same assessment criteria used for properties for inclusion in the 'Watch List'. In addition, the requirement to spend money raised by the Environment Separate Charge to achieve environmental outcomes is maintained.

The Policy Statement indicates that the prioritisation of acquisitions will include the assessment of the environmental significance of the site and the threat posed to it, the community benefits that would be achieved and the ultimate cost of the land. To emphasise this, the guideline places equal value upon these 'four pillars' or criteria.

If the Policy Statement regarding the spending of funds on private property and the guideline for assessing properties is included in the Policy as a whole, the options or, mix of options, can formulated and are shown in Attachment 4.

### **REVISED OPTIONS**

#### **PREFERRED**

That Council resolve to:

1. Adopt the revised version of the Environment Charge Acquisition and Management Policy POL-3057 (Attachment 3); and
2. Declare Environment Charge Acquisition Policy, POL-0281, obsolete.

#### **ALTERNATIVE**

That Council resolve to:

1. Adopt the Environment Charge Acquisition and Management Policy, POL-3057 (Attachment 2) ; and
2. Declare Environment Charge Acquisition Policy, POL-0281, obsolete.

### **REVISED OFFICER'S RECOMMENDATION**

That Council resolve to:

1. Adopt the Environment Charge Acquisition and Management Policy, POL-3057, shown as Attachment 3; and
2. Declare Environment Charge Acquisition Policy, POL-0281, obsolete.

### **PROCEDURAL MOTION**

Moved by Cr Seccombe

That the item lie on the table.

CARRIED

In accordance with part 3, Division 5, Section 29(7) of Subordinate Local Law No 5 (Meetings), a procedural motion is required, *"that the item be taken from the table"* before the matter can be reconsidered and concluded.

### **PROCEDURAL MOTION**

Moved by Cr Seccombe

That the item be taken from the table and discussed.

CARRIED

**COMMITTEE RECOMMENDATION/  
COUNCIL RESOLUTION**

Moved by: Cr Dowling

Seconded by: Cr Elliott

**That Council resolve to:**

- 1. Adopt the attached Environment Charge Acquisition and Management Policy, POL-3057, shown as Attachment 2; and**
- 2. Declare Environmental Charge Acquisition Policy POL-0281 obsolete.**

**CARRIED**



### 10.3.3 AMENDMENT TO PLANNING SCHEME POLICY 3 - CHAPTER 2 – CAR PARKING

**Dataworks Filename:** LUP Policy Cash in Lieu of Car Parking Policy  
**Attachment:** [Planning Scheme Policy 3 - Contributions and Security Bonding – Chapter 2](#)  
**Responsible Officer Name:** Wayne Dawson  
Manager Land Use Planning  
**Author Name:** Sean Collingwood  
Strategic Planning Advisor, Land Use Planning Group

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#### EXECUTIVE SUMMARY

Planning Scheme Policy 3 – Contributions and Security Bonding, specifically Chapter 2 - Car Parking, has been recommended for amendment to simplify its implementation; to reduce the excessive number of contribution rates applicable and to incorporate comments received from legal review. The amendment to Planning Scheme Policy 3 has undergone community consultation as required by the *Integrated Planning Act 1997*, S 2.1.19, and in conjunction with Schedule 3. No submissions were received within the public notification period of 20 business days.

#### PURPOSE

To seek a resolution of Council under the *Integrated Planning Act 1997* (as amended) to adopt an amendment to Planning Scheme Policy 3, Contributions and Security Bonding - Chapter 2 – Car Parking outlined in the attachment.

#### BACKGROUND

On the 15 November 2006, Council at its Planning and Policy Committee considered a report to amend the *Planning Scheme Policy 3- Contributions and Security Bonding – Chapter 2 – Car Parking*. Council at the General Meeting, held on the 29 November 2006, resolved to propose to amend the Planning Scheme Policy.

#### RELATIONSHIP TO CORPORATE PLAN

The recommendation primarily supports Council's strategic priority to provide and maintain water, waste services, roads, drainage and support the provision of transport and waterways infrastructure to sustain our community.

#### FINANCIAL IMPLICATIONS

The proposed amendments to the Planning Scheme Policy 3, Contributions and Security Bonding - Chapter 2 – Car Parking are unlikely to affect the rate of contribution receipts in any significant manner. The developer's offer of cash contributions in lieu of on-site car parking requirement is discretionary to Council. Each development application will be assessed on their merits.

## PLANNING SCHEME IMPLICATIONS

The outcome of recommendations made in this report will result in amendments to the Planning Scheme Policy contained in Part 11 – Planning Scheme Policy 3 – Contributions and Security Bonding – Chapter 2 – Car Parking only. It does not affect the scheme's current outcomes. The proposed amendments are as detailed in the attachment.

## CONSULTATION

*Planning Scheme Policy 3 – Contributions and Security Bonding – Chapter 2 – Car Parking*, was advertised in the Bayside Bulletin on the 27 February 2007 for the purposes of community consultation. There were no submissions received within the public notification period from the 27 February 2007 to the 26 March 2007.

## OPTIONS

### PREFERRED

That Council resolve in accordance with Schedule 3, Part 3, S 5(a), of the *Integrated Planning Act 1997*, to adopt the amendment to *Planning Scheme Policy 3 – Contributions and Security Bonding, Chapter 2 – Car Parking* as attached.

### ALTERNATIVE

That Council not adopt the amendments to Planning Scheme Policy 3, Contributions and Security Bonding, Chapter 2 – Car Parking, in accordance with Schedule 3, Part 3, S 5(a), of *Integrated Planning Act 1997*.

## OFFICER'S/COMMITTEE RECOMMENDATION/ COUNCIL RESOLUTION

Moved by: Cr Dowling

Seconded by: Cr Elliott

**That Council resolve to adopt the amendment to *Planning Scheme Policy 3 – Contributions and Security Bonding, Chapter 2 – Car Parking* as outlined in the attachment; in accordance with Schedule 3, Part 3, S 5(a), of the *Integrated Planning Act 1997*.**

## CARRIED

### 10.3.4 WATERFRONT STRUCTURES - POLICY IMPLICATIONS

**Dataworks Filename:** Prescribed Tidal Works  
**Attachment:** [Waterfront Structures Policy & Guideline](#)  
**Responsible Officer Name:** Wayne Dawson  
Manager Land Use Planning  
**Author Name:** Julian Bunting  
Senior Advisor - Strategic Planning

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#### EXECUTIVE SUMMARY

With the adoption of the Redlands Planning Scheme [RPS] on 15 March 2006, a number of transitional planning and existing policies were made obsolete, including the Waterfront Structures transitional planning scheme policy.

The obsolete Waterfront Structures policy contained important provisions in relation to the construction of structures such as swimming pools, decks and other works within 9m of a revetment wall to artificial waterways such as canals. These provisions were designed to maintain the structural integrity of revetment walls and embankments, and access for repair and maintenance of canal and revetment walls.

To ensure the continued implementation of these provisions, it is recommended that a new corporate Waterfront Structures Policy and Guideline, as attached, be adopted in accordance with Section 32(1)(b) of the *Building Act 1975*, as amended.

The new policy is similar to the obsolete Waterfront Structures policy and includes additional matters to ensure consistency with the recently introduced IDAS Code for Prescribed Tidal Works. The policy is an interim measure until such time as the Private Waterfront Structures Code of the Redlands Planning Scheme can be redrafted and the scheme amended.

#### PURPOSE

The purpose of this report is to adopt the Waterfront Structures Policy and Guideline, as attached, in accordance with Section 32(1)(b) of the *Building Act 1975*, as amended.

The report also seeks endorsement of Council to amend the Private Waterfront Structures Code of the RPS to ensure it includes provisions relating to artificial waterways, and consistency with the state IDAS Code for Prescribed Tidal Work.

#### BACKGROUND

The obsolete waterfront structures policy applied to the design and construction of jetties, pontoons, boat ramps, decks and piling for private use on tidal land and canals and swimming pools, decks and works within 9m of a revetment wall. The policy aimed to ensure:

- structural stability of the waterfront structure, waterway, embankment or revetment wall;
- waterfront structures do not restrict the maintenance, hydraulic and flood carrying capacity of the waterway; and
- waterfront structures do not interfere with public access or usage of the waterway or inter-tidal zone.

This policy was effectively replaced in part by the Private Waterfront Structures Code of the RPS, and the IDAS Code for Prescribed Tidal Works that became operational on 18 November, 2005.

Prescribed tidal works are tidal works that are completely or partly within a local government tidal area and includes parts of the structure that extends onto land above high water mark. It includes private waterfront structures and other works that are not regulated under the proposed waterfront structures policy such as tidal work used for a commercial purpose, or not associated with a residential use such as bridges, boat ramps, and underground services.

Under the Integrated Planning Regulation, 1998 (as amended), prescribed tidal work in a local government tidal area is assessable development (operational works) under Schedule 8, Part 1, Table 4, Item 5 of the *Integrated Planning Act, 1997*.

Local Government is the assessment manager for private waterfront structures (prescribed tidal works) that are located within the local government tidal area. The local government tidal area includes canal estates and 50 metres seaward of the high water mark when the boundary of the Redland Shire local government area adjoins Moreton Bay or the open coast.

Activities that previously required approval under the *Coastal Act* and repealed coastal legislation (*Canals Act 1958*, *Beach Protection Act 1968*, and the *Harbours Act 1955*) has become assessable development under Schedule 8 of IPA. The amendment allows an applicant to submit a single development application to deal with all planning and building aspects of such development, including the State Government's coastal management requirements.

## ISSUES

Importantly, the obsolete Waterfront Structures policy contained provisions relating to the construction of structures such as swimming pools, decks and other works within 9m of a revetment wall. These provisions were designed to prevent excessive loadings on revetment walls, maintain structural stability of the revetment wall or embankment, and ensure access is available for repair and maintenance of canal and revetment walls.

It is recognised that the IDAS code for Prescribed Tidal Works contain provisions that ensure waterfront structures do not adversely affect the structural integrity of revetment or sea walls. However, the IDAS code for Prescribed Tidal Work does not

address impacts of other building matters such as swimming pools, decks and other structures on revetment walls that are outside the definition of prescribed tidal works.

Additionally the Redlands Planning Scheme Policy Waterfront Structures does not apply to structures or works on artificial waterways such as canals, as defined under the *Coastal Protection and Management Act 1995*. This had been envisaged to occur when Council was finalising adoption of the RPS in late 2005 / early 2006.

To ensure the continued implementation of these provisions, it is recommended that Council adopt the Waterfront Structures Policy and Guideline as attached in accordance with Section 32(1)(b) of the *Building Act, 1975* (as amended).

### ***Key changes to the obsolete Waterfront Structures policy***

The majority of the new waterfront structures policy is identical to the obsolete policy. However, the new policy ensures consistency with the State IDAS code for Prescribed Tidal Works and recognises that:

- private waterfront structures form part of prescribed tidal works which is now assessable development (operational work) under Schedule 8 of the *Integrated Planning Act 1997*;
- local government is the assessment manager for prescribed tidal works; and
- the process for seeking a development permit for a private waterfront structure involves a development application to Council (carrying out operational work), and this replaces the superseded process of the Environmental Protection Agency administering the development permit for waterfront structures with Council providing comment to the application in the form of a Building Works preliminary approval.

It is noted that the new policy includes similar provisions to the IDAS code for Prescribed Tidal Works. Provisions of the IDAS code for prescribed tidal works have been incorporated in the new policy where they include more detail or adopt higher standards. This ensures best practice design, safety and construction techniques are applied to waterfront structures.

### ***Other Matters***

The Private Waterfront Structures Code of the RPS will need to be amended to achieve consistency with the IDAS Code for Prescribed Tidal Works, and incorporate provisions relating to swimming pools and works within 9m of a revetment wall. The new corporate waterfront structures policy is intended to provide an interim measure only, until such time as the Private Waterfront Structures Code of the RPS is amended. The Private Waterfront Structures Code will be amended as part of the second RPS amendment process expected to commence in the second half of 2007.

## **RELATIONSHIP TO CORPORATE PLAN**

The recommendation primarily supports Council's strategic priority to preserve a balance with urban, rural, bushland, village, coastal and island character of the Redlands by managing growth.

## **FINANCIAL IMPLICATIONS**

The recommendations within this report do not provide any short or long term financial implications to Council.

## **PLANNING SCHEME IMPLICATIONS**

The outcome of recommendations in this report will result in amendments to the Private Waterfront Structures Code of the Redlands Planning Scheme.

## **CONSULTATION**

Consultation has occurred with Infrastructure Planning and Assessment Services Groups in relation to the content of the new waterfront structures policy and its consistency with the State IDAS code for Prescribed Tidal Work.

## **OPTIONS**

### **PREFERRED**

That Council resolve to adopt the Waterfront Structures Policy and Guideline as attached in accordance with Section 32(1)(b) of the *Building Act 1975*, as amended.

### **ALTERNATIVE**

That Council resolve to adopt the Waterfront Structures Policy and Guideline in accordance with Section 32(1)(b) of the *Building Act 1975*, as amended with changes as determined by Council.

## **OFFICER'S/COMMITTEE RECOMMENDATION/ COUNCIL RESOLUTION**

Moved by: Cr Dowling  
Seconded by: Cr Elliott

**That Council resolve to adopt the Waterfront Structures Policy and Guideline as attached in accordance with Section 32(1)(b) of the *Building Act 1975*, as amended.**

## **CARRIED**

### 10.3.5 AUDIT OF REDLAND SHIRE'S SPORTSFIELD LIGHTING

**Dataworks Filename:** P&R Sportsfield Lighting Audit

**Attachments:** [Sportsfield Lighting Audit Report](#)  
[Appendix 1 – Summary of Maintenance Costs](#)  
[Appendix 2 – Summary of Capital Costs](#)

**Responsible Officer Name:** Roberta Bonnin  
Manager Community & Social Planning

**Author Name:** Paul Mayes  
Senior Advisor Sport and Recreation  
Ellen Irving  
Project Officer

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#### EXECUTIVE SUMMARY

A sportsfield lighting audit was recently undertaken to determine if the Shire's sportsfield lighting complies with Australian Standards. The report also sought to develop a schedule for future maintenance and upgrades with all works prioritised and budget estimates provided.

The results of the audit are attached in the Sportsfield Lighting Audit and in addition a summary of both capital and maintenance costs for each sportsfield is also attached as Appendices 1 & 2. In summary the audit found that just around 45% of the lit fields did not meet the required lighting standard.

#### PURPOSE

To advise Council of the results of the Sportsfield lighting audit and to recommend a strategy which adopts a risk management and partnership approach to addressing the audit outcomes.

#### BACKGROUND

Consulting Engineers, Ashburner and Francis, were recently engaged by Council to undertake an audit of the Shire's sportsfield lighting.

The objective of the audit was to undertake a comprehensive audit and assessment of the Shire's sportsfield lighting to:

- Ensure all the Shire's sportsfield lighting complies with Australian Standards;
- Develop a schedule for future maintenance and upgrades for Council/Clubs with all works prioritised and budget estimates provided; and
- Investigate and provide practical solutions for any identified issues.

The Audit included the following components:

- Measurement of the luminance level (lux) and the uniformity level of each sportsfield for compliance with the relevant Australian Standard (for both training and competition);
- A visual inspection of all lighting poles. The report indicated that all poles inspected appeared to be in good condition. However, a structural engineer would need to be consulted should structural information be required;
- A prioritised list of maintenance, inclusive of re-lamping, re-aiming of existing fittings and additional fittings and replacement of fittings;
- A report on the condition and capacity of the sportsfield's electrical supply.

The audit included an assessment of 69 sportsfields across 16 parks. In summary, more than half, i.e. around 55% of the fields, meet the required lux level under the Australian Standard for the particular code of sport. It is intended that those sportsfields that do not meet Australian Standards will be prioritised and programmed for either future maintenance or lighting upgrade, whichever is required.

The total budget as detailed in the Audit Report is estimated at \$651,000, of which \$259,400 is for re-aiming/re-lamping of lights, which is considered maintenance expenditure and \$391,600 is for new fittings and switchboard modifications which are considered capital expenditure.

Appendix 1 provides a list of sportsfields which require re-aiming and re-lamping of light fittings to achieve the uniformity of light required under the Australian Standard. Appendix 2 provides a list of sportsfields which require new fittings or switchboard modifications to comply with the Australian Standards.

## **ISSUES**

There are a number of factors which potentially impact on the lighting levels of each light fitting. Some of these include age, maintenance, e.g. cleaning, type of fitting, design, hours of use, vegetation and power supply.

Some State Sporting Organisations (SSO's) require clubs to undertake an annual audit to demonstrate that the lights meet the Australian Standards before the commencement of the season. There has also been a recent move by some SSO's to increase the required standard of lighting which has resulted in the need to upgrade lights. These issues contribute to inconsistent management of lighting levels across the Shire.

### **Responsibility for Upgrades/Maintenance of Sportsfield Lighting**

The responsibility for the upgrade and maintenance of sportsfield lighting is currently not well defined, due in part to the fact that most clubs lease their clubhouses only and do not hold tenure over the sportsfield. The current arrangement is an informal understanding requiring clubs to manage and maintain their lights.



## **Risk Management**

The Sportsfield Lighting Audit was identified as a risk management strategy, given that the lights are located on Council land and are registered Council assets.

Advice received from Risk Management indicates that, should an incident occur on a sportsfield which results in personal injury, of which poor lighting which did not meet the required Australian Standard was considered to be a contributing factor, Council as landowner could become a party to any claim for injury. The primary level of responsibility rests with the Club, as they have direct management control of the lights and also permitted the activity to occur.

## **Implementation Plan**

To reduce the potential risks to Council from lighting not meeting the required standard, it is proposed that an Implementation Plan be developed in partnership with clubs.

In general, it is recommended Council should plan for any capital upgrades, as identified in the audit and included in Appendix 2, and clubs should address the maintenance actions as indicated in Appendix 1. Maintenance actions include all re-aiming and re-lamping, whereas capital is provision of additional fittings, poles or power supply. Council would work with clubs to seek funding from the State Government for the capital upgrades.

The Implementation Plan would include the following:

- Development of Permits to Occupy over the sporting fields between Council and Clubs to define the responsibility of each party for maintenance and upgrade of sportsfield lighting and other assets;
- Prioritised Schedule of Works for Capital upgrades;
- Financial plan for detailed design and works, inclusive of funding options;
- Roles and responsibilities of Council staff in implementing the plan;
- Development of document requirements, ie. Policies, Guidelines and Procedures including input from Legal Services and Risk and Liability Unit.

It is proposed that Leisure and Recreation Services would contact each of the clubs and provide a copy of the audit results for their facility. This process would also include discussions regarding the necessary actions to address lighting which did not meet the Standards.

## **RELATIONSHIP TO CORPORATE PLAN**

The recommendation primarily supports Council's strategic priority to build safe, strong and self reliant communities with access to community services, infrastructure and opportunities for participation in community life.

## **FINANCIAL IMPLICATIONS**

The audit report has provided a preliminary estimate of approximately \$500,000 in capital upgrades. It is recommended this funding be considered within the next round of the 10 year capital works program, as well as subsidy from the State Government.

## **CONSULTATION**

Consultation has occurred with the following:-

- General Manager, Planning and Policy;
- Manager, Customer and Community Services;
- Service Manager, Risk and Liability;
- Service Manager, Leisure and Recreation;
- Service Manager, Parks and Conservation; and
- Senior Advisor, Landscape Design.

## **OPTIONS**

### **PREFERRED**

That Council resolve as follows:

1. To adopt the Sportsfield Lighting Audit for planning purposes; and
2. To endorse the development of an Implementation Plan which would adopt a partnership / risk management approach to address the audit results.

### **ALTERNATIVE**

Council undertake the ongoing maintenance of sportsfields and consider introducing a field usage charge as a contribution towards the maintenance costs.

## **OFFICER'S RECOMMENDATION**

That Council resolve as follows:

1. To adopt the Sportsfield Lighting Audit for planning purposes; and
2. To endorse the development of an Implementation Plan which would adopt a partnership/risk management approach to address the audit results.

## **COMMITTEE DISCUSSION**

An amended attachment - Appendix 2 – Summary of Capital Costs was distributed at the meeting. The amendment to this document was the inclusion under Laurie Burns Reserve of Tennis Court 2, resulting in additional costing of \$32,000 reflected in an amended Grand Total of \$423,600.00.

During discussion on the lighting audit report, it was noted that the priority listings contained in this report may alter and will be determined in the development of an implementation plan; therefore it was agreed to delete the word 'adopt' and replace

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with the word 'note' and to delete the words 'for planning purposes' from recommendation 1.

**COMMITTEE RECOMMENDATION/  
COUNCIL RESOLUTION**

Moved by: Cr Dowling  
Seconded by: Cr Elliott

**That Council resolve as follows:**

- 1. To note the Sportsfield Lighting Audit; and**
- 2. To endorse the development of an Implementation Plan which would adopt a partnership/risk management approach to address the audit results.**

**CARRIED**

### 10.3.6 PROPOSED AMENDMENT OF LOCAL LAW NO 2 (KEEPING AND CONTROL OF ANIMALS)

**Dataworks Filename:** Local Law No 2 (Keeping and Control of Animals)

**Attachments:** [Amendment Local Law](#)  
[Subordinate Local Law](#)  
[Second Public Consultation Submission Review](#)  
[Public Interest Test Report](#)

**Responsible Officer Name:** Roberta Bonnin  
Manager Community and Social Planning

**Author Name:** Trevor Green  
Senior Advisor Environmental Health

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#### EXECUTIVE SUMMARY

Council is seeking to amend the Local Law and Subordinate Local Law for the keeping and control of animals, to enhance the management of koala / wildlife interactions with dogs and cats, with subsequent greater protection of the Shire's koala and wildlife populations.

Additionally, a number of amendments have also been recommended to upgrade the laws to reflect the changing needs of the Redlands and contemporary animal management local law making practices.

At the General Meeting on 31 May 2006, Council resolved to make a number of amendments to the proposed laws and conduct a second round of public consultation.

The report details the result of the second public consultation process and provides recommended direction for progression of the local law making process for these proposed laws.

#### PURPOSE

1. To propose that Council accepts the Second Public Consultation Submission Review;
2. To propose that pursuant to section 891 of the Local Government Act 1993, Council implement the recommendations of the Public Interest Test Report, a copy of which is attached, in relation to Redland Shire Council Keeping and Control of Animals (Amendment) Local Law (No 1) 2007 (previously Redland Shire Council Keeping and Control of Animals (Amendment) Local Law (No 1) 2006) and Redland Shire Council Subordinate Local Law No 2 (Animal Management) 2007 (previously Redland Shire Council Subordinate Local Law No 2 (Animal Management) 2006);
3. To resolve to proceed with the making of Redland Shire Council Keeping and Control of Animals (Amendment) Local Law (No 1) 2007 (previously Redland

Shire Council Keeping and Control of Animals (Amendment) Local Law (No 1) 2006); and

4. To again ensure that Redland Shire Council Keeping and Control of Animals (Amendment) Local Law (No 1) 2007 (previously Redland Shire Council Keeping and Control of Animals (Amendment) Local Law (No 1) 2006) satisfactorily deals with any State interest in accordance with the requirements of section 872 of the *Local Government Act 1993* and, in particular, advise the Minister of Council's decision under step 6 of the other local law making process.

## BACKGROUND

Council is seeking to amend the Local Law and Subordinate Local Law for the keeping and control of animals and to protect the Redland Shire's koala and wildlife populations by managing koala / wildlife interactions with dogs and cats, with subsequent greater protection of the Shire's koala and wildlife populations.

Additionally, as it has been a number of years since the laws have been amended, a number of amendments have been recommended to upgrade the laws to reflect the changing needs of the Redlands and contemporary animal management local law making practices.

At the General Meeting 20 December 2006, Council resolved:

1. *To accept the Public Consultation Submission Review;*
2. *That the Keeping and Control of Animals (Amendment) Local Law (No 1) 2006 and Subordinate Local Law No 2 (Animal Management) 2006 be redrafted in accordance with the recommendations of the Public Consultation Submission Review and the following amendments:*
  - a) *That a provision be drafted requiring geese and turkeys to be kept on areas greater than 2000 square metres;*
  - b) *That horses be excluded from the two sections relating to collecting animal faeces;*
  - c) *That Ferntree Park be listed for review for possible inclusion in the next local law amendment process (scheduled to start within six months of the inclusion of this amendment process);*
  - d) *That a provision be drafted to make guard dog compounds Koala proof; and*
3. *To conduct a second consultation phase of the local law making process for the redrafted Keeping and Control of Animals (Amendment) Local Law (No 1) 2006 and Subordinate Local Law No 2 (Animal Management) 2006.*

The proposed laws were subsequently redrafted in accordance with the above resolutions.

## **Public Consultation**

The second public consultation for the proposed laws was conducted between 6 -27 February 2007, in accordance with requirements of the *Local Government Act 1993*.

77 written submissions were received. All submissions were read. Each submission was then recorded with details relating to the sections of the laws they addressed and the associated theme of the points raised. Many submissions addressed multiple sections and raised multiple points.

A number of submissions addressed matters which are outside this local law making process. These include matters which either do not specifically relate to this local law, or which propose new amendments or changes which have not been included in this review and local law making process.

The four main areas addressed by the submissions were:

- Declaration of Koala Management Areas;
- Prohibition on keeping livestock;
- Persons to clean up animal faeces when in public places;
- Shared beach off leash area – Coochiemudlo Island.

A document entitled Second Public Consultation Review for Local Law No. 2 - Animal Management has been prepared (attached). This document details each section of Keeping and Control of Animals (Amendment) Local Law (No. 1) 2007 and Subordinate Local Law No. 2 (Animal Management) 2007 to which public submissions were received. The review provides a summary of the total submissions received and provides recommended direction to guide the decision making process for the making of Keeping and Control of Animals (Amendment) Local Law (No. 1) 2007 and Subordinate Local Law No. 2 (Animal Management) 2007. All matters raised outside this local law making process have been listed. Council may wish to consider any of these matters in future reviews of the laws.

## **ISSUES**

### **Recommended process to progress law making**

#### Possible changes to the proposed laws

From the results of the second public consultation process, no changes are recommended to the proposed laws. If no changes are made to the proposed laws, Council can proceed directly to referring the proposed laws back to the Department of Local Government, Planning, Sport and Recreation for a second State Interest Check, before making the laws and subsequent gazettal.

Should Council decide to make changes to the proposed laws, Council will probably need to conduct a third public consultation process, to ensure compliance with the local law making process (*Local Government Act 1993*). If such changes were grammatical or considered to be only minor (with only small changes to direction),

further public consultation may not be considered necessary; however if significant changes are made, legal advice should be sought regarding further consultation.

#### Second State Interest Check

The Department of Local Government, Planning, Sport and Recreation has advised that a second State Interest Check will be required before Council can resolve to make the laws.

#### Making of the Laws

After the second State Interest Check, the laws would be presented to Council with the intended outcome for Council to make the laws.

#### Public Interest Test

No submissions were received. A Public Interest Test Report has been prepared and included as an attachment.

The Public Interest Test Report recommends that although each possible anti-competitive provision reviewed is an anti-competitive provision, each should be retained in the public interest.

#### **RELATIONSHIP TO CORPORATE PLAN**

The recommendation primarily supports Council's strategic priority to build safe, strong and self reliant communities with access to community services, infrastructure and opportunities for participation in community life.

The recommendations also support Council's strategic priority to ensure the enhancement of biodiversity including koala habitat, bushland, greenspace, waterways, catchments, air and costal ecosystems in recognition of our unique location on Moreton Bay.

#### **FINANCIAL IMPLICATIONS**

Expenses incurred in conducting the second public consultation process have been absorbed from the 2006/2007 Environmental Health Administration budget.

#### **PLANNING SCHEME IMPLICATIONS**

The Land Use Planning Group was consulted and it is considered that the outcome of recommendations in this report will not require any amendments to the Redlands Planning Scheme.

#### **CONSULTATION**

Community consultation has occurred through the second public consultation process. Consultation has also occurred with Environmental Management, Land Use Planning, Assessment Services, Corporate Communications, Legal Services and King and Company Solicitors.

## OPTIONS

### PREFERRED

That Council resolve as follows:

1. To accept the Second Public Consultation Submission Review;
2. That pursuant to section 891 of the *Local Government Act 1993*, Council resolve to implement the recommendations of the Public Interest Test Report about Redland Shire Council Keeping and Control of Animals (Amendment) Local Law (No 1) 2007 (previously Redland Shire Council Keeping and Control of Animals (Amendment) Local Law (No 1) 2006) and Redland Shire Council Subordinate Local Law No 2 (Animal Management) 2007 (previously Redland Shire Council Subordinate Local Law No 2 (Animal Management) 2006);
3. That Council proceed with the making of Redland Shire Council Keeping and Control of Animals (Amendment) Local Law (No 1) 2007 (previously Redland Shire Council Keeping and Control of Animals (Amendment) Local Law (No 1) 2006) as advertised; and
4. That Council again ensure that Redland Shire Council Keeping and Control of Animals (Amendment) Local Law (No 1) 2007 (previously Redland Shire Council Keeping and Control of Animals (Amendment) Local Law (No 1) 2006) satisfactorily deals with any State interest in accordance with the requirements of section 872 of the *Local Government Act 1993* and, in particular, advise the Minister of Council's decision under step 6 of the other local law making process.

### ALTERNATIVE

That further amendments be made to the draft laws and that a third round of public consultation be conducted.

## OFFICER'S/COMMITTEE RECOMMENDATION/ COUNCIL RESOLUTION

Moved by: Cr Dowling

Seconded by: Cr Elliott

**That Council resolve as follows:**

- 1. To accept the Second Public Consultation Submission Review;**
- 2. That pursuant to section 891 of the *Local Government Act 1993*, Council resolve to implement the recommendations of the Public Interest Test Report about Redland Shire Council Keeping and Control of Animals (Amendment) Local Law (No 1) 2007 (previously Redland Shire Council Keeping and Control of Animals (Amendment) Local Law (No 1) 2006) and Redland Shire Council Subordinate Local Law No 2 (Animal Management) 2007 (previously Redland Shire Council Subordinate Local Law No 2 (Animal Management) 2006);**



3. To proceed with the making of Redland Shire Council Keeping and Control of Animals (Amendment) Local Law (No 1) 2007 (previously Redland Shire Council Keeping and Control of Animals (Amendment) Local Law (No 1) 2006) as advertised; and
4. To again ensure that Redland Shire Council Keeping and Control of Animals (Amendment) Local Law (No 1) 2007 (previously Redland Shire Council Keeping and Control of Animals (Amendment) Local Law (No 1) 2006) satisfactorily deals with any State interest in accordance with the requirements of section 872 of the *Local Government Act 1993* and, in particular, advise the Minister of Council's decision under step 6 of the other local law making process.

**CARRIED**

## 10.4 GENERAL BUSINESS

The following items of general business were raised:

1. Cr Elliott asked that the following statements from him, in response to comments made by the Mayor regarding the absence of Cr Bowler, be noted in the minutes:
  - a) There is no requirement on Councillors to advise of absences;
  - b) Statements made about the length of Cr Bowler's absence is heresay;
  - c) Ultimately the community will judge whether Cr Bowler has served them well.
  
2. Cr Williams requested that the submission letter sent to Translink regarding the Eastern Busway also be sent to the three State Members.

Cr Seccombe provided an update to Committee from Council of Mayors (SEQ) Regional Plan Committee where Translink had spoken to the group. A time frame was not available at that point in time, however, Translink will be working on the issue and will provide an answer within the next three months with a more definite timetable.

### **COMMITTEE RECOMMENDATION/ COUNCIL RESOLUTION**

Moved by: Cr Dowling  
Seconded by: Cr Elliott

**That the General Business items be noted.**

**CARRIED**

## 11 REDLAND WATER AND WASTE COMMITTEE 18/04/07 - RECEIPT AND ADOPTION OF REPORT

Moved by: Cr Barker  
Seconded by: Cr Williams

That the following Redland Water and Waste Committee Report of 18 April 2007 be received:

CARRIED

### Declaration of Opening

The Chair, Cr Barker, declared the meeting open at 9.00 am.

### Record of Attendance and Leave of Absence

#### Members Present

Cr A G Barker	Chair and Councillor Division 1
Cr D H Seccombe	Mayor - entered at 10.29 am
Cr C B Ogilvie	Councillor Division 2
Cr D A Henry	Councillor Division 3
Cr P J Dowling	Deputy Mayor and Councillor Division 4
Cr J L Burns	Councillor Division 5
Cr A R Beard	Councillor Division 8
Cr K M Williams	Councillor Division 9 - entered at 9.03 am
Cr H J Murray	Councillor Division 10

#### Committee Manager

Mr J Pruss General Manager Redland Water & Waste

#### Officers

Ms E Bray	Manager Customer Service and Business Performance
Mr T Kasper	Manager Technical Support
Mr B Taylor	Manager Treatment Operations

#### Minutes

Mrs J Thomas Corporate Meetings & Registers Officer

#### Leave of Absence

Leave of absence from the Committee meeting was approved for Cr Seccombe. (Cr Seccombe entered the meeting at 10.29am during discussion on Item 1.2.)

#### Absent

Cr T Bowler	Councillor Division 6
Cr M A Elliott	Councillor Division 7

### Public Participation at Meeting

Nil.

**Declaration of Interest**

Nil

**Motion to Alter the Order of Business**

Nil.

Cr Burns left the Committee meeting at 9.12 am (during item 1.1) and returned at 9.26 am (during item 1.1); Cr Burns left the Committee meeting at 9.49 am (during item 1.2) and returned at 10.13 am (during item 1.2).

**11.1 REPORTS FROM REDLAND WATER AND WASTE****11.1.1 REDLAND WATER & WASTE COUNCIL BUSINESS UNIT REPORT - MARCH 2007**

**Datworks Filename:** WW Redland Water & Waste Committee  
WM Redland Water & Waste Committee  
WS Redland Water & Waste Committee

**Attachments:** [Business Unit Report - March 2007](#)  
[Appendix A – Additional Water Quality Indicators](#)  
[Appendix B – Wastewater Treatment Plants Supplementary Performance Information](#)

**Responsible Officer Name:** Brad Taylor  
Acting General Manager, Redland Water & Waste

**Author Name:** Brad Taylor  
Acting General Manager, Redland Water & Waste

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**EXECUTIVE SUMMARY**

The Redland Water & Waste (RWW) Council business unit report is presented to Council for noting. The report provides the business unit's performance for the month of March 2007 and covers financial and non-financial indicators for water, wastewater and waste.

It is expected that, most of the time the report findings will be "business as usual". Where exceptions occur, these will be highlighted.

The report provides a regular opportunity for Council to consider the performance of RWW and to respond to any exceptional reporting.

Council is provided with the option to accept the report or, accept it and request additional information or a review of performance.

## **PURPOSE**

To report on the ongoing performance of the business unit against key performance indicators (KPIs).

## **BACKGROUND**

RWW's performance plan identifies KPIs for which performance targets have been agreed with Council. Reporting is done each month through the RWW Committee.

## **ISSUES**

The report is provided to Council as a means of monitoring the performance of RWW for the activities of water, wastewater and waste.

The first part of the report comprises a "snapshot" of the business unit's achievement in meeting KPIs (year-to-date) and financial report card.

The report then provides specific financial report and commentary, capital expenditure (graphically) and a detailed customer overview.

The main body of the report focuses on actual levels of achievement against the KPIs for the month. Where exceptions have occurred and targets not met, an explanation is given as well as action taken to improve performance.

The report closes with a summary of the major issues for each group during the month.

## **RELATIONSHIP TO CORPORATE PLAN**

The recommendation primarily supports Council's strategic priority to provide and maintain water, wastewater and waste services to sustain our community.

Providing this report also supports the organisational leadership goal of good governance by providing accountability of RWW's performance in a way that is open to the public.

## **FINANCIAL IMPLICATIONS**

There are no direct financial implications resulting from this report. Financial implications may result where Council requests a performance review or requests an increase in performance standards.

## **CONSULTATION**

Consultation has occurred with:

- Manager Customer Service & Business Performance, RWW;
- Manager Treatment Operations, RWW;

- Manager Technical Support, RWW; and
- Senior Advisor, Financial Management, RWW.

**OPTIONS****PREFERRED**

That Council resolve to accept the Redland Water & Waste Council business unit report for March 2007, as presented in the attachment.

**ALTERNATIVE**

That Council accepts the report and requests additional information or a review of performance.

**OFFICER'S/COMMITTEE RECOMMENDATION/  
COUNCIL RESOLUTION**

Moved by: Cr Barker

Seconded by: Cr Beard

**That Council resolve to accept the Redland Water & Waste Council Business Unit Report for March 2007, as presented in the attachment.**

**CARRIED**

### 11.1.2 RECYCLED WATER CARRIERS

**Datworks Filename:** Water Supply - Water Supply Pricing Policy

**Responsible Officer Name:** Eleanor Bray  
Manager Customer Service & Business  
Performance

**Author Name:** Eleanor Bray  
Manager Customer Service & Business  
Performance

Michelle Vanyai  
Senior Project Officer

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### EXECUTIVE SUMMARY

In the past Council has only made recycled water available for its own use - for example on gardens, roadside plants, landscaping and roadworks.

Offering recycled water to commercial water carriers is part of Council's water demand management strategy. The continued drought in south-east Queensland and resulting restrictions have also brought pressure on Councils to offer this service.

It is proposed to initially offer recycled water at 2 locations (Victoria Point and Cleveland wastewater treatment plants [WWTPs]) expanding as capacity and demand for recycled water increases.

It is proposed to set middle of the road benchmark pricing to encourage take up of recycled water while, at the same time, giving value to recycled water as a product in its own right.

Liability issues have been met through the purchase of insurance, setting contractual conditions of use for water carriers; and training for water carriers on the correct use of recycled water.

It is recommended that:

1. recycled water be made available at Council's wastewater treatment plants to commercial water carriers from 24 April 2007;
2. the cost of recycled water be equivalent to the cost of the first tier domestic potable water for the 2006/07 financial year;
3. charges for hydrant standpipe bond and rental be fixed in line with hydrant permits for potable water for the 2006/07 financial year.

### PURPOSE

To seek Council's endorsement of the proposal to commence offering recycled water to commercial water carriers and to set pricing for the sale of recycled water.

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## BACKGROUND

Since October 2005, Council has used recycled water to water community gardens, roadside plants, landscaping and roadworks.

From 24 April 2007, it is intended to make recycled water available to commercial water carriers at a number of Shire wastewater treatment plants (WWTPs).

Recycled water will be made available to service the construction and development sector for activities such as:

- dust suppression;
- earthworks;
- road and service construction;
- landscaping;
- slope stabilisation or erosion control.

Initially recycled water will be available from Council's WWTPs at Cleveland and Victoria Point. Additional mainland WWTPs will be brought on line as demand for recycled water increases.

Commercial water operators needing to use recycled water must first:

- complete a certificate course in recycled water use;
- display designated signage on their vehicle advising recycled water is being used;
- apply for a recycled water hydrant permit for which fees apply.

Charges which will apply include:

- hydrant standpipe bond;
- hydrant standpipe rental fee;
- water usage charge.

Other potential uses for recycled water include:

- ✓ irrigating parks, golf courses, open space areas;
- ✓ irrigating pasture and fodder crops for dairy and animals;
- ✓ irrigating some food crops (but not those food crops consumed raw or minimally processed);
- ✓ industrial purposes (but not food processing).



Recycled water CANNOT be used for:

- × filling ponds, lakes, or water bodies of any description unless a specific Agreement for the Use of Recycled Water is sighted by the tanker operator;
- × filling tanks (unless Agreement for the Use of Recycled Water is sighted);
- × drinking or showering;
- × commercial/ industrial food processing;
- × watering stock;
- × irrigation of edible food crops.

## ISSUES

### RECYCLED WATER QUALITY

Currently only one WWTP (Victoria Point) provides Class A water. From discussions held with water carriers, it will be desirable to provide other outlets of Class A as soon as possible. Cleveland WWTP is certified as Class B, however, on a day-to-day basis, it often produces effluent equivalent to Class A quality. Minor works are required to upgrade the Cleveland WWTP to bring the quality to Class A standard.

Planning work is currently being undertaken by Technical Support to determine the most appropriate systems and costs.

### LIABILITY

Liability is addressed through:

1. the purchase of Effluent Reuse Legal Liability coverage;
2. a signed agreement with the carrier covering conditions of collection, transport and use.

### PRICE RECOVERY

In recovering the cost of the scheme, the following issues need to be considered:

1. cost of capital amendments - approximately \$40,000 over 5 WWTPs;
2. costs of education and insurance - \$39,000 year 1, \$34,000 for each year following;
3. likely annual recycled water volume of 50 million litres (ML);
4. limitation on pricing – can't be above commercial potable;
5. actual cost to supply customer is around \$1.74 per kilolitre;

The following table benchmarks current recycled water pricing from other local governments.

Local Government	Price per kilolitre for recycled water
Logan City	\$0.00
Brisbane City	\$0.89
Caboolture Shire	\$0.00
Ipswich City	\$0.80
Gold Coast City	\$0.00
Redland Shire 1 <sup>st</sup> tier domestic potable water	69.63 cents

Although under 50% full cost recovery, the option of aligning to the 1<sup>st</sup> tier of domestic potable water is favoured.

This is for a number of reasons:

- recycled water at full cost is not likely to be taken up by carriers as it is significantly above the cost of potable water;
- There are significant outlays in purchasing insurance and administering the scheme.
- setting the price in line with tier 1 domestic also places real value on recycled water instead of it being seen as a waste. If adopted by Council, it is planned to use this pricing method for 2007/08.

A bond and rental charge also applies for the use of Council's metered hydrant standpipes.

For ease of administering the permit scheme, it is proposed that fees for the hydrant bond and rental be the same as for potable water standpipe permits.

## RELATIONSHIP TO CORPORATE PLAN

The recommendation primarily supports Council's strategic priority to provide and maintain water services and support the provision of infrastructure.

## FINANCIAL IMPLICATIONS

All costs with initial set-up can be met by the Redland Water & Waste (RWW) 2006/07 operational budget. However, ongoing costs of capital to upgrade treatment plants to class A will be part of budget discussions for 2007/08.

## **PLANNING SCHEME IMPLICATIONS**

The Land Use Planning Group was consulted and it is considered that the outcome of recommendations in this report does not conflict with the Redlands Planning Scheme.

## **CONSULTATION**

Consultation has occurred with:

- Manager Customer Service & Business Performance;
- Manager Treatment Operations;
- Manager Legal Services;
- Service Manager Water Reticulation Services;
- Service Manager Risk & Liability;
- Senior Advisor Financial Management;
- Senior Project Officer RWW.

## **OPTIONS**

### **PREFERRED**

That Council resolve as follows:

1. That recycled water be made available at Council's wastewater treatment plants to commercial water carriers from 24 April 2007;
2. That the cost of recycled water shall be equivalent to the cost of the first tier domestic potable water; and
3. That charges for hydrant standpipe bond and rental be fixed in line with hydrant permits for potable water for the 2006/07 financial year.

### **ALTERNATIVE**

That Council resolve to not proceed with offering recycled water to commercial water carriers or offer recycled water at a different price.

## **OFFICER'S/COMMITTEE RECOMMENDATION**

**That Council resolve as follows:**

- 1. That recycled water be made available at Council's wastewater treatment plants to commercial water carriers from 24 April 2007;**
- 2. That the cost of recycled water shall be equivalent to the cost of the first tier domestic potable water; and**
- 3. That charges for hydrant standpipe bond and rental be fixed in line with hydrant permits for potable water for the 2006/07 financial year.**

**COUNCIL RESOLUTION**

Moved by: Cr Barker

Seconded by: Cr Beard

**That the Committee Recommendation be adopted with an amendment that the date mentioned in resolution number 1 be 3 May 2007, not 24 April 2007, as this resolution applies after today's meeting.**

The motion was put as follows:

**That Council resolve as follows:**

- 1. That recycled water be made available at Council's wastewater treatment plants to commercial water carriers from 3 May 2007;**
- 2. That the cost of recycled water shall be equivalent to the cost of the first tier domestic potable water; and**
- 3. That charges for hydrant standpipe bond and rental be fixed in line with hydrant permits for potable water for the 2006/07 financial year.**

**CARRIED**

## 11.2 CLOSED SESSION

### MOTION TO CLOSE MEETING

Moved by: Cr Dowling  
Seconded by: Cr Ogilvie

That the meeting be closed to the public under Section 463(1) of the *Local Government Act 1993* to discuss the following item:

11.2.1 Findings of an EOI for the Operation of a Construction and Demolition Facility;

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

*“(e) contracts proposed to be made by it. (Council)”*

CARRIED

### MOTION TO REOPEN MEETING

Moved by: Cr Ogilvie  
Seconded by: Cr Beard

That the meeting be again opened to the public.

CARRIED

### 11.2.1 FINDINGS OF EXPRESSIONS OF INTEREST FOR THE OPERATION OF A CONSTRUCTION AND DEMOLITION WASTE FACILITY

**Dataworks Filename:** WM – Expressions of Interest C&D (Construction and Demolition) Facility  
**Responsible Officer Name:** Troy Kasper  
Manager Technical Support  
**Author Name:** Steven Cantrill  
Senior Waste Planner

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### EXECUTIVE SUMMARY

At the General Meeting on 1 November 2006, Council resolved to invite Expressions of Interest (EOI) for the operation of a Construction and Demolition (C&D) facility. The purpose of the EOI was to identify suitable proposals for the sustainable management of C&D waste which is currently being landfilled.

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EOI documents were advertised in the paper media on 18 November 2006 and notification distributed via the construction and demolition working group membership. A total of 6 submissions were received by Council, although 21 organisations requested an EOI document.

Consulting engineers, GHD, were engaged to develop the EOI document and report on the suitability of proposals. This report details the findings of their evaluation and recommends further actions by Council in regard to the ongoing handling of C&D waste.

## **PURPOSE**

To advise Council of the findings of an EOI for the operation of a C&D waste recovery facility in accordance with Section 489 of the *Local Government Act 1993*.

## **BACKGROUND**

At the General Meeting of 1 November 2006, Council resolved to call for EOIs for the ongoing management of C&D waste. It was considered developing a strategy for this waste stream would involve a 2-stage process being the calling for and evaluation of an EOI (stage 1) followed by a tender (stage 2).

The EOI was advertised in the Courier Mail on 18 November 2006. Notification of the EOI was also distributed through the construction and demolition working group comprising private and public sector industry representatives. Twenty-one requests for a copy of the EOI document were received.

Submissions closed at 11.30am on 18 December 2006. A total of 6 submissions were received, one of which was 26 minutes after the deadline for submissions.

Each submission was assessed against a pre-established set of evaluation criteria and conformity with the specified requirements of the EOI document. The evaluation criterion was developed to identify:

- suitability of the proposed resource recovery process, its inputs and outputs and the environmental benefits;
- the types of resources recovered for reuse/recycling, the likely demand for the products and market reliability for these markets to be sold;
- the experience of the service provider;
- the proposed delivery method, i.e. contract structure;
- proposed financial implications for Redland Shire Council (RSC);
- waste quantities and reliance on external waste streams;
- estimated lead-time for project;
- contract duration;

- potential environmental impacts including impacts on local residents of the operation.

A commentary on each submission is contained within the GHD report titled "Expression of Interest – Operation of a C&D Resource Recovery Facility" March 2007.

## ISSUES

### CONFORMANCE WITH INVITATION DOCUMENT

Of the 6 submissions received, only 3 provided fully compliant submissions. The remaining 3 (one of which was the late submission) failed to provide the required information on the appropriate forms, or only provided a single copy of the submission. Given the fact this is an EOI and not a tender, GHD evaluated each submission to provide Council with a wider range of C&D waste management options.

### FACILITY LOCATION

The EOI allowed proponents to undertake operation on their own land or the possible use of the existing waste sites at Giles Road or Days Road, Redland Bay. Only one proposed the use of their own land which currently operates as a quarry. The remaining respondents identified using either of the 2 Council sites. In regard to tenure, most proposed some form of lease in the order of 10-15 years (dependent upon the level of capital investment) with periodic payments to Council at market rates.

### ENVIRONMENTAL ISSUES/RESOURCE RECOVERY

Detail provided on the resource recovery potential for the offered technologies indicate most intend to recover similar recyclable products from the waste stream including concrete and masonry products, timber, metals and soils. Recovery operations typically involve mechanical and hand sorting, crushing and screening. These activities generally produce emissions such as noise, dust and litter that require environmental controls. Several proponents intended to house their operations within an enclosed facility while others failed to identify environmental controls in adequate detail. The proposal utilising an existing quarry stated they already had environmental controls in place covering the quarrying activities. While the level of environmental detail provided was generally poor, activities such as those proposed are normally covered by a development approval that will state environmental performance levels.

Likely resource recovery rates varied across the submissions. Three submissions indicated potential resource recovery in the order of 70% while 2 others were in the lower order of 35-45%. The remaining submissions did not provide adequate detail to establish the likely recovery rates. Generally it would be considered that 35%-45% recovery is lower than what is readily achievable.

While most intended to produce its recycled products for sale, one submission stated that a proportion of the recycled concrete product would be used to neutralise the effects of "acid rock" currently being landfilled within the quarry. It is considered this

application is of a lower order of the waste hierarchy and could be argued that this application is a form of “landfilling”.

#### PREFERRED CONTRACTUAL ARRANGEMENTS

Submissions indicate the preferred contract structure for any operation would include the tenderer having access to Council land under a lease arrangement. Gate fees for disposal of the waste material (including gate fees paid by Council) would be recovered by the tenderer to aid in funding the operation of the facility. Council would expect some form of lease payment for use of its land. The submission where an existing private site was offered would see Council paying a simple gate fee for the disposal of its C&D waste.

#### CAPACITY WITHIN EXISTING C&D WASTE FACILITIES

RSC currently handles in the order of 40,000 tonnes per annum (tpa) of C&D wastes at its mainland facilities. Of this, approximately 30,000 tpa is landfilled at the Giles Road hardfill facility with the remaining quantity landfilled at Birkdale. There are no known private facilities currently operating within Redland Shire. The nearest private facilities are at Murrarie and Nudgee.

Given the pending closure of both Birkdale landfill and Giles Road hardfill facilities, Council has identified the need to develop a strategy for the future handling of C&D waste.

While the EOI, undertaken as the initial phase of this exercise, has identified that there are a number of suitably qualified companies that could manage such an operation, Council should also note that it is currently assessing a development application (DA) for a waste recovery facility at Mount Cotton. This proposed development targets the acceptance and recovery of C&D wastes, which if approved, may provide a suitable facility for the ongoing management of this particular waste stream.

Given the current situation, it is considered unlikely that a tenderer would risk entering into a contract requiring significant capital and operational outlay until the outcomes of the DA are known. For this reason it is recommended that Council awaits the outcomes of the development application before considering its future actions in regard to calling tenders for the operation of a C&D waste recovery operation.

To provide for the ongoing receipt of C&D waste in the interim, Council will need to implement operational strategies to provide for ongoing disposal opportunities at both Birkdale and Giles Road sites. Typically these strategies will include resource recovery options to increase the diversion of C&D waste from landfill and potential design changes to increase the available storage capacity of the Giles Road site.

#### SUMMARY

The EOI process has identified a number of organisations with the capability and appropriate technology to operate a C&D resource recovery facility. Generally following an EOI, Council would shortlist and call for tenders. However, it is not likely that Council could attract the most beneficial tenders until a determination on the



current development application before Council is known. To this end it is considered appropriate to delay proceeding to shortlist and tender until the outcomes of the development application are known.

### **RELATIONSHIP TO CORPORATE PLAN**

The recommendation primarily supports Council's strategic priority to provide and maintain water, waste services, roads, drainage and support the provision of transport and waterways infrastructure.

### **FINANCIAL IMPLICATIONS**

There are no financial implications resulting from the EOI as there is adequate provision within the current 2006/07 budget to cover the cost of any future tender process.

### **PLANNING SCHEME IMPLICATIONS**

Any new facility will likely require a DA assessed under the *Integrated Planning Act*.

### **CONSULTATION**

Redland Water & Waste (RWW) has consulted with the Environmental Protection Agency regarding potential strategies to provide for the ongoing receipt of C&D waste in the short term.

### **OPTIONS**

#### **PREFERRED**

That Council resolve as follows:

1. To acknowledge the findings of the consultant's submission assessment report titled "Expression of Interest – Operation of a C&D Resource Recovery Facility" dated March 2007;
2. That the contents of the EOI submissions and the consultant's report remain confidential; and
3. To delay proceeding to tender until the outcomes of the development application for the private waste facility are known.

#### **ALTERNATIVE**

That Council resolve as follows:

1. To acknowledge the findings of the consultant's submission assessment report titled "Expression of Interest – Operation of a C&D Resource Recovery Facility" March 2007;
2. That the contents of the EOI submissions and the consultant's report remain confidential; and

3. To prepare a shortlist from the EOI submissions received and to call for tenders for the operation of a construction and demolition waste recovery facility.

**OFFICER'S/COMMITTEE RECOMMENDATION/  
COUNCIL RESOLUTION**

Moved by: Cr Barker  
Seconded by: Cr Beard

**That Council resolve as follows:**

1. To acknowledge the findings of the consultant's submission assessment report titled "Expression of Interest – Operation of a C&D Resource Recovery Facility" dated March 2007;
2. That the contents of the EOI submissions and the consultant's report remain confidential; and
3. To delay proceeding to tender until the outcomes of the Development Application for the private waste facility are known.

**CARRIED**

### 11.3 GENERAL BUSINESS

The following items of general business were raised:

1. Cr Ogilvie requested that details be provided to Councillors at the next budget workshop in respect to the amount of money planned to be spent on the Water Demand Management Strategy in the upcoming budget;
2. Cr Henry raised the issue of information being circulated by the Federal Member regarding the implications to the water table on Stradbroke Island due to extraction processes.

#### **COMMITTEE RECOMMENDATION/ COUNCIL RESOLUTION**

Moved by: Cr Barker  
Seconded by: Cr Beard

**That the general business items be noted.**

**CARRIED**

## 12 FINANCE AND CORPORATE MANAGEMENT COMMITTEE 1/05/07 - RECEIPT AND ADOPTION OF REPORT

Moved by: Cr Williams  
Seconded by: Cr Beard

That the following Finance and Corporate Management Committee Report of 1 May 2007 be received:

CARRIED

### Declaration of Opening

The Chair, Cr Williams, declared the meeting open at 2.00 pm.

### Record of Attendance and Leave of Absence

#### Members Present

Cr K M Williams	Chair and Councillor Division 9
Cr D H Seccombe	Mayor
Cr A G Barker	Councillor Division 1
Cr C B Ogilvie	Councillor Division 2
Cr P J Dowling	Deputy Mayor and Councillor Division 4
Cr J L Burns	Councillor Division 5 Entered at 2.07 pm
Cr T Bowler	Councillor Division 6
Cr A R Beard	Councillor Division 8

#### Committee Manager

Mr R Turner	General Manager Corporate Services
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#### Officers

Mr M Goode	General Manager Customer Services
Mr G Underwood	General Manager Planning & Policy
Mr J Pruss	General Manager Redland Water & Waste
Mrs K Phillips	Manager Financial Services
Mr G Bennett	Acting Manager Corporate Planning Performance & Risk
Mr P Tragardh	Manager Human Resources
Mr I Waters	Risk & Liability Services Manager

#### Minutes

Mrs J Thomas	Corporate Meetings & Registers Officer
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#### Apologies

Cr D A Henry	Councillor Division 3
Cr H J Murray	Councillor Division 10

#### Absent

Cr M A Elliott	Councillor Division 7
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**Public Participation at Meeting**

Nil.

**Declaration of Interest**

Nil.

**Motion to Alter the Order of Business**

Nil.

Cr Burns left the Committee meeting at 2.07 pm (during item 2.1) and returned at 2.12pm (during 2.2); Cr Burns left the Committee meeting at 2.57 pm (during General Business discussion).

**12.1 REPORTS FROM OFFICE OF CEO****12.1.1 REPORT ON THE AUDIT COMMITTEE MEETING – 3 APRIL 2007**

**Datworks Filename:** GOV Audit Committee  
**Responsible Officer Name:** Susan Rankin  
Chief Executive Officer  
**Author Name:** Kylie Fernon  
Manager Internal Audit

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**EXECUTIVE SUMMARY**

In line with the Audit Committee Charter, the Audit Committee meeting of 3 April 2007 was scheduled to enable discussion and consideration of the following:

- Receipt and Confirmation of Minutes of 17 October 2006;
  - Business Arising from Previous Minutes;
  - Balanced Scorecard Reports for the Months of December 2006 and January 2007;
  - Corporate and Operational Plan Report for December 2006;
  - Council Financial Report for December 2006;
  - Local Government Finance Standard 2005 – Section 15 Requirements;
  - Compliance Certificates;
  - Review of Compliance Questionnaire;
  - Internal Audit Plan Status;
  - Rescheduling of Two Planned Audits on 2006/2007 Audit Plan;
  - Internal Audit Recommendations Due for Implementation;
  - QAO Recommendations Due for Implementation;
  - Internal Audit Reports;
  - 2007/2008 Audit Plan – External Audit;
-

- Emerging Issues; and
- Other Business.

## **PURPOSE**

The authority for the establishment of an Audit Committee is provided for under Section 502 of the *Local Government Act 1993*. It operates in accordance with Part 2, Section 7 of the *Local Government Finance Standard 2005*.

The purpose of this report is to provide a summary of the issues discussed at the meeting on 3 April 2007.

## **BACKGROUND**

The primary objective of the Audit Committee is to assist Council in fulfilling its corporate governance role and oversight of financial measurement and reporting responsibilities imposed under the *Financial Administration and Audit Act 1997*, the *Local Government Act 1993* and other relevant legislation.

To fulfil this objective, it is necessary that a report on discussions and deliberations of the Audit Committee be submitted to Council to enhance the ability of Councillors to discharge their legal responsibility.

## **ISSUES**

The following is a summary of the issues discussed at the meeting of 3 April 2007:

The Chair, Mr Scanlan, declared the meeting open (item 1), with all members and invitees present, with the exception of Mrs S Rankin, Cr P J Dowling, Mr J Pruss and Ms J Richards who sent their apologies (Item 2).

### **3. Receipt and Confirmation of Minutes**

The minutes of the Audit Committee meeting of 17 October 2006 were confirmed as a true and accurate record of proceedings.

#### **3.1 Business Arising from Previous Minutes**

##### **3.1.1 Compliance Certificates**

As per item 4.5 of the minutes of the Audit Committee meeting of 17 October 2006, the General Manager Planning and Policy was to provide further information to the Committee regarding the status of Individual Asset Management Plans and Strategies (question 51 – Planning and Policy Department)

Mr Turner reported that the Manager Corporate Planning, Performance & Risk is in the process of conducting a review of the compliance certificates.

### 3.1.2 Proposed Meeting Dates for 2007

As per item 10.1 of the minutes of the Audit Committee meeting of 17 October 2006, the Manager Internal Audit reported that meeting dates have been set and distributed to members.

## **4. Council Financial and Performance Reports**

### **4.1 Balanced Scorecard**

The Balanced Scorecard Report for the month of December 2006 as presented to the General Meeting on 31 January 2007 and for the month of January 2007 as presented to the General Meeting on 28 February 2007 were presented to the Audit Committee.

Mr Turner reported on the number of development and assessment decisions within statutory timeframes showing KPIs as unsatisfactory and reported that this KPI is a cumulative figure and year to date to the end of January. January monthly result was 100% on time.

The Mayor said that it should be noted that it has been difficult across all local governments in Queensland to source planners and that resourcing will continue to be a problem in development assessment and land use planning areas. If there were to be an influx of development applications, councils will have difficulties in meeting timeframes.

The Audit Committee noted the report.

### **4.2 Corporate and Operational Plan**

The Corporate and Operational Plan Report – December Quarter as presented to the General Meeting on 28 February 2007 was presented to the Audit Committee.

Mr Turner reported on the Financial Management scorecard which is showing in the red – it was noted that this was not a reflection on Council's financial position. These results include the review of the financial strategy, master accommodation plan and an overall framework for revenue and charging of Council services. These are due for completion by the end of June 2007.

The Audit Committee noted the report.

### **4.3 Council Financial Report**

The Financial Report for December 2006 as presented to the General Meeting on 31 January 2007 was presented to the Audit Committee.

The following points were noted by the Audit Committee:

- Second reading by Redland Water & Waste for the year has resulted in a drop in revenue, which is likely to be a continuing trend given the current water restrictions. This will have significant impact on Council and is likely to carry forward into future years' pricing.
- Principal payments were paid early reflecting on December quarter results.
- Redland Shire Council remains on level 2 water restrictions with some modifications. It was noted that with level 5 restrictions in other local government areas, there has been a corresponding drop in usage in this Shire.
- Council is comfortable with the overall financial statements.

#### **4.4 Local Government Finance Standard 2005 – Section 15 Requirements**

In the Chief Executive Officer's absence, Mr Turner reported to the Audit Committee on matters covered under the **Local Government Finance Standard 2005, Section 15(2)(b)(i)** and **(ii)**, as follows:

- **Section 15(2)(b)(ii)** *the risks to which the local government's operations are exposed*
  - The Audit Committee noted that the State Government's current process of having Price Waterhouse Coopers review and provide a report on possible takeover of all water and sewerage operations of councils would be a significant risk and financial implication for this Council.
- **Section 15(2)(b)(i)** *the local government's organisational structure and its systems and procedures for carrying out its functions and duties under the Act* – there were no organisational structure changes to report under this section.

Council's decision to establish an office in China was noted by the Audit Committee.

The Mayor stated that as a result of this initiative, there has been great success from the Shire's point of view.

Mr Scanlan said he raised this matter at this Committee to ensure that Council had all the procedures and controls in place in view of this strategic direction of Council.

This matter was noted as an emerging issue for monitoring by the Audit Committee.

The Audit Committee noted the report.

#### **4.5 Compliance Certificates**

Compliance Certificates for the Office of CEO, Customer Services, Planning and Policy, Corporate Services and Redland Water and Waste are presented to the Audit Committee.

The Compliance Certificates were presented as attached.

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Comments made by the General Manager Redland Water & Waste in relation to waste policies not meeting the review deadline of December 2006 due to water initiatives were noted by the Committee. Mr Scanlan complimented the General Manager on the thorough report.

The information provided in the attached Compliance Certificates was noted by the Committee.

#### **4.6 Review of Compliance Questionnaire**

The progress to date of the review being undertaken by the Corporate Planning, Performance and Risk Group in relation to the compliance questionnaire was presented to the Audit Committee.

The status of the review was noted, as presented, by the Audit Committee.

### **5. Internal Audit Plan**

#### **5.1 Audit Plan Status**

The status of the Audit Plan was presented to the Committee. Ms Fernon reported that since the attachment was prepared, progress had been made and that all audits were on target.

The Audit Committee noted the Status of the Audit Plan, as presented.

#### **5.2 Rescheduling of Two Planned Audits on 06/07 Audit Plan**

The Manager Internal Audit presented a briefing note seeking approval from the Audit Committee to reschedule two planned audits for 2006/07 to next financial year.

The Audit Committee approved the rescheduling of the planned audits on the 2006/07 Audit Plan, namely the Library Services (Horizon Software) and Disaster Recovery Plan, to 2007/08 financial year, in accordance with the reasons presented in the attached briefing note.

### **6. Audit Recommendations Due for Implementation**

#### **6.1 Internal Audit Recommendations**

The Manager Internal Audit presented a progress report of audit recommendations due for implementation to the Committee.

The Audit Committee noted the excellent result shown on the attached Audit Recommendations Due for Implementation report.

## 6.2 QAO Recommendations

The Manager Internal Audit presented a progress report of external audit recommendations due for implementation.

The following matters were raised:

- 3.1 – Change in the Useful Life of RWW's Assets – it was noted that Opus New Zealand/Australia are conducting a short condition assessment and the revaluation of infrastructure assets will be undertaken by Cardno and Davies. It was also noted that this will be nearly completed by the end of this financial year. Mr Turner confirmed that the new valuations will be included in Council's accounts for the end of year.
- 4 – Government Grants process and coordination to be conducted in March/April 2007 – Mr Turner reported that this was nearing completion.

The Audit Committee noted –

1. The Audit Recommendations that have been completed, as presented; and
2. The progress to date on items 3.1 and 4, to be reviewed by the Committee after completion date of June 2007.

## 7. Internal Audit Reports

The following reports were presented for Audit Committee consideration:

### 7.1 Customer Services

- Internal Audit Report 27/11/06 – Review of the Reservation Booking System for North Stradbroke Holiday Parks (distributed separately)

### 7.2 Redland Water and Waste

- Internal Audit Report 18/10/06 – Review of RWW's Work Order Management System (distributed separately)
- Internal Audit Report 30/03/07 – Review of Capital Project Justification and Long-Term Planning (distributed separately)

### 7.3 Planning and Policy

- Nil

#### **7.4 Corporate Services**

- Internal Audit Report 06/11/06 – Review of Payment Processing through Electronic Funds Transfer (distributed separately)
- Internal Audit Report 04/12/06 – Post-Implementation Review of Aurion (distributed separately)
- Internal Audit Report 14/12/06 – Review of External Security (distributed separately)

#### **7.5 Across Council**

- Internal Audit Report 16/11/06 – Review of Workflows across Council (distributed separately)
- Internal Audit Report 12/12/06 – Review of Work in Progress Assets across Council (distributed separately)
- Internal Audit Report 21/12/06 – Review of the Management of Land Assets (distributed separately)
- Internal Audit Report 21/12/06 – Review of Performance Reporting – Operational Plan (distributed separately)
- Internal Audit Report 14/03/07 – Review of EDMS (distributed separately)
- Internal Audit Report 26/02/07 – Review of Corporate Assets (distributed separately)
- Internal Audit Report 06/03/07 – Review of Entertainment and Hospitality (distributed separately)

In response to questions from Mr Scanlan, general discussion took place on the internal audit reports as presented.

The reports were received and noted as presented.

### **8. Update from External Auditors**

#### **8.1 2007/2008 Audit Plan**

The attached QAO KPMG 2007/08 Audit Plan was presented to the Audit Committee.

Mr Turner requested that a process be considered by KPMG/QAO whereby if there are likely to be additional charges to Council as a result of unplanned audit activity during the course of an external audit, that Council be consulted at that time, rather

than at the conclusion of the audit. Ms Ailwood advised that she will discuss the possibility of such a process with QAO.

The 2007/08 Audit Plan as attached was endorsed by the Audit Committee.

## **9. Emerging Issues**

The following issues were noted by the Audit Committee:

1. The opening of the Redland Shire Council office in China.
2. AURION payroll system monitoring and upgrade.
3. Emerging water issue as a potential change in the way Council conducts business.

## **10. Other Business**

Nil.

## **RELATIONSHIP TO CORPORATE PLAN**

The recommendation primarily supports Council's strategic priority to ensure the long term financial viability of the Shire and provide public accountability in financial management.

## **FINANCIAL IMPLICATIONS**

The cost to Council for the attendance of the independent Committee Chair is \$5,000 per annum. This is provided for in the Internal Audit Group Budget.

## **CONSULTATION**

The Audit Committee minutes are presented for confirmation as a true and accurate record of proceedings at its next meeting.

## **OPTIONS**

### **PREFERRED**

That Council accept this report, which summarises the issues discussed at the Audit Committee meeting of 3 April 2007.

### **ALTERNATIVE 1**

That Council accept this report and request additional information; or

### **Alternative 2**

That Council not accept this report and request an alternate method of reporting.

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**OFFICER'S/COMMITTEE RECOMMENDATION/  
COUNCIL RESOLUTION**

Moved by: Cr Williams

Seconded by: Cr Barker

**That Council resolve to accept this report, which summarises the issues discussed at the Audit Committee Meeting of 3 April 2007.**

**CARRIED**

## 12.2 REPORTS FROM CORPORATE SERVICES

### 12.2.1 ENTERTAINMENT AND HOSPITALITY POLICY AND GUIDELINE REVIEW

**Datworks Filename:** FM Annual Financial Reports

**Attachments:** [POL-3023](#)  
[GL-3023](#)  
[PR-3023-001](#)

**Responsible Officer Name:** Ray Turner  
General Manager Corporate Services

**Author Name:** Kerry Phillips  
Manager Financial Services

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#### EXECUTIVE SUMMARY

A policy and guideline for Entertainment and Hospitality expenditure were developed and adopted by Council prior to 1 July 2006, in order to comply with the impact of the revised *Local Government Finance Standard 2005*. Internal Audit recently completed a review of the operation of this framework since 1 July 2006. In addition, the Local Government Accountants' Association (LGAA) sponsored the drafting of a policy framework to support new requirements in this area. Their work has been endorsed by the Queensland Audit Office and was circulated for use in November 2006.

Both bodies of work identified potential opportunities for improvement to Council's framework.

#### PURPOSE

The purpose of this submission is to provide context for the recommended changes to the policy framework surrounding the record keeping for Entertainment and Hospitality and to seek adoption by Council of the revised Policy and for Council to note the Guideline.

#### BACKGROUND

Internal Audit recently completed a review of the operation of this framework since 1 July 2006. In addition, the Local Government Accountants' Association (LGAA) sponsored the drafting of a policy framework to support new requirements in this area. Their work has been endorsed by the Queensland Audit Office and was circulated for use November 2006.

Both bodies of work identified potential opportunities for improvement to Council's framework.

#### ISSUES

The Internal Audit provided sample evidence when scrutinised that provided comfort that expenditure sampled was for official purposes. However, compliance with the

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additional layer of authorisation and approval provided for in the current guideline and policy was significantly deficient.

The original guideline has been substantially amended and the procedural elements have been largely included in a Procedure document as an addition to the framework.

This procedure document is attached for reference.

The Internal Audit review also identified a significant gap in compliance with account coding requirements. The framework has been restructured and simplified in an attempt to have staff focus on one of the critically important procedural components, namely the coding of Task 4000. In developing the procedure, more explicit examples have been provided. It is expected that the revised, and in many ways simplified framework, will support the capture of the data to support the new reporting regime that has come about as a consequence of the changes to the *Local Government Finance Standard 2005*.

#### **RELATIONSHIP TO CORPORATE PLAN**

The recommendation primarily supports Council's strategic priority to ensure the long term financial viability of the Shire and provide public accountability in financial management.

#### **FINANCIAL IMPLICATIONS**

There will be no financial implications to flow from this revision.

#### **CONSULTATION**

The Executive Leadership Group on review of the audit report requested that the Senior Management Group (SMG) determine what was appropriate and reasonable expenditure. In addition, the LGAA sponsored framework set out a number of items for consideration. SMG has met twice based on these meetings and a Consultation paper was drafted. A number of changes are included in the Guideline to clarify what is appropriate and reasonable entertainment and hospitality expenditure for Council to fund.

#### **OFFICER'S/COMMITTEE RECOMMENDATION/ COUNCIL RESOLUTION**

Moved by: Cr Williams  
Seconded by: Cr Barker

**That Council resolve to adopt the revised Entertainment and Hospitality Policy POL-3023 and note the Guideline GL-3023, as attached.**

**CARRIED**

**12.2.2 MARCH 2007 - MONTHLY FINANCIAL REPORTS**

**Datworks Filename:** FM - Monthly Financial Reports to Committee  
**Attachment:** [EOM Report](#)  
**Responsible Officer Name:** Kerry Phillips  
Manager Financial Services  
**Author Name:** Kevin Lamb  
Services Manager - Financial Reporting

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**EXECUTIVE SUMMARY**

Section 528(1) of the *Local Government Act 1993* requires that Council's statement of accounts be presented at an ordinary monthly meeting.

The attachments to this report present the March 2007 statement of accounts to Council and provide detailed analytical commentary. Six of the seven Key Financial Performance Indicators exceeded targets set at the beginning of the financial year. These related to:

- level of dependence on rate revenue;
- ability to pay bills – current ratio;
- cash balance;
- cash balance – cash capacity in months;
- longer term financial stability – debt to assets ratio; and
- operating performance

One key Financial Performance Indicator fell outside Council's set parameters. This related to the ability to repay Council's debt indicator. This indicator was 20.9% for March which is outside Council's set target of below 17%. This is solely due to the early repayment of QTC loans. This indicator will fall back within the comfort zone before year end.

The operating financial result (Earnings Before Interest, Tax and Depreciation – EBITD) is ahead of budget by \$6.7 million, with operating expenditure favourable by \$7.1 million and operating revenue unfavourable by \$0.4 million.

Capital expenditure is \$6.6 million or 18.2% behind budget expenditure levels at the end of March.

The cash flow position for the year is ahead of forecast levels by \$8.1 million at 31 March 2007. This is principally due to favourable variances experienced in relation to higher receipts for operating grants and subsidies \$0.5 million and lower payments for investment in property, plant and equipment \$6.6 million, materials and services \$4.0 million and employee costs \$0.7 million. Unfavourable variances were experienced with respect to lower receipts from sale of fixed assets \$1.0 million, rates



and charges \$1.3 million, fees and charges \$0.8 million and capital grants and subsidies \$0.3 million.

## **PURPOSE**

The purpose is to present the March 2007 report to Council and explain the content and analysis of the report. Section 528 of the *Local Government Act 1993* requires the Chief Executive Officer of a local government to present statements of its accounts to the local government.

## **BACKGROUND**

The Corporate Plan contains a strategic priority to ensure the long term financial viability of the Shire and provide public accountability in financial management. For organisational effectiveness, it is important that Council receive and understand the monthly financial statements.

## **ISSUES**

The following elements, shown in the attachments, comprise the End of Month Financial Reports for March 2007:

### **Corporate Financial Report Card (A)**

- Operating Revenue compared with Budget;
- General Operating Costs compared with Budget;
- Capital Expenditure compared with Budget;
- Cash Position; and
- Employee Costs compared with Budget.

### **Report Card Analysis (B)**

#### **Council Financial Report 1 (C)**

Shows the percentage variance of year to date actual results compared with year to date budget by colour indicators.

#### **Council Financial Report 2 (D)**

Shows year to date actual results compared with annual and year to date budgets. This report has a brief commentary on all year to date variances greater than \$20,000.

A **Balance Sheet (E)**, an **Investment Summary (F)**, a **Statement of Cash Flows (G)**, **Financial Stability Ratios report (H)** and, a **Community Benefit Fund Report (I)** and a **Type III Business Activity Report (J)** have been included to provide the complete picture of Council's Finances.

## **RELATIONSHIP TO CORPORATE PLAN**

The recommendation primarily supports Council's strategic priority to ensure the long term financial viability of the Shire and provide public accountability in financial management.

## **FINANCIAL IMPLICATIONS**

The overall financial position remains strong with EBITD of \$28.0 million (\$6.7 million ahead of budget). This result is due to total operating revenue of \$108.9 million (\$0.4 behind budget) and total operating costs of \$80.9 million (favourable variance of \$7.1 million).

The Capital expenditure program is \$6.6 million or 18.2% behind targeted expenditure levels at the end of March.

The investment of surplus funds for the month returned a weighted average rate of return of 6.54% that compares favourably to the benchmark UBSWA Bank Bill Index of 6.35%.

The cash balance remains strong at \$46.5 million, equivalent to 4.5 months cash capacity.

## **PLANNING SCHEME IMPLICATIONS**

The Land Use Planning Group was consulted and it is considered that the outcome of recommendations in this report will not require any amendments to the Redlands Planning Scheme.

## **CONSULTATION**

Consultation has taken place amongst the Executive Leadership Group.

## **OPTIONS**

### **PREFERRED**

That Council note the End of Month Financial Reports for March 2007 and explanations as presented in the attachments.

### **ALTERNATIVE**

That Council requests additional information.

## **OFFICER'S/COMMITTEE RECOMMENDATION/ COUNCIL RESOLUTION**

Moved by: Cr Williams

Seconded by: Cr Barker

**That Council resolve to note the End of Month Financial Reports for March 2007 and explanations as presented in the following attachments:**

- **Corporate Financial Report Card;**
- **Report Card Analysis;**
- **First Council Financial Report;**
- **Second Council Financial Report;**
- **Balance Sheet;**
- **Investment Summary;**
- **Statement of Cash Flows;**
- **Financial Stability Ratios report;**
- **Community Benefit Fund report; and**
- **Type 3 Business Activity Statements.**

**CARRIED**

### 12.2.3 STAFF PASSENGER FLEET GUIDELINE – REVISION TO GUIDELINE GL-2812

**Datworks Filename:** HRM Council Vehicles  
**Attachment:** [GL-2812](#)  
**Responsible Officer Name:** Ray Turner  
General Manager Corporate Services  
**Author Name:** Ray Turner  
General Manager Corporate Services

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#### EXECUTIVE SUMMARY

At the General Meeting held 20 December 2006, Council approved the Staff Passenger Vehicle Fleet Guideline, GL-2812 including the selection criteria weightings and schedule of available vehicles as Schedules 1.1 and 1.2 of the guideline.

Since that meeting, a review has been undertaken of the operational fleet requirements.

#### PURPOSE

The purpose of this submission is to request Council approval of a revision to the Staff Passenger Fleet Guideline GL-2812.

#### BACKGROUND

- Under GL-2812 Council approval is required to amend the standard of vehicles for varying levels of vehicle usage (clauses 1.1 and 1.2) and the schedule of selection criteria and vehicles available for each usage level (Schedules 1.1 and 1.2).
- Council approved the latest schedule of available vehicles at the General Meeting on 20 December 2006.
- A comprehensive review has been undertaken of the operational fleet requirements and an amended guideline is presented to Council for consideration.

#### ISSUES

A comprehensive review has been undertaken of the operational fleet requirements for Council. This review:

- Considered the use and availability of diesel utilities;
- Standardised the types of utilities for similar operational uses;

- Identified the most efficient number of years to hold various classes of operational vehicles.

The review recommended that four cylinder diesel utilities be used as the standard operational vehicle and that these vehicles be replaced after five years of service.

Quotes were obtained from the approved panel of vehicle suppliers and a schedule of vehicles was determined.

Clause 1.1 and Schedules 1.1 and 1.2 of the Guideline have been amended to reflect the new operational vehicles.

The selection of the operational vehicles in Schedule 1.2 of the Guideline will result in:

- In excess of \$5 million in savings on the capital works program over ten years due to the revised life of the vehicles, the move to four cylinder vehicles, and the lower prices of vehicles as a result of standardisation;
- Savings of in excess of \$70,000 per year in fuel because of the more efficient fuel economy of four cylinder diesel utilities against four and six cylinder petrol utilities;
- Savings of approximately 126 tonnes of CO<sub>2</sub> emissions per year from the reduced fuel used.

## **RELATIONSHIP TO CORPORATE PLAN**

The recommendation primarily supports Council's strategic priority to ensure the long term financial viability of the Shire and provide public accountability in financial management.

## **FINANCIAL IMPLICATIONS**

The amendments in Clause 1.1 and Schedules 1.1 and 1.2 of GL-2812 will result in savings for Council of \$70,000 per annum for fuel and in excess of \$5 million of capital expenditure over ten years.

## **CONSULTATION**

Consultation has occurred with Executive Leadership Group, Senior Managers and operational areas of Council.

## **OPTIONS**

### **PREFERRED**

That Council resolve to adopt the revisions to clause 1.1 and Schedules 1.1 and 1.2 of the attached Staff Passenger Vehicle Fleet Guideline GL-2812 to reflect the provision of four cylinder diesel utilities as standard operational vehicles in the fleet.

**ALTERNATIVE**

That Council does not adopt the revisions to clause 1.1 and Schedules 1.1 and 1.2 of the Staff Passenger Vehicle Fleet Guideline GL-2812 to reflect the provision of four cylinder diesel utilities as standard operational vehicles in the fleet.

**OFFICER'S/COMMITTEE RECOMMENDATION/  
COUNCIL RESOLUTION**

Moved by: Cr Williams

Seconded by: Cr Beard

**That Council resolve to adopt the revisions to clause 1.1 and Schedules 1.1 and 1.2 of the attached Staff Passenger Vehicle Fleet Guideline GL-2812 to reflect the provision of four cylinder diesel utilities as standard operational vehicles in the fleet.**

**CARRIED**

## 12.3 REPORTS FROM PLANNING AND POLICY

### 12.3.1 MONTHLY BALANCED SCORECARD REPORT FOR MARCH 2007

<b>Datworks Filename:</b>	<b>Gov - Corporate Balanced Scorecard Monthly Reporting to Committee</b>
<b>Attachment:</b>	<a href="#"><u>Balanced Scorecard Report – March 2007</u></a>
<b>Responsible Officer Name:</b>	<b>Warren Van Wyk Manager Corporate Planning Performance &amp; Risk</b>
<b>Author Name:</b>	<b>Grant Bennett Service Manager Corporate Planning &amp; Performance</b>

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### EXECUTIVE SUMMARY

The monthly Corporate Balanced Scorecard report, as attached, provides a high level overview of Council's performance in key areas of Council business.

This report provides the performance results and comments for the month of March 2007. Performance is shown in one of four ranges: Outstanding (green), above standard (yellow), satisfactory (orange) or unsatisfactory (red). The overall rating for each Perspective is determined by the relative weightings of each KPI it includes.

The overall rating for Redland Shire Council for the month of March is Outstanding.

### PURPOSE

To provide Council with the Corporate Balanced Scorecard report for the month of March 2007.

### BACKGROUND

The performance management framework for Redland Shire Council includes the requirement for reports to Council on a monthly and quarterly basis as follows:

- The monthly Corporate Balanced Scorecard (BSC) report to Council of overall organisational performance. This report comprises a concise set of high level KPI's that have been developed to reflect organisational performance against financial, customer, internal/business processes, and people and learning perspectives. This report provides Council with a monthly snapshot on how the organisation is performing in key areas of our business.
- A more detailed quarterly operational plan performance report that focuses on performance at a program level. This report comprises a summary of performance against all KPI's and more detailed comments from Managers about performance that falls above or below an acceptable range.

## ISSUES

The following comments provide an overview of performance under each scorecard perspective and the associated key performance indicators.

### Financial Perspective

#### March Rating: Outstanding

Proven Earnings Before Interest Tax & Depreciation (EBITD) Savings to Budget (weighting 20%) rated at the outstanding level, with a favourable variance to budget at the end of March of \$6.7 million, with operating expenditure favourable by \$7.1 million and operating revenue unfavourable by \$0.4 million. Full details are provided in the monthly finance report.

Cash Levels within Targets (weighting 8%) rated in the above standard range with the result of 4.5 months comparing favourably to the target of 4 months cash available.

The Capital Works Program Financial Performance KPI (weighting 12%) compares expenditure on finalised projects with budget. The budget for projects that have been completed to date this financial year was \$13,497,739 and actual expenditure on these projects was \$12,805,732.

### Customer Perspective

#### March Rating: Outstanding

Capital works program practical completion (weighting 15%) reports on the % of capital project milestones achieved compared to plan and continues to rate in the outstanding range. The result year to date of 124% indicates that milestones overall are being achieved ahead of schedule. Project Delivery Group continues to be well ahead of target with 639 milestones achieved of 465 planned, representing 166 out of 237 capital projects having reached practical completion so far this year. Corporate Services is also ahead of schedule with 271 achieved against 255 due and Planning and Policy is also on target. Redland Water and Waste achieved 12 milestones this month, and YTD 54 milestones (100%) have been achieved as planned.

Compliance with the Australian Drinking Water Guidelines (ADWG, weighting 2.5%): Drinking water quality fully complied (100%) with all 4 key ADWG parameters: e-coli levels, turbidity, pH levels, and manganese levels.

Compliance with our EPA Licence for Wastewater (weighting 2.5%) rated as outstanding, with no non-compliances during March. The YTD result is that 100% of the volume of effluent discharged year to date was compliant with the EPA's requirements.

% of development assessment, integrated commercial and land development applications processed within IPA timeframes (weighting 10%) achieved a 100% result of decisions made within statutory timeframes in March, and as a result the YTD result improved to 95% and met the target for a satisfactory result. This



continues the excellent results achieved over the past months. This is a significant achievement representing substantial efforts from all teams.

### **Internal Perspective**

March Rating: Above Standard

Asset Management Plans Actions Completed (weighting 7.5%) fell slightly to 88% and rated as satisfactory for March.

% of Internal Audit Actions completed within agreed timeframes (weighting 7.5%), continues to rate as outstanding with 100% of audit recommendations completed on schedule.

### **People & Learning Perspective**

March Rating: Outstanding

The Lost Time Injury Frequency Rate (weighting 5%) YTD result increased slightly from last month with 2 LTI's reported in March.

% implementation of the Tri-Safe audit action plan (weighting 10%) remains at the outstanding level with all actions due completed in readiness for the interim audit.

## **RELATIONSHIP TO CORPORATE PLAN**

The recommendation primarily supports Council's strategic priority to provide effective organisational leadership through strategic planning and accountable and ethical standards of practice.

## **FINANCIAL IMPLICATIONS**

No direct financial implications arise from this report. The report does contain several indicators that either reflects financial performance to date, or which will have had a direct or indirect impact on financial performance.

## **PLANNING SCHEME IMPLICATIONS**

The Land Use Planning Group was consulted and it is considered that the outcome of recommendations in this report will not require any amendments to the Redlands Planning Scheme.

## **CONSULTATION**

The data and comments in the report were provided by relevant managers and were compiled by the Corporate Planning, Performance and Risk Group.

**OPTIONS**

**PREFERRED**

That Council resolve to note the Corporate Balanced Scorecard for the month of March 2007.

**ALTERNATIVE**

That Council resolve to note the Corporate Balanced Scorecard for March 2007 and request additional information.

**OFFICER'S/COMMITTEE RECOMMENDATION/  
COUNCIL RESOLUTION**

Moved by: Cr Williams  
Seconded by: Cr Barker

**That Council resolve to note the Corporate Balanced Scorecard for the month of March 2007, as attached.**

**CARRIED**

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### 12.3.2 QUARTERLY OPERATIONAL PLAN REPORT FOR MARCH 2007

<b>Datworks Filename:</b>	<b>GOV – Corporate Performance Reporting - Quarterly</b>
<b>Attachment:</b>	<a href="#"><u>Quarterly Operational Plan Report – March 2007</u></a>
<b>Responsible Officer Name:</b>	<b>Warren van Wyk Manager Corporate Planning Performance &amp; Risk</b>
<b>Author Name:</b>	<b>Grant Bennett Service Manager Corporate Planning &amp; Performance</b>

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#### EXECUTIVE SUMMARY

Council adopted a new Corporate Plan for 2006 – 2010 on 21 December 2005. Implementation of the Corporate Plan occurs through the annual Operational Plan.

The 2006/07 Operational Plan adopted on 31 May 2006 (and amended to reflect some minor changes in September 2006 and February 2007), highlights to the Council and the community the key initiatives that Council will pursue this financial year towards achievement of the Corporate Plan's long term objectives.

In line with the *Local Government Finance Standard 2005*, the 2006-07 Operational Plan sets out the Key Outputs that will be delivered during the 2006/07 year for each of the Strategies in the Corporate Plan, and the Key Performance Indicators (KPI's) for those Outputs. This quarterly report shows the actual achievements to date towards delivering on those KPI's, and by doing so also ensures that Council meets its obligations to monitor progress on delivering its Corporate and Operational Plans as required by *the Local Government Act 1993*.

The reporting system is designed to rate performance against each KPI in one of four ranges:

- Outstanding – Green (or ☆ in the summary)
- Above Standard – Yellow (✓)
- Satisfactory – Orange (▲)
- Unsatisfactory – Red (✖)

#### PURPOSE

This report ensures Council complies with the requirements of the *Local Government Act* and enables Council to monitor its business performance against its approved Operational Plan.

#### BACKGROUND

The Corporate Plan 2006 – 2010 includes 129 Strategies. To ensure a more strategic focus is maintained and reports are manageable, Council identified in this year's

Operational Plan only the most significant outputs scheduled to occur this year for each Strategy. For some Strategies there are no Key Outputs identified this year because they are scheduled to be delivered in later years of the Corporate Plan.

This is the normal “exceptions” based report which focuses on KPI’s performing in the unsatisfactory or outstanding ranges. A full report detailing results for all KPI’s is available from the Corporate Planning Performance & Risk Group (CPPR) and will be posted on the intranet. A copy of the KPI Register; which includes comprehensive details of all KPI’s including detailed definitions, sources of data, calculation methodology, targets each quarter, responsible officers and associated information; is available from CPPR and has been provided in the Councillors resource area for information.

## ISSUES

### Overall Performance – March Quarter (refer to the Attachment pp.3-7)

Performance against the Operational Plan as a whole rated in the above standard range for the quarter. The overall range of performance against each Strategic Priority is:

- Outstanding – Community Health & Wellbeing, Economic Prosperity and Organisational Leadership.
- Above Standard – Natural Environment and Essential Services.
- Satisfactory – Physical Character, Financial Management and People Management.
- Unsatisfactory – Knowledge Management.

### KPI performance summary

There are a total of 120 KPI’s that are reportable in the 2006-07 Operational Plan. For the March quarter these KPI’s rated as follows:

- Outstanding – 63 KPI’s (52%)
- Above Standard – 8 KPI’s (7%)
- Satisfactory – 29 KPI’s (24%)
- Unsatisfactory – 20 KPI’s (17%) performed below expected levels.

Councillors will note that the targets for some KPI’s are shown in the report as Satisfactory 0, Above Standard 1 and outstanding 2. This indicates that there was no planned action/s in the relevant quarter. However, these ranges are required to allow the reporting system to assign scores when an actual result is entered.

Summary comments on the performance against each Strategic Priority follow. Comments on specific KPI’s are included where an unsatisfactory result has occurred this quarter.

Natural Environment (refer to the Attachment pp. 9 - 10)

- Coastal and Waterways, Biodiversity, and Environmental Performance Programs all performed at an above standard level with all key initiatives either on or ahead of their delivery schedule.

Physical Character (refer to the Attachment pp. 11 - 15)

- Development Assessment achieved an outstanding result this quarter with DA approvals and RRIF projects all meeting targets as planned.
- Local Area Planning and Open Space Programs achieved a satisfactory rating this quarter with the majority of initiatives progressing as planned. The only exceptions are: the completion of the Dunwich and Cleveland Town Centres which is behind schedule and administrative action is being taken to rectify this issue; and the review of the RPS provisions for compatibility with SEQ Regional Plan re Capalaba and Cleveland major business centres projects which is deferred pending completion of a DMR study.
- Land Use & Infrastructure Planning Program achieved a below satisfactory result.
  - The result of 50% for the completion of six-monthly RPS amendment actions was below satisfactory. All actions under the control of Land Use Planning Group have been completed on time, with the project being behind schedule due to delays with responses from the Department and Minister.
  - Although behind the original schedule, completion of the PIP and ICS is meeting the revised project plan timeframes and is on track to achieve a final draft in April/May 2007, and this is expected to enable referral to the State Government for the first State Interest check in June, 2007.
  - The Local Growth Management Plan is behind schedule due to delays in completing background studies. The draft document has been circulated for internal officer comment and to OUM for feedback on structure and formatting. The next stage will be a workshop with Councillors programmed for April, 2007.

Essential Services (refer to the Attachment pp.16-30)

- Roads & Drainage, Transport and Marine Facilities Programs achieved an outstanding rating, with the vast majority of their KPI's performing at the outstanding level.
- Water Supply, Wastewater and Waste Management Programs achieved an above standard rating this quarter. The only KPI rating unsatisfactory is the completion of the Waste Infrastructure Planning report which was delayed while further investigations were carried out on sites.
- The KPI's that performed below satisfactory in Essential Services in some cases reflect the impact of State Government actions concerning regional water supply and planning. As a consequence, these projects have been delayed until next quarter or deferred until next financial year.

Community Health & Wellbeing (refer to the Attachment pp.31 - 35)

- Strong Communities and Disaster Management Programs both achieved an outstanding rating, with the vast majority of their KPI's performing at the outstanding level.
- Sport & Recreation, Arts & Culture and Community Health & Safety Programs all achieved an above standard rating with all KPI's (except one) performing satisfactorily or better. The development of the partnership agreement to support the Cultural Plan is behind schedule due to the new Senior Adviser taking up duty later than anticipated.

Economic Prosperity (refer to the Attachment pp. 39- 44)

- Business Attraction and Tourism Development Programs and all their KPI's rated in the outstanding range. All initiatives are well ahead of schedule.
- Business Retention & Expansion rated above standard with all KPI's except one rating outstanding.
  - Although progress was achieved this quarter, we remain behind schedule. A new supplier (Allegro) has been appointed as the wireless provider for Connect SEQ.

Organisational Leadership (refer to the Attachment pp. 45 - 49)

- Governance; and Marketing & Communications Programs rated in the outstanding range. All initiatives are either on or ahead of schedule.
- Strategic Planning; and Regional Collaboration Programs performed at an above standard level with all initiatives on schedule or better.

Financial Management (refer to the Attachment pp. 50 - 52)

- Asset Management program rated outstanding with all KPI's on target or better.
- Financial Planning & Disclosure Program rated above standard and all KPI's rated satisfactory or better.
- Treasury Program achieved a below satisfactory result. This was due to work on researching an overall framework for revenue and charging of council services being behind the original schedule as available resources were reallocated to other projects such as the planning & policy core services review.

Knowledge Management (refer to the Attachment pp. 53 - 56)

- Information Management Program rated satisfactory with all KPI's on track except:
  - The installation and commissioning of wireless infrastructure in Chambers is behind schedule with a result of 60% against a target of 95%. However the project continues to progress and equipment is purchased and ready to install.
  - Implementation of the "As designed as constructed system for as constructed plans is underway, however the implementation stage is currently slightly behind the planned schedule.

- The implementation of the Dataworks browser interface has been deferred until 07/08 as was foreshadowed in last quarter's report.
- The Learning Program rated unsatisfactory mainly due to the e-learning strategy being deferred until work on the Aurion L&D module is completed, however the project is expected to be completed by Q4.

#### People Management (refer to the Attachment pp. 57 - 60)

- Both the Organisational Improvement and Human Resource Management Programs rated satisfactory this quarter. KPI's that did not achieve a satisfactory result included:
  - The development of the organisational climate change management strategy has been deferred pending decisions on the priority/timing of a culture/climate survey.
  - % completion of the RSC employee value proposition and inclusion in the recruitment process has been deferred until Q4.
  - Development of a reward and recognition program, although behind schedule, has made progress with key elements being addressed and a recruitment agency engaged and a review of remuneration structure for critical positions completed.

### **RELATIONSHIP TO CORPORATE PLAN**

The recommendation primarily supports Council's strategic priority to provide effective organisational leadership through strategic planning and accountable and ethical standards of practice.

### **FINANCIAL IMPLICATIONS**

No direct financial implications arise from this report. The report does contain several indicators that either reflects financial performance to date or which will have had a direct or indirect impact on financial performance.

### **PLANNING SCHEME IMPLICATIONS**

The Land Use Planning Group was consulted and it is considered that the outcome of recommendations in this report will not require any amendments to the Redlands Planning Scheme.

### **CONSULTATION**

The data and comments in the report were provided by relevant managers and were compiled by the Corporate Planning, Performance and Risk Group.

**OPTIONS**

**PREFERRED**

That Council resolve to note the Operational Plan Report for the March Quarter 2007.

**ALTERNATIVE**

That Council resolve to note the Operational Plan Report for the March Quarter 2007 and seek additional information.

**OFFICER'S/COMMITTEE RECOMMENDATION/  
COUNCIL RESOLUTION**

Moved by: Cr Williams

Seconded by: Cr Barker

**That Council resolve to note the Operational Plan Report for the March Quarter 2007, as attached.**

**CARRIED**



### 12.3.3 CORPORATE PLAN REVIEW 2007

**Datworks Filename:** GOV Corporate Plan 2006-2010 – Review 2007  
**Responsible Officer Name:** Warren van Wyk Manager Corporate Planning Performance & Risk  
**Author Name:** Warren van Wyk Manager Corporate Planning Performance & Risk

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#### EXECUTIVE SUMMARY

In January 2007, Executive Leadership Group (ELG) initiated a review of the 2006-2010 Corporate Plan's strategic priorities and programs with the aim to identify overlaps, simplify terminology and reduce the number of strategic priorities and programs wherever feasible.

This review is a refinement of the structure of the Corporate Plan and continues the strategic direction set by Council with the adoption of the plan.

#### PURPOSE

The purpose of this report is to recommend changes to the 2006-10 Corporate Plan aimed at eliminating overlaps, simplifying terminology and reducing the number of strategic priorities and programs.

#### BACKGROUND

On 15 January 2007, ELG initiated a review of the 2006-10 Corporate Plan's strategic priorities and programs with the aim to identify overlaps, simplify terminology and reduce the number of strategic priorities and programs wherever feasible.

Extensive research was undertaken of the Corporate Plan's of other councils in most Australian states and in New Zealand. The Corporate Plan for each Council is different, but in many ways the same.

In effect, 15 Corporate Plans of other councils were reviewed as follows:

- Queensland (5) – Logan, Maroochy, Gold Coast, Cairns, Johnstone;
- New South Wales (2) – Newcastle, Wollongong;
- Victoria (3) – Melbourne, Geelong, Frankston;
- South Australia (2) – City of Holdfast Bay, City of Salisbury;
- Western Australia (1) – City of Stirling;
- New Zealand (2) – Auckland, Wellington.

On 27 March and 16 April, the suggested changes to the Corporate Plan were considered and endorsed by ELG for further consideration by Council.

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## ISSUES

Each Strategic Priority is briefly reviewed below with the aim of identifying improvements.

### 1. Natural Environment

All fifteen councils consider the management of the environment as a significant strategic issue and have a Strategic Priority focused on the environment. The terminology used by Redland Shire Council (RSC) is simple to understand and Natural Environment identifies the focus in this Strategic Priority as different from the Built Environment and should remain unchanged.

### 2. Physical Character

Nine councils focus on land use planning and management as a significant strategic issue. Other councils refer to it more vaguely or not at all. The current term used by RSC is not used by other councils and is not readily understood by the community. It is proposed that this Strategic Priority should have a change in name as follows:

- *Strategic Priority Name* – Land Use.

#### 2.1 Open Space Program

There is currently a perceived duplication of programs and / or strategies relating to open space under two strategic priorities as follows:

- Physical Character – Open Space Program;
- Community Health & Wellbeing – Sport and Recreation Program includes a strategy that focuses on 'providing open space areas'.

The Manager Land Use Planning advised that "open space" is perceived to include sports fields, urban parks and similar areas. A more accurate term is "greenspace" since this Strategic Priority encompasses the urban footprint as well as rural, bushland and conservation areas.

It is proposed that this program be changed as follows:

- *Program Name* – Greenspace;
- *Program Description* – Create, manage and enhance the Shire's rural land uses and greenspace areas inclusive of rural, bushland and conservation land;
- *Objective* – To create, manage and enhance greenspace, rural, bushland and conservation spaces that contribute to the Shire's scenic landscape amenity and natural, physical and cultural character;
- *Strategy* – Develop and implement greenspace acquisition and enhancement initiatives.

## 2.2 Local Area Planning Program

A strategy currently under the Open Space Program is more appropriate to the Local Area Planning Program. This strategy “to implement a Centre Improvement and Streetscape enhancement program” should be deleted from the Open Space Program, modified and included under the Local Area Planning Program which focuses on centre improvement through master planning.

It is proposed that this program be amended to include the following strategy:

- *Strategy* – Master planning of the Shire’s centres;

## 2.3 Land Use and Infrastructure Planning Program

The planning undertaken through this program has a wider focus than land use and infrastructure planning. In fact, it integrates all planning that takes place through other groups in the Planning and Policy Department, for example through the Redland Planning Scheme.

It is proposed that this program be changed as follows:

- *Program Name* – Integrated Planning.

## 3. Essential Services

There is some variety in the way that councils focus on their essential services through the Corporate Plan. Some focus on the delivery of basic services as an integrated whole, while others separate this Strategic Priority into two or more Strategic Priorities such as Infrastructure or Assets, their commercialised business units such as Water and waste, and Transport and Mobility.

In the Redlands context, the commercialised business unit and transport are all important elements of Essential Services and it is proposed that this Strategic Priority remain unchanged.

### 3.1 Roads & Drainage Program

The core services review currently being undertaken in the Planning and Policy Department has identified that streetscapes are a more appropriate fit with the functions of the Infrastructure Planning Group. Streetscapes will therefore be included under this program.

It is proposed that this program be amended to include the following strategy:

- *Strategy* – Develop streetscape planning for Shire centres and localities.

## 4. Community Health & Wellbeing

All councils have a Strategic Priority focused on Community Health & Wellbeing with the emphasis on health, safety, wellbeing, social development, strong partnerships, and lifestyle. There is strong support for the term health and

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wellbeing among the councils surveyed. It effectively captures the functions included under the Strategic Priority and is relatively easy to understand. It is proposed that this Strategic Priority remain unchanged.

#### 4.1 Sport & Recreation Program

A strategy currently under the Open Space Program (Physical Character Strategic Priority) is more appropriate to the Sport and Recreation Program. This strategy “to deliver quality open space experiences for the local community and visitors through Open Space, Recreation, and Community Facility Plans” should be deleted from the Open Space Program, modified and included under the Sport and Recreation Program.

This strategy will replace the current strategy under the Sport and Recreation Program “to plan and provide land and facilities for sport and recreation activities”. This has been discussed and is supported by the Manager Community and Social Planning.

It is proposed this program be amended to include the following strategy:

- *Strategy* – Develop recreation and community facility plans and provide land and facilities that enhance sport and recreation opportunities.

### 5. Economic Prosperity

Eleven councils have a Strategic Priority focused on economic development. This indicates that there is strong support for this as a significant strategic issue. It is proposed that this Strategic Priority remain unchanged.

### 6. Organisational Leadership

Most councils consider this as a significant strategic issue with a focus on governance, government, and/ or leadership. The terminology used is similar across all of these councils with the addition of qualifying terms such as good, effective, efficient, and accountable.

Governance is a significant issue for all public organisations and it is proposed that the name of this Strategic Priority be changed as follows:

- *Strategic Priority Name* – Governance.

#### 6.1 Strategic Planning, Governance, and Financial Planning & Disclosure Programs

Generally, the elements of governance are considered to be performance, conformance and probity. Based on the elements of governance, it is proposed that the Programs to be included under this Strategic Priority are:

- Strategic Planning (currently under this Strategic Priority)
- Governance (currently under this Strategic Priority)
- Financial Planning & Disclosure (to be moved from the Financial Management Strategic Priority)

## 6.2 Marketing and Communications Program

Generally a substantial part of Marketing and Communications is operational in nature and is focussed on service provision. The Program should therefore be deleted from this Strategic Priority and moved to the new Strategic Priority Corporate Services that focuses on the provision of internal services.

## 6.3 Governance Program

There are aspects of Marketing and Communications that impact at a strategic and governance level. It is therefore proposed that a strategy focusing on strategic communications and probity be included under the Governance program as follows:

- *Strategy* – Develop and implement proactive stakeholder communications standards and strategies to ensure highest levels of openness and accountability in Council activities.

## 6.4 Regional Collaboration

Generally, the RSC role of regional facilitation and advocacy is included in a number of programs in the Corporate Plan. Regional Cooperation is not a discrete function and this is highlighted through the identification of Regional Cooperation as a key regional issue in the published Corporate Plan.

It is proposed that this Program be deleted.

## 7. Financial, Knowledge and People Management

Seven councils have one or more Strategic Priorities focused on internal council services. Most have just one Strategic Priority at the strategic level and only one council has a split of internal services similar to RSC.

Historically, RSC focused on each of these internal service areas individually as there was a perceived need to make large improvements in these areas. Over the past few years significant progress has been made in these internal services and there is no longer a need to draw specific reference to one of more of these services at the strategic level.

It is proposed that Financial Management, Knowledge Management, and People Management be integrated under one Strategic Priority and reflect the nature of Council's internal services as follows:

- *Strategic Priority Name* – Corporate Services.

It is proposed that the following programs would be included unchanged under this new Strategic Priority:

- Marketing and Communications (to be moved from the Governance Strategic Priority);

- Asset Management (currently under the Financial Management Strategic Priority);
- Treasury (currently under the Financial Management Strategic Priority);
- Information Management (currently under the Knowledge Management Strategic Priority);
- Learning (currently under the Knowledge Management Strategic Priority);
- Organisational Improvement (currently under the People Management Strategic Priority);
- Human Resource Management (currently under the People Management Strategic Priority).

### **RELATIONSHIP TO CORPORATE PLAN**

The proposed changes primarily supports Council's strategic priority to provide effective organisational leadership through strategic planning and accountable and ethical standards of practice.

### **FINANCIAL IMPLICATIONS**

The direct financial implications of the proposed changes are the cost of printing a nominal number of hard copies of the plan for distribution to councillors, managers, the Corporate Library, and Customer Service Centres. The updated Corporate Plan will primarily be made available to staff via the intranet, and to the community and stakeholders via CD and the internet.

### **PLANNING SCHEME IMPLICATIONS**

No amendments to the Redlands Planning Scheme are anticipated.

### **CONSULTATION**

The following key stakeholders were consulted in the development of these proposed changes to the 2006-10 Corporate Plan:

- Executive Leadership Group;
- All Planning and Policy Department Group Managers;
- Manager Marketing and Communications;
- Manager Finance.

The *Local Government Act* requires that the community be provided with a 30-day period to comment on changes to the Corporate Plan. As this review is a refinement of the structure of the Corporate Plan and continues the strategic direction set by Council with the adoption of the plan, it is not proposed to undertake extensive community engagement on these changes. The proposed engagement will be through notification in the Bayside Bulletin's Redlands Report and RSC's internet of the changes to the Corporate Plan and inviting comments on these changes.

It is anticipated that in June 2007 the results of this community engagement and a proposal for Council to adopt the amended Corporate Plan will be tabled.

### **OPTIONS**

#### **PREFERRED**

That the proposed changes to the 2006-10 Corporate Plan, as outlined above, be endorsed for a 30-day period of community engagement.

#### **ALTERNATIVE**

That the 2006-10 Corporate Plan, with some amendments to the proposed changes, be endorsed for a 30-day period of community engagement.

### **OFFICER'S/COMMITTEE RECOMMENDATION/ COUNCIL RESOLUTION**

Moved by: Cr Williams

Seconded by: Cr Barker

**That Council resolve that the changes to the 2006-10 Corporate Plan as outlined in this report be endorsed for a 30-day period of community engagement:**

**CARRIED**

## 12.4 CLOSED SESSION

### MOTION TO CLOSE THE MEETING

Moved by: Cr Beard  
Seconded by: Cr Dowling

That the meeting be closed to the public under Section 463 (1) of the *Local Government Act 1993* to discuss the following item:

#### 12.4.1 Strategic Risk Register

The reason that is applicable in these instances is as follows:

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

CARRIED

### MOTION TO REOPEN THE MEETING

Moved by: Cr Dowling  
Seconded by: Cr Seccombe

That the meeting be again opened to the public.

CARRIED

#### 12.4.1 STRATEGIC RISK REGISTER

**Dataworks Filename:** RM Risk Registers  
**Responsible Officer Name:** Warren Van Wyk  
Manager Corporate Planning, Performance and Risk  
**Author Name:** Sharon Coffey  
Risk Management Coordinator

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### EXECUTIVE SUMMARY

This report provides Council with the Strategic Risk Register, which identifies the risks and treatments associated with delivering the strategic priorities, objectives, programs and strategies in the Corporate Plan 2006-2010.

The Strategic Risk Register comprises 8 strategic risks, with the relevant risk information used to analyse each risk.

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Strategic risks are challenges or opportunities that affect the sustainability of the organisation or its ability to deliver on its corporate objectives.

## **PURPOSE**

The purpose of this confidential report is to provide Council with the Strategic Risk Register for consideration and noting.

## **BACKGROUND**

### Risk management and risk registers

Risk management is a key to effective governance. It involves consideration of all activities of the organisation and focuses on risks in terms of what is done, as well as risks of lost opportunities if something is not done.

Risks are identified in terms of what risks could reasonably occur, why they might occur, under what circumstances, and the likelihood and consequences of the risk occurring.

It is defined by AS/NZS 4360:2004 as “the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects”.

Risk management exists on three levels within Council: strategic, operational and activity. In line with AS/NZS 4360:2004, Council has developed risk registers at each of these levels which are designed to be dynamic documents that are regularly reviewed and amended.

The purpose of the risk register is to provide a documented process for managing risks across the organisation and that reflect Council’s current risk position – which could change or be amended as Council direction changes, major planning developments occur, etc.

The strategic and operational risk registers reflect the management of risks associated with delivering the Corporate Plan (strategic priorities) and Operational Plan (programs) respectively. These risk registers are signed off by the Chief Executive Officer and monitored and reviewed by Executive Leadership Group (ELG).

The activity risk registers reflect the management of risks at a project level and complement and adhere to the strategic and operational risk registers. They are managed by the individual group managers.

### Assessment of risks

In the Strategic Risk Register, each risk is assessed by identifying the:

- consequences if the risk occurs;

- existing risk treatments;
- likelihood of the risk occurring and the consequences or impact should it take place;
- current risk rating associated with each risk (each risk is priority rated based on its likelihood and consequence ratings) in order of priority with extreme risks (red), high risks (green), medium risks (blue) and low risks (yellow);
- future treatments to enable Council to mitigate each risk;
- timeframes and specific budgetary requirements; and
- responsible department for managing each risk.

The Strategic Risk Register contains a total of 8 risks, which have been assessed by ELG and Managers as follows:

Rating	Strategic
Extreme (Red)	4
High (Green)	3
Medium (Blue)	1
Low (Yellow)	0

The risks identified as extreme and high will be the focus of additional treatment strategies with the view to reducing the risk.

Based on the risk's priority rating, medium and low risks are not required to have future treatment strategies at this point in time. However, this does not mean that these should not be reviewed and improved where possible.

## ISSUES

There are a number of challenges in the review of risk registers, including:

- the potential for overstatement and understatement of the risks (this should always remain a pivotal concern during each review cycle as Council strives to provide the most realistic risk position possible); and
- whether the risk itself is being adequately treated and ensuring the most effective treatments are implemented (through the consultative process all parties have had the opportunity to discuss these treatments and there is therefore high confidence that the treatments represent the most effective means to manage these strategic risks).

In order to sign off, the organisation needs to be satisfied that:

- The identified risks are relevant to Council, as an organisation;

- The reduction of the identified risks, particularly those rated extreme or high, will not adversely impact upon the direction set out in Corporate and Operational Plan; and
- The rating assigned to the risks reflects the consequence and likelihood of the risk occurring (refer to Appendices 1, 2 and 3).

## **RELATIONSHIP TO CORPORATE PLAN**

Risk management is a key element of the Governance Program in the Organisational Leadership Strategic Priority. The Strategic Risk Register consists of the strategic risks that need to be effectively managed to ensure Council achieves its strategic priorities contained within the Corporate Plan.

## **FINANCIAL IMPLICATIONS**

No specific budget has been assigned to manage these strategic risks. However, the ongoing management of these risks could involve a budget being allocated for the management of these risks in the next or subsequent financial years.

## **PLANNING SCHEME IMPLICATIONS**

The Land Use Planning Group was consulted and it is considered that the outcome of recommendations in this report will not require any amendments to the Redlands Planning Scheme.

## **CONSULTATION**

The development and review of the Strategic Risk Register commenced in October 2006 with Corporate Planning, Performance & Risk conducting a review of the existing Strategic and Operational Risk Registers and identifying the risks associated with the delivery of the 2006-2010 Corporate Plan and the 2006-2007 Operational Plan.

An extensive consultative process was undertaken fully involving ELG and Group Managers.

The Strategic Risk Register was endorsed by ELG on 2 February 2007 for consideration and noting by Council.

## **OPTIONS**

### **PREFERRED**

That Council resolve as follows:

1. To note the Strategic Risk Register; and
2. That the register and appendices remain confidential.

### **ALTERNATIVE**

None suggested.

**OFFICER'S RECOMMENDATION**

That Council resolve as follows:

1. To note the Strategic Risk Register; and
2. That the register and appendices remain confidential.

**COMMITTEE DISCUSSION**

It was agreed to also endorse the Strategic Risk Register.

**COMMITTEE RECOMMENDATION/  
COUNCIL RESOLUTION**

Moved by: Cr Williams  
Seconded by: Cr Barker

**That Council resolve as follows:**

- 1. To note and endorse the Strategic Risk Register; and**
- 2. That the register and appendices remain confidential.**

**CARRIED**

**12.5 GENERAL BUSINESS**

**12.5.1 SUBMISSION TO THE REFORM COMMISSION**

**COMMITTEE RECOMMENDATION/  
COUNCIL RESOLUTION**

Moved by: Cr Williams  
Seconded by: Cr Barker

**That Council resolve to make a formal submission to the Reform Commission in regards to the electoral arrangements.**

**CARRIED**

## **13 DIRECT TO COUNCIL REPORTS**

### **13.1 OFFICE OF CEO**

#### **13.1.1 VICTORIA POINT SHARKS SPORTING CLUB - COUNCILLORS' CBF REQUEST DIVISION 4**

**Datworks Filename: G&S COMMUNITY BENEFIT FUND**

**Responsible Officer Name: Susan Rankin  
Chief Executive Officer**

**Author Name: Tina Robinson  
Executive Support Officer**

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### **EXECUTIVE SUMMARY**

Council annually allocates in its budget an amount for discretionary spending by Divisional Councillors known as the Councillors' Community Benefit Fund (CCBF). All requests for funding individual projects with a greater expenditure than \$5,000 requires approval from Council.

This request is for the amount of \$6,152.65 (GST exclusive) to be allocated from the Division 4 portion of the CCBF to assist the Victoria Point Sharks Sporting Club to improve lighting by replacing six existing field flood lights at the Ern Dowling Field at Victoria Point.

### **PURPOSE**

The purpose of this report is to seek Council approval for an allocation of \$6,152.65 (GST exclusive) from the Division 4 portion of the CCBF to replace six of the existing field flood lights by re-building the old light fitting heads at the Ern Dowling Sports Field, Victoria Point.

### **BACKGROUND**

- The Victoria Point Sharks Sporting Club has made application to replace six of the existing Ern Dowling Sports Field;
- Cr Dowling wishes to allocate \$6,152.65 (excluding GST) from the Division 4 CCBF for this purpose;
- Council approval is required for allocations over \$5,000.

### **ISSUES**

The Division 4 Councillor has held discussions with the General Manager of the Victoria Point Sharks Sporting Club regarding the need to replace six of the existing field flood lights by re-building the old light fitting heads at the Ern Dowling Sports Field, Victoria Point.

The lighting upgrade will allow the Club to host night junior sporting games and provide training facilities in line with the governing sporting associations' lighting recommendations.

## **RELATIONSHIP TO CORPORATE PLAN**

The recommendation primarily supports Council's strategic priority to build safe, strong and self reliant communities with access to community services, infrastructure and opportunities for participation in community life.

## **FINANCIAL IMPLICATIONS**

Cr Dowling has sufficient funds in the Division 4 portion of the CCBF to allocate \$6,152.65 (GST exclusive) towards the upgrade of existing lighting to the Ern Dowling Sportsfield.

As per CCBF Guidelines, GL-2034, two written quotations have been received.

## **CONSULTATION**

The Division 4 Councillor has held discussions with the General Manager of the Victoria Point Sharks Sporting Club regarding the need to replace six of the existing field flood lights at the Ern Dowling Sports Field, Victoria Point.

The Office of the CEO has consulted with the General Manager of the Victoria Point Sharks Sporting Club with regards to quotation requirements.

Council's Community and Social Planning Group have no issues with the upgrade of existing field flood lights.

## **OPTIONS**

### **PREFERRED**

That Council resolve to approve the allocation of \$6,152.65 (GST exclusive) from the Division 4 portion of the CCBF to replace six of the existing field flood lights by re-building the old light fitting heads at the Ern Dowling Sports Field, Victoria Point.

### **ALTERNATIVE**

That Council resolve not to approve the allocation of \$6,152.65 (GST exclusive) from the Division 4 portion of the CCBF to replace six of the existing field flood lights by re-building the old light fitting heads at the Ern Dowling Sports Field, Victoria Point.

**OFFICER'S RECOMMENDATION/  
COUNCIL RESOLUTION**

Moved by: Cr Dowling  
Seconded by: Cr Burns

**That Council resolve to approve the allocation of \$6,152.65 (GST exclusive) from the Division 4 portion of the CCBF to replace six of the existing field flood lights by re-building the old light fitting heads at the Ern Dowling Sports Field, Victoria Point.**

**CARRIED**



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### 13.1.2 LGAQ UK SHARED SERVICES STUDY TOUR 2007 - ATTENDANCE REQUEST - CR JOHN BURNS

**Datworks Filename:** GOV Councillors - Conferences  
**Responsible Officer Name:** Susan Rankin  
Chief Executive Officer  
**Author Name:** Jenny Axford  
Executive Officer to Mayor

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#### EXECUTIVE SUMMARY

The Local Government Association of Queensland (LGAQ) and QPC (LG Shared Services) are conducting a study tour to the United Kingdom from 10 to 18 June 2007 to examine shared services in large and small government; public/private partnerships; and joint venture arrangements; to learn how shared services have helped improve levels of service, removed duplication and contributed to sustainability in local government.

Cr Burns wishes to attend this conference with his wife, Mrs Sharen Burns, and seeks Council approval.

#### PURPOSE

Cr Burns seeks Council approval for himself and his wife to attend the LGAQ UK Shared Services Study Tour 2007 from 10 to 18 June 2007.

#### BACKGROUND

Councillors' Entitlements Guideline GL-248-002 / 3.4, 3.5 "Conference Allocation Conditions of Use", 3.6 "Overseas Travel" and 3.7 "Spouse/Partner Travel" are applicable to this request.

#### ISSUES

Approval for Cr Burns and his wife to attend the LGAQ UK Share Services Study Tour 2007 from 10 to 18 June 2007 is requested in accordance with Councillors' Entitlements Guideline GL-248-002 / 3.4 / 3.5 "Conference Allocation Conditions of Use" / 3.6 "Overseas Travel" / 3.7 "Spouse/Partner Travel" which state:

- 3.4 When the individual Councillor approved allocation has been exhausted, the Councillor is personally liable for all such costs incurred.
- 3.5 (c) Where there are no funds available until the following budget, a Councillor may bear the cost of an approved Conference and obtain a refund the following financial year if and when Council approves the next allocation.
- 3.6 (a) Overseas travel is permitted for conferences, seminars and training sessions relevant to the role and function of Council at locations outside Australia;
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- (b) all overseas travel and the extent of Council funding allocation must be approved by a resolution of Council;
  - (c) the cost of overseas travel will be met from the Councillor's conference reserve allocation.
- 3.7
- (a) A spouse/partner may accompany a Councillor to a conference.
  - (c) The cost of the spouse's/partner's travel, shared accommodation and official "Partner's programme" shall be provided out of the individual Councillor's entitlement.
  - (d) The cost of the spouse/partner travel may be met from the individual Councillor's conference reserve entitlement.

Cr Burns has provided all the relevant information necessary to process his request.

Cr Burns has insufficient funds remaining in his current financial year conference allocation to meet all costs associated with this Study Tour. Cr Burns seeks that funding be approved on the following basis:

- Cr Burns requests that the Study Tour costs be funded from his current financial year conference allocation in the amount that currently remains in that account in accordance with GL-248-002 / 3.6.
- Cr Burns will personally meet all costs associated with the Study Tour over and above the amount that currently remains in his current financial year conference allocation in accordance with GL-248-002 / 3.4.
- Cr Burns will claim, from the budgeted 2007/8 conference allocation if and when approved, a reimbursement of Study Tour related costs personally met by him up to and not exceeding the amount allocated for his use in that budgeted conference allocation, in accordance with GL-248-002/3.5(c).

Cr Burns also seeks approval for his wife to accompany him on this Study Tour in accordance with GL-248-002 / 3.7

## **RELATIONSHIP TO CORPORATE PLAN**

The recommendation primarily supports Council's strategic priority to provide effective organisational leadership through strategic planning and accountable and ethical standards of practice.

## **FINANCIAL IMPLICATIONS**

Cr Burns has insufficient funds remaining in his current financial year conference allocation to meet all costs associated with this Study Tour. Cr Burns seeks funding approval on the following basis:

- Cr Burns requests that the Study Tour costs be funded from his current financial year conference allocation to the amount that is currently available in accordance with GL-248-002/3.6.
- Cr Burns will personally meet the remaining costs associated with the Study Tour in accordance with GL-248-002/3.4.

- Cr Burns will claim, from the budgeted 2007/8 conference allocation if and when approved, a reimbursement of Study Tour related costs personally met by him up to and not exceeding the amount allocated for his use in that budgeted conference allocation, in accordance with GL-248-002/3.5(c).

It is estimated the total cost of Cr Burns and Mrs Burns attendance at this Study Tour will be A\$14,500.

## **CONSULTATION**

The Mayor and Chief Executive Officer have been consulted in regard to this matter.

## **OPTIONS**

### **PREFERRED**

That Council resolve to approve Cr Burns and his wife attending the LGAQ UK Shared Services Study Tour from 10 to 18 June 2007 with costs for this Study Tour to be borne out of Cr Burns (Division 5) Conference Reserve Allocation up to and not exceeding the amount allocated for his use in accordance with Council policies and guidelines.

### **ALTERNATIVE**

That Council not approve Cr Burns and his wife attending the LGAQ UK Shared Services Study Tour from 10 to 18 June 2007.

## **OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION**

Moved by: Cr Barker

Seconded by: Cr Beard

**That Council resolve to approve Cr Burns and his wife attending the LGAQ UK Shared Services Study Tour from 10 to 18 June 2007 with costs for this Study Tour to be borne out of Cr Burns (Division 5) Conference Reserve Allocation up to and not exceeding the amount allocated for his use in accordance with Council policies and guidelines.**

## **CARRIED**

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### 13.1.3 8<sup>TH</sup> ICTC CONFERENCE, AUCKLAND NEW ZEALAND – ATTENDANCE REQUEST - CR PETER DOWLING

**Dataworks Filename:** GOV Councillors - Conferences  
**Responsible Officer Name:** Susan Rankin  
Chief Executive Officer  
**Author Name:** Jenny Axford  
Executive Officer to Mayor

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#### EXECUTIVE SUMMARY

The 8<sup>th</sup> International Cities Town Centres Communities Society (ICTC) Conference is being held in Auckland New Zealand from 26 to 29 June 2007. The aims of the conference are to-

- discuss the latest developments in urban design, planning, development, project management and sustainability on an international and domestic basis
- provide access to and hands on experience with regional and international specialists
- provide case studies from Australia, New Zealand and around the world

Cr Dowling wishes to attend this conference and seeks Council approval.

#### PURPOSE

Cr Dowling seeks Council approval to attend the 8<sup>th</sup> International Cities Town Centres Communities Society (ICTC) Conference is being held in Auckland New Zealand from 26 to 29 June 2007.

#### BACKGROUND

Councillors' Entitlements Guideline GL-248-002 / 3.6 "Overseas Travel" requires Council approval for all overseas conferences, seminars and training.

#### ISSUES

Approval for Cr Dowling's attendance at the ICTC Conference in New Zealand from 26 to 29 July 2007 is requested in accordance with Councillors' Entitlements Guideline GL-248-002 / 3.6 "Overseas Travel" which states that:

- a) overseas travel is permitted for conferences, seminars and training sessions relevant to the role and function of Council at locations outside Australia;
- b) all overseas travel and the extent of Council funding allocation must be approved by a resolution of Council;
- c) the cost of the overseas travel will be met from the Councillor's conference reserve allocation.

Cr Dowling has sufficient funds in his conference account to meet costs associated with this conference and has provided all the relevant information necessary to process his request.

### **RELATIONSHIP TO CORPORATE PLAN**

The recommendation primarily supports Council's strategic priority to provide effective organisational leadership through strategic planning and accountable and ethical standards of practice.

### **FINANCIAL IMPLICATIONS**

Cr Dowling has sufficient funds in his conference account to meet all costs associated with this conference.

It is estimated the total cost of Cr Dowling's attendance at this conference will be A\$2,760.

### **CONSULTATION**

The Mayor and Chief Executive Officer have been consulted in regard to this matter.

### **OPTIONS**

#### **PREFERRED**

That Council resolve to approve Cr Dowling's attendance the ICTC – 8<sup>th</sup> International Cities Town Centres Communities Society "Cities On The Edge" Conference from 26 to 29 June 2007 in Auckland New Zealand, with costs for this conference to be borne out of Cr Dowling's (Division 4) Conference Reserve Allocation, in accordance with Council policies and guidelines.

#### **ALTERNATIVE**

That Council not approve Cr Dowling's attendance at the ICTC – 8<sup>th</sup> International Cities Town Centres Communities Society "Cities On The Edge" Conference from 26 to 29 June 2007 in Auckland New Zealand.

### **OFFICER'S RECOMMENDATION/ COUNCIL RESOLUTION**

Moved by: Cr Williams  
Seconded by: Cr Beard

**That Council resolve to approve Cr Dowling's attendance the ICTC – 8<sup>th</sup> International Cities Town Centres Communities Society "Cities On The Edge" Conference from 26 to 29 June 2007 in Auckland New Zealand, with costs for this conference to be borne out of Cr Dowling's (Division 4) Conference Reserve Allocation, in accordance with Council policies and guidelines.**

### **CARRIED**

**14 NOTICE OF MOTION UNDER SECTION 451 OF LOCAL GOVERNMENT ACT 1993**

**14.1 NOTICE TO RESCIND COUNCIL DECISION OF 28 MARCH 2007 (MAYOR)**

**14.1.1 UNDERGROUNDING POWERLINES FOR CONSERVATION PURPOSES**

**COUNCIL RESOLUTION**

Moved by: Cr Seccombe

Seconded by: Cr Beard

**That Council's decision in relation to item 10.3.4 of the General Meeting Minutes of 28 March 2007 (*Undergrounding Powerlines for Conservation Purposes*) be RESCINDED; and that Council resolve that a policy be developed in cooperation with energy providers to provide underground power in agreed locations in Redland Shire.**

**CARRIED**

## 15 NOTICE OF BUSINESS

### 15.1 NOTICE GIVEN BY CR BOWLER (DIVISION 6)

#### 15.1.1 REQUEST FOR REPORT – SOUTHERN MORETON BAY ISLANDS CAPITAL EXPENDITURE AND COSTS

On 29 March 2007, notice was given by Cr Bowler that she intended to move that Council resolve that a report be prepared and presented to Council identifying the capital expenditure and all costs that have been spent on the Southern Moreton Bay Islands since 1995-96.

In view of information provided by the Chief Executive Officer, Cr Bowler withdrew her motion.

#### 15.1.2 PROPOSED AMENDMENT TO REDLANDS PLANNING SCHEME

In accordance with notice given by Cr Bowler on 29 March 2007:

##### PROPOSED MOTION

Moved by: Cr Bowler  
Seconded by: Cr Elliott

That Council resolve to amend the Redlands Planning Scheme to rezone the whole of the site described as Lot 3 on RP907141, 141 Bunker Road, Victoria Point, to 'Conservation' (CN2).

On being put to the vote, the motion was LOST.

A division was called for.

Crs Murray, Elliott, Bowler, Henry and Ogilvie voted in the affirmative.

Crs Williams, Beard, Burns, Dowling, Barker and Seccombe voted in the negative.

The motion was declared by the Mayor as LOST.

## 16 MEETING CLOSURE

There being no further business, the Mayor declared the meeting closed at 4.33pm.

Signature of Chairperson: \_\_\_\_\_

Confirmation date: \_\_\_\_\_