



**Redland**  
CITY COUNCIL

# **AGENDA**

## **GENERAL MEETING**

**Wednesday, 18 October 2017  
commencing at 9.30am**

**The Council Chambers  
91-93 Bloomfield Street  
CLEVELAND QLD**

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## **1 DECLARATION OF OPENING**

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

### **Recognition of the Traditional Owners**

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

## **2 RECORD OF ATTENDANCE AND LEAVE OF ABSENCE**

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

## **3 DEVOTIONAL SEGMENT**

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

## **4 RECOGNITION OF ACHIEVEMENT**

Mayor to present any recognition of achievement items.

## **5 RECEIPT AND CONFIRMATION OF MINUTES**

### **5.1 GENERAL MEETING MINUTES 4 OCTOBER 2017**

Motion is required to confirm the Minutes of the General Meeting of Council held on 4 October 2017.

## **6 PUBLIC PARTICIPATION**

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

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

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

## 7 PETITIONS AND PRESENTATIONS

Councillors may present petitions or make presentations under this section.

## 8 MOTION TO ALTER THE ORDER OF BUSINESS

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

## 9 DECLARATION OF MATERIAL PERSONAL INTEREST OR CONFLICT OF INTEREST ON ANY ITEMS OF BUSINESS

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

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

*The Councillor must—*

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

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

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

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

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

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

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

*The Councillor must—*

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

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

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

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

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

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

## 10 REPORTS TO COUNCIL

### 10.1 ORGANISATIONAL SERVICES

#### 10.1.1 REDLAND CITY COUNCIL MEETING SCHEDULE 2018

<b>Objective Reference:</b>	<b>A2568090</b> <b>Reports and Attachments (Archives)</b>
<b>Attachment:</b>	<a href="#"><u>Meeting Schedule January-December 2018</u></a>
<b>Authorising Officer:</b>	<b>John Oberhardt</b> <b>General Manager Organisational Services</b>
<b>Responsible Officer:</b>	<b>Paul Holtom</b> <b>Group Manager Corporate Services</b>
<b>Report Author:</b>	<b>Lizzi Striplin</b> <b>Corporate Meetings &amp; Registers Coordinator</b>

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#### **PURPOSE**

The purpose of this report is for Council to adopt the Council meeting calendar for 2018.

#### **BACKGROUND**

The *Local Government Act 2009* (LG Act) requires Councils to at least once in each year, publish in a newspaper circulating generally in its area, a notice of the days and times when its meetings are to be held. Council also publishes this information at its customer service centres and on its website.

#### **ISSUES**

The attached meeting calendar for 2018 has been developed to meet legislative requirements under the LG Act.

#### **STRATEGIC IMPLICATIONS**

##### **Legislative Requirements**

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

##### **Risk Management**

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

##### **Financial**

There are no specific financial implications associated with this report.

##### **People**

Adopting Council's meeting calendar allows Council's Elected Representatives and those officers involved in Council's meetings to effectively plan for their 2018 Council meeting commitments.

##### **Environmental**

There are no specific environmental implications associated with this report.

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**Social**

Early adoption of Council's meeting schedule provides benefit to members of the community wishing to attend Council meetings.

**Alignment with Council's Policy and Plans**

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

**CONSULTATION**

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

**OPTIONS**

1. That Council resolves to adopt the attached 2018 meeting calendar.
2. That Council amends the proposed 2018 meeting calendar.

**OFFICER'S RECOMMENDATION**

**That Council resolves to adopt the attached 2018 meeting calendar.**



**10.1.2 REPORT OF THE AUDIT COMMITTEE MEETING – 7 SEPTEMBER 2017**

<b>Objective Reference:</b>	<b>A1969109</b> <b>Reports and Attachments (Archives)</b>
<b>Attachment:</b>	<a href="#"><u><b>Audit Committee Minutes – 7 September 2017</b></u></a>
<b>Authorising Officer:</b>	<b>John Oberhardt</b> <b>General Manager Organisational Services</b>
<b>Responsible Officer:</b>	<b>Siggy Covill</b> <b>Group Manager Internal Audit and Risk</b>
<b>Report Author:</b>	<b>Kailesh Naidu</b> <b>Principal Adviser Internal Audit</b>

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**PURPOSE**

The purpose of this report is to present the minutes of the Audit Committee meeting on 7 September 2017 to Council for adoption in accordance with Section 211 of the *Local Government Regulation 2012*.

**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 *Local Government Act 2009*, the *Financial Accountability Act 2009* and other relevant legislation.

To fulfil this objective and in order to enhance the ability of Councillors to discharge their legal responsibility, it is necessary that a written report is presented to Council as soon as practicable after a meeting of the Audit Committee about the matters reviewed at the meeting and the Committee's recommendations about these matters.

**ISSUES**

Please refer to the attached Minutes of the Audit Committee meeting held on 7 September 2017.

**STRATEGIC IMPLICATIONS****Legislative Requirements**

Requirements from the *Local Government Act 2009*, the *Local Government Regulation 2012* and the *Financial Accountability Act 2009* have been taken into account during the preparation of this report.

**Risk Management**

There are no opportunities or risks for Council resulting from this report.

**Financial**

There are no financial implications impacting Council as a result of this report.

**People**

There are no implications on people as a result of this report.

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**Environmental**

There are no environmental impacts resulting from this report.

**Social**

There are no social implications as a result of this report.

**Alignment with Council's Policy and Plans**

Relationship to Corporate Plan 2015-2020: 8. Inclusive and ethical governance

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

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

**CONSULTATION**

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

**OPTIONS**

1. That Council resolves to accept this report, which summarises the issues discussed at the Audit Committee meeting of 7 September 2017;
2. That Council resolves to accept this report and requests additional information; or
3. That Council resolves not to accept this report and requests an alternative method of reporting.

**OFFICER'S RECOMMENDATION**

**That Council resolves to accept this report, which summarises the issues discussed at the Audit Committee Meeting of 7 September 2017.**

**10.1.3 FIRE MANAGEMENT REVIEW REPORT UPDATE**

**Objective Reference:** A2601205  
Reports and Attachments (Archives)

**Attachment:** [Bushfire Review Tracking Sheet](#)

**Authorising/Responsible Officer:** Andrew Ross  
General Counsel

**Report Author:** Michael Tait  
Acting Service Manager  
Disaster Planning and Operations

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**PURPOSE**

The purpose of this report is to provide a three month progress update on the actions taken to achieve the recommendations outlined in the Fire Management Plan Review Report 2017 from Queensland Fire and Emergency Service (the Fire Review).

**BACKGROUND**

Following the fires on Macleay and Russell Islands in late 2016, the Training and Emergency Management Unit of Queensland Fire and Emergency Service was engaged to review the level of fire preparedness across the Redland City area.

Following the review, the Training and Emergency Management Unit produced the Fire Review which contained 56 recommendations to improve community safety.

The 56 recommendations that have been divided into six separate categories:

1. Illegal dumping and hoarding
2. Low community resilience and disaster preparedness
3. Emergency response capacity across multiple agencies
4. Maintenance plans and access trails
5. Local Laws and legislation
6. Access to water and fire hydrants

The Council resolution of 26 July 2017 required a report to be brought back to Council to outline a full response and progress on the recommendations within three months.

**ISSUES**

Recognising a whole of Council approach is needed to address the recommendations, a Steering Committee was established which is chaired by Council's Legal Counsel and consists of senior managers from Environment and Regulation; City Spaces; Water and Waste Operations; Communications, Engagement and Tourism; Corporate Services; Internal Audit and Risk; Information Management and Disaster Planning and Operations. It is the role of the Steering Committee to engage with state government agencies to provide additional support and resources as required.

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To date, actions toward addressing 52 of the 56 recommendations have been initiated. These actions are detailed in the attachment and summarised below according to the six categories.

1. Illegal dumping and hoarding

- A multi-agency tour of Russell Island was held on the 12th of September to highlight the need for a whole of government approach to improving community safety across the Southern Moreton Bay Islands. Agencies represented on the tour included: Queensland Reconstruction Authority; Department of Infrastructure, Local Government & Planning; Queensland Fire and Emergency Services; Department of Communities, Child Safety & Disability Services; Department of Science, Information Technology & Innovation; and Optus. Multi-agency working groups were established following the visit to investigate options addressing issues of improved telecommunications, social isolation, substandard housing and homelessness; hoarding and accumulation and vegetation management.
- The opening hours for the waste transfer stations on Russell Island and Macleay Island have been extended to 7 days per week (up from 5 days a week) from September through to the end of Jan 2018. This initiative supports the 'Spring Clean SMBI' campaign that was launched in September. Usage of the waste transfers stations during the extend hours period will be monitored to determine benefit. It was noted that during the multi-agency tour of Russell Island, there appeared to be a visual reduction of car bodies across the island.

2. Low community resilience and disaster preparedness

- The Spring Clean SMBI and Southern Redlands' awareness campaigns were launched to encourage the community to join with Council in better preparing their properties in event of disaster. The 'Spring Clean campaigns have included letters and information flyers delivered to residents and land owners across SMBI, Redland Bay, Mt Cotton and Sheldon. This has been accompanied by a strong social media and print media campaign which has included media releases, advertising editorials in island and local newspapers, posters at mainland and island jetties, information flyers and advertising on passenger ferries.
- Over 300 hours of community engagement has been undertaken across the city since January targeting community groups and networks, schools, events and markets, and conducting 'Street Speaks' at numerous locations throughout the city. The SMBI Community Champions have also been promoting disaster preparedness through markets and community engagements they have attended.

3. Emergency response capacity across multiple agencies

- The disaster management plans that are assessed annually by the Inspector General of Emergency Management are currently being reviewed to simplify the plans. The review is based on feedback and learning's from the 2017 annual exercise and plan assessment.
- The disaster plan website will also undergo redesign to incorporate an information hub that will provide a greater level of event specific information. The website will also include an interactive mapping product that will allow the user to view all natural hazards and emergency/evacuation information at a

property level, street level, suburb level and city wide. Quotes are currently being assessed.

- Improvements to island and mainland evacuation centres have been applied for in the current round of LGGSP funding. Improvements to the centres include: upgrades to amenities, installation of generator back-up power supply and digital signage to display community safety messaging and event specific information. Additional training and familiarisation of the SBMI Community Champions in the operation of island evacuation centres has also taken place in September.
- Council, in consultation with QFES are costing the installation of emergency and fire danger rating signage at prominent locations.
- Improvements have been made to Council's external Red-E-Map site to display the latest natural hazard and emergency service mapping.
- Council has assisted the SES recruitment program through advertising, website and community gatherings – Orange Angels campaign.
- Local marine based organisations (including Police, Volunteer Marine Rescue, State Emergency Service and Coast Guard) have met to determine responsibilities and resourcing during disaster operations. The group has nominated a Maritime Coordinator who will be a liaison to the Local Disaster Coordination Centre during activation.
- A two day risk assessment workshop was held in September, facilitated by QFES Risk Assessment Unit to review the impact of natural hazards across Redland City. The risk assessment will engage members of the Local Disaster Management Group in determining vulnerabilities in terms of community, infrastructure, economy and environment.

#### 4. Maintenance plans and access trails

- Council, in consultation with QFES is currently undertaking a full review of its fire mitigation program. QFES has provided access for Council to use the SABRE modelling tool, a predictive tool that can determine the benefits achieved from the mitigation program – SABRE provides the science behind the program. Training in the use of SABRE for key officers responsible for Council's mitigation programs.
- Fire access trails are constructed around the boundary between private land and council-managed land by Council as part of normal business. The design and planning of additional fire access trails is being undertaken as part of the overall review of the mitigation program. Council has engaged an ecological consultant to advise on the provision of additional access trails whilst still preserving the integrity of sensitive native flora.
- An agreed lexicon of terminology for fire mitigation and response operations is being developed in partnership with QFES. Council and QFES are exploring options for joint involvement in future fire mitigation activities across the city.
- Council is engaging with the Quandamooka Yoolooburrabee Aboriginal Corporation to undertake cultural heritage assessments across the city to ensure future mitigation works do not affect cultural significant sites.

- Council is working to raise the profile of fire mitigation work throughout the city by extending resident notifications to incorporate all mitigation activities, not just prescribed burns. The current notification process (which includes notification to external agencies, surrounding residents and internally within Council) will be extended to include signage at key community locations for upcoming work.

#### 5. Local Laws and legislation

- Council is reviewing Local Law 6 – Protection of Vegetation with regard to the content contained within the local law and its relationship to the City Plan which is believed to absorb many aspects of the local law.
- To assist with community awareness and understanding of Local Laws, there is a fact sheet available explaining vegetation management on private property. In addition, Council officers are developing a fact sheet to explain land owner obligations under Local Law 3.
- Preparations are being made to display vegetation protection order information via Council's external mapping system.
- Council is focusing on issues of overgrown properties, fire hazards, illegal dumping and non-compliant structures across SMBI. Council officers have mapped these issues across SMBI and are developing a program of work based on achieving greater community safety through risk assessment and socially responsible intervention.
- Enforcement processes have been revised in respect to overgrown properties to reduce compliance times and incentivise the maintenance of properties. Unnecessary reminders in regards to overgrown property have been removed to reduce timeframes to circa 40 days for compliance. Infringement notices will not be issued if landowners provide evidence agreeing to undertake a regular maintenance.

#### 6. Access to water and fire hydrants

- Council has recently assessed its hydrant maintenance program which is undertaken is part of routine operations. Waterlines that had been previously valved off across SMBI due to no use and inaccessibility have been re-opened, tested and are fully operational.
- Rural fire brigades across SMBI have been provided with updated mapping of hydrant locations for operational use.
- To support QFES fire response operations, Council have on standby a bulk water tanker that will be made available on request from QFES on days forecast FDI 30+ or Wildfire Alert Level 3. The fittings and connections on Council's bulk water tankers have been assessed and are compliant with QFES requirements.

Recommendations yet to be initiated include:

37. Conduct an education campaign for residents on how to access contact details for neighbouring properties for mutual vegetation and property management.
38. Undertake a periodic survey of residents and land-owners to ensure local laws are being understood.

49. Council to use the SABRE site created for this study to undertake its own detailed analysis of areas covered by VPOs on the mainland.
50. Work with QFES to roll out additional awareness and educational material that explains how residents can best manage vegetation on blocks covered by VPOs.

## **STRATEGIC IMPLICATIONS**

### **Legislative Requirements**

In accordance with section 4A Guiding Principles of the Queensland Disaster Management Act 2003; local government is primarily responsible for taking preventative and preparatory measures to reduce the likelihood and severity of an event occurring and ensure the community, resources and services are able to cope with the effects of an event within their local government area.

### **Risk Management**

The bush fire review offers substantial opportunity to build community resilience and focus efforts on continuous improvement to mitigate the effects of potential bush fires. Since the bush fire review was received in July 2017 there has been an increased focus across Council to address community safety and fire mitigation issues in the Redlands. Council is committed to the safety of the community and sees this as an opportunity to improve current practices, establish new partnerships and work with the community in pursuit of a more resilient and better prepared Redland City.

### **Financial**

Addressing the 56 recommendation requires a whole of Council approach with a number of areas responsible for delivering against the recommendations. These areas of Council are currently absorbing those costs associated with delivery of the recommendations into their existing budgets. To achieve this, current workloads have been reprioritised to free up resources and personnel, whilst other programs of work have been bought forward within the current financial year.

Where possible, the recommendations are being incorporated into business as usual activities. However, there are recommendations that require substantial forward planning and additional budget to implement. Budget planning has commenced as the extent of additional works is being determined. Additional budget required to implement the recommendations will be sort through Council's budget review process in December 2017 or via future budgeting processes.

### **People**

In undertaking actions in response to the recommendations, Council officers have reprioritise workloads and bought work forward. The refocusing of work has created additional workloads for those teams responsible for delivery of outcomes. An Officer from both Council's Compliance and Conservation Fire Management Teams have been dedicated to the delivery of outcomes to address the recommendations that have been assigned to their respective teams.

### **Environmental**

The fire mitigation work is conducted in accordance with cultural heritage requirements and considers environmental and ecological sensitivities. Council is working with the Quandamooka Yoolooburrabee Aboriginal Corporation (QYAC) to seek assistance in undertaking an assessment of known significant cultural heritage

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sites across the city. QYAC will be provided with a list of prioritised sites for consideration based on the recommendations of the fire review. Council officers will also establish a central point for all communications with QYAC regarding matters relating to work around areas of significant cultural heritage.

Council has engaged an ecological consultant to provide advice as to how to provide additional access trails in accordance with recommendations whilst still preserving the integrity of sensitive native flora. Working with QFES, Council has identified 24 additional fire trails proposed for Russell Island. Council has been provide access for the use of the SABRE tool to identify vegetated areas that require specific works and provide a greater level of safety to the community if their treatment is prioritised. Conducting SABRE assessment will enable Council to identify areas that may benefit from mitigation activities other than fuel reduction in order to better respond to the risk.

### **Social**

The overarching purpose of the Fire Management Plan Review Report is to improve community safety across Redland City. In the course of delivering on the recommendations, investigations have found that there are a number of social issues that are impacting the Southern Moreton Bay Islands. These issues require a whole of government response, consequently, Council has engaged with: Queensland Reconstruction Authority; Department of Infrastructure, Local Government & Planning; Queensland Fire and Emergency Services; Department of Communities, Child Safety & Disability Services; Department of Science, Information Technology & Innovation; Department of Housing and Public Works; Services and Optus.

Addressing these issues is based on risk assessment and socially responsible intervention. The most vulnerable residents have been identified and mapped. It is proposed that multi-agency outreach teams meet with residents to offer support services and safer living arrangements. Officers from both the Department of Communities, Child Safety & Disability Services and Council will meet with those vulnerable residents to offer additional social and support services designed to improve their level of safety, and in turn that of the broader community.

### **Alignment with Council's Policy and Plans**

This report aligns with the following key outcome of the 2015-2020 Corporate Plan:

7. Our health, wellbeing and strong community spirit will be supported by a full range of services, programs, organisations and facilities, and our values of caring and respect will extend to people of all ages, cultures, abilities and needs.

### **CONSULTATION**

General Counsel  
Group Manager Environment and Regulation  
Group Manager City Spaces  
Group Manager Water and Waste Operations  
Group Manager Communications, Engagement and Tourism  
Group Manager Corporate Services  
Group Manager Internal Audit and Risk  
Chief Information Officer  
Project Officer Disaster Planning and Operations  
Queensland Fire and Emergency Service



**OPTIONS**

The following options are open to Council:

1. That Council resolves to accept the fire report recommendations and endorse the following action plan:
  1. Council continues to implement actions in response to the 56 recommendations provided in the Redland City Council - Fire Management Plan Review Report 2017;
  2. Council seeks approval for additional budget required to implement those actions through Council's budget review process in December 2017 or via future budgeting processes;
  3. That a further report be provided to Council within six months, on the progress of the action plan; and
  4. Council continue to work collaboratively with external partners to achieve improved community safety through cost effective measures.
2. That Council resolves to endorse and implement an amended action plan; or
3. That Council resolves to not implement any action plan.

**OFFICER'S RECOMMENDATION**

**That Council resolves to accept the fire report recommendations and endorse the following action plan:**

- 1. Council continues to implement actions in response to the 56 recommendations provided in the Redland City Council - Fire Management Plan Review Report 2017;**
- 2. Council seeks approval for additional budget required to implement those actions through Council's budget review process in December 2017 or via future budgeting processes;**
- 3. That a further report be provided to Council within six months, on the progress of the action plan; and**
- 4. Council continue to work collaboratively with external partners to achieve improved community safety through cost effective measures.**

**10.1.4 SEPTEMBER 2017 MONTHLY FINANCIAL REPORT**

<b>Objective Reference:</b>	<b>A2633792</b> <b>Reports and Attachments</b>
<b>Attachment:</b>	<a href="#"><u>September 2017 Monthly Financial Report</u></a>
<b>Authorising/Responsible Officer:</b>	<b>Deborah Corbett-Hall</b> <b>Chief Financial Officer</b>
<b>Report Authors:</b>	<b>Udaya Panambala Arachchilage</b> <b>Corporate Financial Reporting Manager</b> <b>Quasir Nasir</b> <b>Corporate Accountant</b>

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**PURPOSE**

The purpose of this report is to note the year to date financial results as at 30 September 2017 prior to the finalisation of the end of year process.

**BACKGROUND**

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

**ISSUES*****Opening balances for 2017-18 financial year***

The opening balances for the current financial year are still to be finalised and audited. As such, the financial position for the month of September may adjust over the coming months until Council receives Queensland Audit Office certification at the end of October 2017.

***Capital carryover budget 2017-18***

Council adopted a carryover budget on 23 August 2017 to accommodate capital works straddling two financial years. The attached monthly financial report for September includes the carryover budget although as outlined above, the final audited 2016-17 balance sheet accounts will influence the opening balances and budgeted key performance indicators in 2017-18. Until the accounts have been finalised, the monthly financial report will reconcile to the financial management system.

***Canal and lake charges change***

In the 2016-17 financial year Council decided to temporarily end the special charges levied on canal and lake-front homeowners. The canal and lake reserve balances were frozen and quarantined with the only movement to the reserves being interest earned. The process for issuing refunds for the reserve balances quarantined for maintenance and repairs since 2011-12, has been worked through and Council is currently processing the refunds.

Council has since developed a new strategy for the management of the canal and lake estates. Special charges have been levied to canal and lake-front homeowners and the new 2017-18 canal and lake reserves will reflect the current year program for revenue and expenditure.

### **STRATEGIC IMPLICATIONS**

Council continued to report a strong financial position and favourable operating result at the end of September 2017.

Council has either achieved or favourably exceeded the following key financial stability and sustainability ratios as at the end of September 2017:

- Operating surplus ratio;
- Net financial liabilities;
- Level of dependence on general rate revenue;
- Ability to pay our bills – current ratio;
- Cash balance;
- Cash balances – cash capacity in months;
- Longer term financial stability – debt to asset ratio; and
- Interest coverage ratio.

The following ratios did not meet the target at the end of September 2017:

- Asset sustainability ratio;
- Ability to repay our debt – debt servicing ratio; and
- Operating performance.

The asset sustainability ratio did not meet the target at the end of September 2017 and continues to be a stretch target for Council with renewal spend of \$4.14M and depreciation expense of \$13.62M year to date on infrastructure assets. This ratio is an indication of how Council currently maintains, replaces and renews its existing infrastructure assets as they reach the end of their useful life. Capital spend on non-renewal projects grow the asset base and therefore increases depreciation expense, resulting in a lower asset sustainability ratio. The upward revaluation of the infrastructure assets also results in a lower ratio.

Council's Capital Works Prioritisation Policy (POL-3131) demonstrates its commitment to maintaining existing infrastructure and the adoption of a renewal strategy for its existing assets ahead of 'upgrade' and/or 'new' works.

The percentage of operating income used to meet Council's current debt instalments amounted to 12.02% (target less than or equal to 10%). The spike in this ratio is due to the repayment of QTC borrowings during July. It is expected this ratio will decrease in coming months with an increase of operating income.

Council did not achieve its target operating performance ratio of greater than or equal to 15% with a result at the end of September 2017 of 10.67%. This ratio is a cash measure and therefore moves in line with the cash balances. It is also cyclical in nature as it peaks and troughs in line with the rating cycle and when rate payments are due. As Q1 rates were due for payment in August, this ratio dropped back from 31.82% in the prior month.

### **Legislative Requirements**

The September 2017 financial results are presented in accordance with the legislative requirement of section 204(2) of the *Local Government Regulation 2012*, requiring the Chief Executive Officer to present the financial report to a monthly Council meeting.

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## **Risk Management**

The September 2017 financial results have been noted by the Executive Leadership Team and relevant officers who can provide further clarification and advice around actual to budget variances.

## **Financial**

There is no direct financial impact to Council as a result of this report; however it provides an indication of financial outcomes at the end of September 2017.

## **People**

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

## **Environmental**

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

## **Social**

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

## **Alignment with Council's Policy and Plans**

This report has a relationship with the following items of the 2015-20 Corporate Plan:

### **8. Inclusive and ethical governance**

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

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

## **CONSULTATION**

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

## **OPTIONS**

1. That Council resolves to note the financial position, results and ratios for September 2017 as presented in the attached Monthly Financial Report.
2. That Council requests additional information.

## **OFFICER'S RECOMMENDATION**

**That Council resolves to note the financial position, results and ratios for September 2017 as presented in the attached Monthly Financial Report.**

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**10.2 COMMUNITY & CUSTOMER SERVICES****10.2.1 DECISIONS MADE UNDER DELEGATED AUTHORITY FOR CATEGORY 1, 2 & 3 DEVELOPMENT APPLICATIONS**

<b>Objective Reference:</b>	<b>A2626415</b> <b>Reports and Attachments (Archives)</b>
<b>Attachment:</b>	<a href="#"><u>Decisions Made under Delegated Authority 17.09.2017 to 30.09.2017</u></a>
<b>Authorising Officer:</b>	<b>Louise Rusan</b> <b>Community &amp; Customer Services</b>
<b>Responsible Officer:</b>	<b>David Jeanes</b> <b>City Planning &amp; Assessment</b>
<b>Report Author:</b>	<b>Tamara Reid</b> <b>Business Support Officer</b>

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**PURPOSE**

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

This information is provided for public interest.

**BACKGROUND**

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

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

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

Category 3 – Moderately Complex Code & Impact Assessments; and

Category 4 – Major and Significant Assessments

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

- Category 1 criteria - defined as complying code and compliance assessable applications, including building works assessable against the planning scheme, and other applications of a minor nature, including all accelerated applications.
- Category 2 criteria - defined as complying code assessable and compliance assessable applications, including operational works, and Impact Assessable applications without submissions of objection. Also includes a number of process related delegations, including issuing planning certificates, approval of works on and off maintenance and the release of bonds, and all other delegations not otherwise listed.

- Category 3 criteria that are defined as applications of a moderately complex nature, generally mainstream impact assessable applications and code assessable applications of a higher level of complexity. Impact applications may involve submissions objecting to the proposal readily addressable by reasonable and relevant conditions. Both may have minor level aspects outside a stated policy position that are subject to discretionary provisions of the Planning Scheme. Applications seeking approval of a plan of survey are included in this category. Applications can be referred to General Meeting for a decision.

**OFFICER'S RECOMMENDATION**

**That Council resolves to note this report.**

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## 10.2.2 PLANNING & ENVIRONMENT COURT MATTERS CURRENT AS AT 3 OCTOBER 2017

<b>Objective Reference:</b>	<b>A2589458 Reports and Attachments (Archives)</b>
<b>Authorising Officer:</b>	<b>Louise Rusan General Manager Community &amp; Customer Services</b>
<b>Responsible Officer:</b>	<b>David Jeanes Group Manager City Planning &amp; Assessment</b>
<b>Report Author:</b>	<b>Chris Vize Service Manager Planning Assessment</b>

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### PURPOSE

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

### BACKGROUND

Information on these matters may be found as follows:

#### 1. Planning and Environment Court

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

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

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

The database contains:

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

**APPEALS**

<b>1.</b>	<b>File Number:</b>	Appeal 3641 of 2015 (MCU012812)
<b>Applicant:</b>		<b>King of Gifts Pty Ltd and HTC Consulting Pty Ltd</b>
<b>Application Details:</b>		Material Change of Use for Combined Service Station (including car wash) and Drive Through Restaurant 604-612 Redland Bay, Road, Alexandra Hills
<b>Appeal Details:</b>		Applicant appeal against refusal.
<b>Current Status:</b>		Appeal filed in Court on 16 September 2015. Without Prejudice meeting held December 2015. Trial held 1-3 August 2017. Final submissions scheduled for 11 October 2017. Awaiting Judgment.

<b>2.</b>	<b>File Number:</b>	Appeal 4807 of 2016 (MCU013719)
<b>Applicant:</b>		<b>IVL Group Pty Ltd and Lanrex Pty Ltd</b>
<b>Application Details:</b>		Car Park at 32A Teak Lane, Victoria Point (Lot 12 on SP147233)
<b>Appeal Details:</b>		Applicant appeal against Council refusal
<b>Current Status:</b>		Appeal filed 6 December 2016. Appointed experts (except planning) to meet and prepare joint reports prior to mediation. Mediation held on 7 June 2017. Hearing commenced on 21 August 2017. Awaiting Judgment.

<b>3.</b>	<b>File Number:</b>	Appeal 1476 of 2017 (MC008414)
<b>Applicant:</b>		<b>Cleveland Power Pty Ltd</b>
<b>Application Details:</b>		Request to extend the relevant period – Biomass Power Plant at 70-96 Hillview Road, Mount Cotton (Lot 2 on RP30611)
<b>Appeal Details:</b>		Applicant appeal against Council refusal
<b>Current Status:</b>		Appeal filed 27 April 2017.

<b>4.</b>	<b>File Number:</b>	Appeal 2377 of 2017 (MCU013735)
<b>Applicant:</b>		<b>Barro Group Pty Ltd</b>
<b>Application Details:</b>		Tourist Accommodation (Mount Cotton Retreat) at 315-355 West Mount Cotton Road, Mount Cotton (Lot 9 on RP186559)
<b>Appeal Details:</b>		Submitter appeal against Council approval
<b>Current Status:</b>		Appeal filed 29 June 2017. The co-respondent (being the applicant) has filed a notice to withdraw their Notice of Election to Co-respond to the appeal on 24 August 2017.

<b>5.</b>	<b>File Number:</b>	Appeal 3492 of 2017 (OPW002185)
<b>Applicant:</b>		<b>J Hutchinson Pty Ltd as agent for Gateway Central (QLD) Pty Ltd</b>
<b>Application Details:</b>		Service Station and Retail Warehouse at 75 Boundary Street, Redland Bay (Lot 2 on RP49214)
<b>Appeal Details:</b>		Applicant appeal against action notice
<b>Current Status:</b>		Appeal filed 13 September 2017.



<b>6.</b>	<b>File Number:</b>	Appeal 3493 of 2017
	<b>Applicant:</b>	<b>Gateway Central (QLD) Pty Ltd</b>
	<b>Application Details:</b>	Service Station and Retail Warehouse at 75 Boundary Street, Redland Bay (Lot 2 on RP49214)
	<b>Appeal Details:</b>	Applicant appeal against enforcement notice
	<b>Current Status:</b>	Appeal filed 13 September 2017.

### **OTHER PLANNING & ENVIRONMENT COURT MATTERS/PROCEEDINGS**

There are no other current matters.

### **OFFICER'S RECOMMENDATION**

**That Council resolves to note this report.**

### 10.2.3 DELEGATIONS FOR PLANNING ACT 2016 AND PLANNING AND ENVIRONMENT COURT ACT 2016

<b>Objective Reference:</b>	<b>A2552344</b> <b>Reports and Attachments (Archives)</b>
<b>Attachments:</b>	<ol style="list-style-type: none"><li><a href="#">1. <u>Delegation Register for Planning Act 2016</u></a></li><li><a href="#">2. <u>Delegation Register for Planning and Environment Court Act 2016</u></a></li></ol>
<b>Authorising Officer:</b>	<b>Louise Rusan</b> <b>General Manager Community and Customer Services</b>
<b>Responsible Officer:</b>	<b>David Jeanes</b> <b>Group Manager City Planning and Assessment</b>
<b>Report Author:</b>	<b>Kim Peeti</b> <b>Principal Advisor Business Planning and Improvement</b>

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#### PURPOSE

The purpose of this report is to:

- Update delegations to the CEO under the *Planning Act 2016* (the Act) and *Planning Regulation 2017* (the Regulation) and update the limitation of powers conferred by delegation to include:
  - exemption certificates for development that has been categorised as assessable development only because of particular circumstances that no longer apply
  - starting an appeal in the Planning and Environment Court from a development tribunal.
- Provide delegations to the Chief Executive Officer (CEO) under the *Planning and Environment Court Act 2016* (*P&E Court Act*).

#### BACKGROUND

Section 257 of the *Local Government Act 2009* allows a local government to delegate a power under the *Local Government Act 2009* or another Act and specifically provides for a power to be delegated to the CEO. Section 259 of the *Local Government Act 2009* allows a CEO to then on-delegate powers to appropriately qualified officers, other than where the local government specifically directs that the power not be further delegated or it is a power to keep a register of interests.

On 21 June 2017 Council resolved to delegate powers and functions under the Act and Regulation to the CEO. Subsequently on 30 June 2017 the CEO approved on-delegations, with limitations, for officers to perform functions under this legislation.

The delegations adopted at this time essentially sought to translate the previous delegations under the *Sustainable Planning Act* and *Sustainable Planning Regulation* to the new Act and Regulation to ensure appropriate delegations were in place for commencement of the new legislation on 3 July 2017.

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A number of new powers, including exemption certificates, were introduced under the Act and were deliberately excluded from these delegations to allow more time for these matters to be properly considered. Consequently these new powers currently remain with Council for decision.

Delegations under the *P&E Court Act* were not considered or decided at the time of the Council resolution in June 2017, as the delegations register template for this legislation was not yet available from the Local Government Association of Queensland (LGAQ).

## ISSUES

### Exemption Certificates

Section 46 of the Act allows Council to give a certificate that exempts the identified development from requiring a development approval. In accordance with s46(3) of the Act Council may give an exemption certificate if:

- a) for development for which there is a referral agency – each referral agency has agreed in writing to the exemption certificate being given; and
- b) any of the following apply –
  - i) the effects of the development would be minor or inconsequential, considering the circumstances under which the development was categorised as assessable development;
  - ii) the development was categorised as assessable development only because of particular circumstances that no longer apply;
  - iii) the development was categorised as assessable development because of an error.

The delegation sought relates to s46(3)(b)(ii) and its associated administrative functions – *the development was categorised as assessable development only because of particular circumstances that no longer apply*. The delegation will be limited to circumstances where overlays and zones have been addressed as part of an earlier approval. All other powers under s46(3)(b) would remain with Council for decision.

This ensures future development anticipated and intended by a recent higher order approval is allowed to proceed without unnecessarily escalating the level of assessment.

The most common scenario anticipated relates to development of dwelling houses and ancillary structures associated with an approved reconfiguration. The assessment of the reconfiguration application would have ground truthed the matters relevant to the zone and overlay constraints of the land and approved the creation of lots in locations appropriate to accommodate future dwellings. It is unnecessary to then require assessment of the intended end use against the same zone and overlay constraints that have already been addressed.

In such instances, the zone and overlay constraints are considered to no longer apply as they have already been appropriately addressed for the intended end use through the higher order approval. This satisfies s46(3)(b)(ii) of the Act:

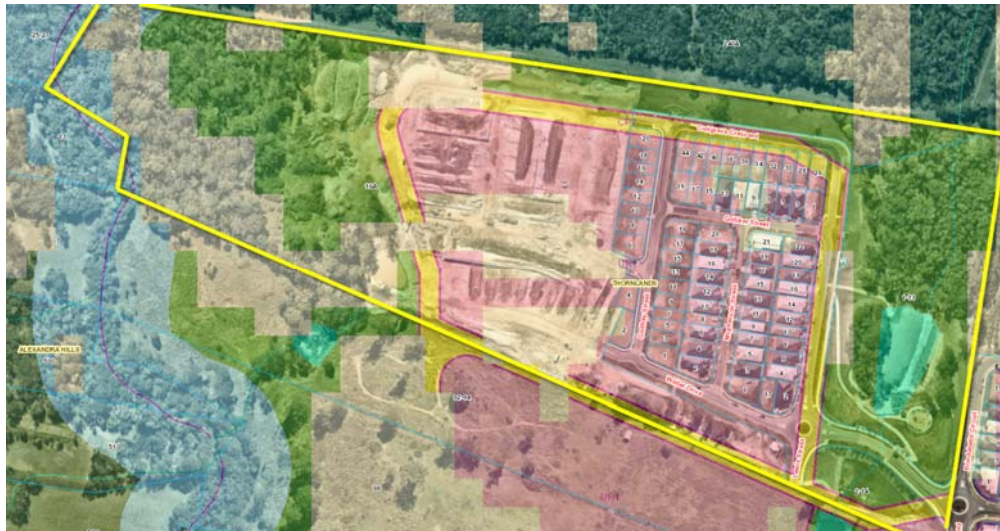
- ii) the development was categorised as assessable development only because of particular circumstances that no longer apply;**

Since the introduction of the Act in July 2017, Council has received two (2) requests for exemption certificates. Both requests were approved by Council, as per the officer's recommendation, at Council's [General meeting of 23 August 2017](#). These exemption certificate requests fit the scenario identified above. In both instances, exemption certificates were granted as the subsequent development of dwellings and ancillary structures were only categorised as assessable development because of particular circumstances that no longer apply as the previous reconfiguration applications already assessed relevant zones and overlays and approved the creation of the residential lots.

EXC17/0001: 70-92 Muller Street, Redland Bay – exemption certificate granted for dwellings and ancillary structures on all residential lots approved as part of Reconfiguring a Lot approval ROL005924.



EXC17/0003: 100-102 Kinross Road, Thornlands – exemption certificate granted for dwellings and ancillary structures on all residential lots approved as part of Reconfiguring a Lot approval ROL005753.



The addition proposed to the existing delegations to include exemption certificates does not alter the ability of Council to call-in any development application.

### Starting an Appeal

Section 229 of the Act describes appeals to a tribunal or the P&E Court, including who may appeal a matter and the time period in which an appeal must be made (ie the appeal period). Section 230 of the Act stipulates the requirements for the notice of appeal.

The delegation sought is for limited powers under s229 and s230 to start an appeal in the P&E Court from a development tribunal in accordance with Schedule 1 Table 2 Item 1 of the Act. These matters are minor in nature, low cost and must be commenced within 20 business days. It is in the best interests of Council and the community to ensure these matters can be actioned in a timely manner by appropriately qualified officers. All other powers to start an appeal remain with Council.

### P&E Court Act 2016

The now current planning legislation is supported by the new *P&E Court Act*. Previously, multiple pieces of legislation conferred jurisdiction on the P&E Court, however provisions establishing the jurisdiction and powers of the Court have now been transferred out of the planning legislation (i.e. previously the *Sustainable Planning Act 2009*) and into a stand-alone Act; the *P&E Court Act 2016*. In order for Council to properly and efficiently perform its business of development assessment and compliance it is appropriate for certain powers under the *P&E Court Act* to be delegated to the CEO to on-delegate to suitably qualified officers. Delegations for the *P&E Court Act* have been compiled based on the Local Government Association of Queensland (LGAQ) delegations register template.

Attachment 2 provides a list of delegations supplied by the LGAQ as part of their delegations register. This report seeks a resolution of Council to provide delegations to the CEO in accordance with s259 of the *Local Government Act 2009* and as listed in Attachment 2. Should Council resolve to adopt the recommendations of this report, appropriate on-delegations will be sought from the CEO following Council's decision.

## **STRATEGIC IMPLICATIONS**

### **Legislative Requirements**

This review and the recommendations of this report are in accordance with the legislative requirements relating to the delegation of powers to the CEO.

### **Risk Management**

Council risks not meeting legislative obligations under the Act if these powers are not delegated. This also presents a risk to customers of additional costs and time delays. Delegating these powers presents an opportunity for Council to create time and cost savings for applicants and future residents.

Using the delegation registers supplied by the LGAQ helps ensure Council's delegations are accurate, consistent and in accordance with the relevant legislation.

### **Financial**

There are no specific financial implications.

### **People**

The recommendations of this report seek to provide delegations to the CEO and allow the appropriate on-delegation of powers to suitably qualified officers to provide for routine decisions and responsibilities required under the *Planning Act 2016*, the *Planning Regulation 2017* and the *Planning and Environment Court Act 2016*.

### **Environmental**

There are no specific environmental implications associated with this report.

### **Social**

There are no specific social implications associated with this report.

### **Alignment with Council's Policy and Plans**

This review and officer's recommendation align with relevant Council policies and plans.

## **CONSULTATION**

In preparing this report, City Planning and Assessment has consulted with Council's Legal Services Unit, Environment and Regulation Group and the Local Government Association of Queensland.

## **OPTIONS**

Council's options are:

1. That Council resolves to delegate the Chief Executive Officer, under s257(1)(b) of the *Local Government Act 2009*, all functions and powers, including relevant limitations, as listed in Attachments 1 and 2 of this report.
2. That Council resolves to delegate to the Chief Executive Officer different or amended functions and powers.
3. That Council resolves to refuse the amendments to the adopted delegations to the Chief Executive Officer for the *Planning Act 2016* and to retain all powers under the *Planning and Environment Court Act 2016* without delegation to the CEO.

**OFFICER'S RECOMMENDATION**

**That Council resolves to delegate the Chief Executive Officer, under s.257(1)(b) of the *Local Government Act 2009*, all functions and powers, including relevant limitations, as listed in Attachments 1 and 2 of this report.**

**10.2.4 ANNUAL SIGN LICENSING**

<b>Objective Reference:</b>	<b>A124442 Reports and Attachments (Archives)</b>
<b>Authorising Officer:</b>	<b>Louise Rusan General Manager Community and Customer Services</b>
<b>Responsible Officer:</b>	<b>Graham Simpson Group Manager Environment and Regulation</b>
<b>Report Author:</b>	<b>Alistair Michell Service Manager Development Control</b>

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**PURPOSE**

The purpose of this report is to determine whether the annual licensing of permanent signs should cease, be amended or continue.

**BACKGROUND**

It is considered that the annual licensing of signs is no longer appropriate given continued changes to the statutory head of power in which permanent sign approvals are issued.

The approval of permanent signs switched in 2006 from a local law framework (repealed *Local Law 11- Control of Signs*) to the *Redlands Planning Scheme* (RPS). It is now proposed to switch approval of permanent signs back to a local law framework upon adoption of the *Redland City Plan*.

These changes have subsequently led to variations in regard to the requirement for annual licensing of a sign dependant on the instrument under which they were approved. More specifically certain signs approved under repealed Local Law 11 attracted an annual license fee whilst the same or similar type of sign under the RPS did not.

It is also relevant that the purpose of annual sign licensing is considered to have limited benefits and was originally intended to discourage excessive sign size, whilst also providing a mechanism to check sign safety and amenity through regular inspection. The evidence suggests that inspections are detecting minimum on-going non-compliance.

Upon the adoption of the *Redland City Plan*, permanent signs will no longer be assessed under the planning scheme but under a redrafted *Subordinate Local Law 1.4 (Installation of Advertising Devices) 2015*. This change is considered to be an opportunity to review and finalise Council's position in relation to annual sign licensing.

***Current Annual Licensing Arrangements***

Permanent signs approved under repealed Local Law 11 prior to March 2006 (commencement of RPS) attracted a potential annual licensing requirement and the payment of an annual fee.



The annual licence only applied to those signs that were considered to exceed a maximum sign area formula that applied at the time. The purpose of annual licensing was primarily to minimise sign size and proliferation through requiring the payment of an annual fee for less desirable signage.

A secondary purpose was to monitor compliance with the local law in regards to safety and on-going maintenance of the sign. There are currently 157 permanent signs across the City with an annual licence requirement (139 are single signs and 18 licences are for 'packages' of two or more signs).

The fee charged for annual licensing is ultimately calculated for cost recovery to carry out an annual audit for permanent signs subject to licensing and is separate to the initial application/assessment fee.

With the introduction of the RPS, the approval process for permanent signs was transferred from Local Law 11 to the planning scheme. Following consideration of the relevant legislative provisions advice was received that permitted an annual fee to continue to be charged for those existing signs subject to annual licensing.

Permanent approved signs under the RPS did not attract an annual licence fee in the same manner as those signs under the previous *Local Law 11*.

## ISSUES

### ***Potential loss of revenue if annual licence fees discontinued***

Based on 2016/17 figures, the revenue loss from no longer carrying out annual licensing is approximately \$42,000. Despite this, the annual licence fee is viewed as cost neutral and calculated on a full-cost recovery basis only.

If annual licensing is no longer carried out, it is anticipated that the resources currently directed to it would be reallocated to increased sign assessment work as a result of permanent sign approvals transferring from the planning scheme to Subordinate Local Law 1.4 upon adoption of the *Redland City Plan*.

### ***Annual audits and reviews no longer being carried out***

There is considered to be minimal or no risk associated with discontinuing annual licensing. Permanent signs, whether attracting an annual licence fee or not, are assessed to ensure that there are no or minimal amenity, environmental or safety issues. Additionally, conditions are placed on approvals that require the sign to be, among other things, maintained in good order and repair.

It should be noted that there are enforcement powers within the local law and/or *Planning Act 2017* to deal with unsafe, changed or unapproved signs as well as non-compliance with conditions of approval. Consistent with Council's standard approach to compliance, issues with signs will be addressed in a reactive manner in lieu of an annual licensing inspection.

The removal of annual license fees will also remove a cost to those businesses on which it is currently levied and reduce regulatory requirements.

In view of this it is considered that there is no public benefit in continuing to carry out annual audits on those signs currently subject to annual licensing.

## STRATEGIC IMPLICATIONS

### **Legislative Requirements**

There is no legislative requirement for the annual licensing of signs.

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## **Risk Management**

There is not considered to be any risk associated with discontinuing annual licensing. There have been limited areas of non-compliance identified through the annual review process and matters relating to future compliance can be suitably managed through standard investigation processes, similar to other development issues.

## **Financial**

By ceasing annual sign licensing it is anticipated (based on 2016/17 figures) that Council will see a loss of revenue in the order of \$42,000 per annum.

The projected loss of revenue will be required to be reflected in Councils 2017-18 Revised Budget via a submission in the upcoming budget review process.

## **People**

There are no people impacts.

## **Environmental**

There are no environmental implications.

## **Social**

There are no social implications.

## **Alignment with Council's Policy and Plans**

N/A

## **CONSULTATION**

Consultation has been undertaken with officers within the Development Control Unit and Financial Services Unit.

## **OPTIONS**

### **Option 1**

That Council resolves to:

1. Cease the annual licensing of permanent signs (including associated annual audits and reviews of these), discontinue charging an annual licence fee and write to current licence holders informing that annual licence fees are no longer payable; and
2. Amend its Fees and Charges for 2017/18 to delete the annual licence fee.

### **Option 2**

That Council resolves to continue the annual licensing of existing licensed permanent signs as per the current arrangement.

## **OFFICER'S RECOMMENDATION**

That Council resolves to:

1. **Cease the annual licensing of permanent signs (including associated annual audits and reviews of these), discontinue charging an annual licence fee and write to current licence holders informing that annual licence fees are no longer payable; and**
2. **Amend Council Fees and Charges for 2017/18 to delete the annual licence fee.**

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**10.3 INFRASTRUCTURE & OPERATIONS****10.3.1 CEMETERY FEE ADJUSTMENT**

<b>Objective Reference:</b>	<b>A2527589 Reports and Attachments (Archives)</b>
<b>Authorising Officer:</b>	<b>Peter Best General Manager Infrastructure &amp; Operations</b>
<b>Responsible Officer:</b>	<b>Lex Smith Group Manager City Spaces</b>
<b>Report Author:</b>	<b>Tim Goward Service Manager City Sport &amp; Venues</b>

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**PURPOSE**

This report seeks Council's approval to amend the Cemetery Fees and Charges Schedule for 2017-2018, to include new fees and charges for the Bay Islands Memorial Garden, Russell Island and to reduce the fee payable for permission to install a monument.

**BACKGROUND**

On 26 June 2017, the 2017-2018 Fees and Charges Schedule was adopted by Council at a special meeting. Any additions or modifications to the fees and charges schedule thereafter require Council approval. An error has been identified in the current schedule for Permission to Install a Monument.

The establishment of the Bay Islands Memorial Garden on 136-146 High Street, Russell Island (Lot 1 RP73383) was approved at the General Meeting of 9 December 2015. This facility is now available for customers looking for memorialisation options on the Southern Moreton Bay Islands (SMBI) and accordingly requires a new fee schedule.

**ISSUES****Amendment of existing fee**

On page 46 of the 2017-2018 Fees and Charges Schedule, the fee for permission to install a monument has been incorrectly listed as \$650 inclusive of GST. This fee should be amended to state \$360 inclusive of GST, which is consistent with other listed items of a similar nature.

**Inclusion of new fees**

Phase one construction of the Bay Islands Memorial Garden has recently been completed with 100 allotments available for immediate sale. Future stages have been planned to be developed as demand for this service evolves.

It is proposed that the new fees for the Bay Islands Memorial Garden are:

- Cremation Allotment, per site \$660 inclusive of GST; and
- Cremation internment and plaque, per site \$330 inclusive of GST.

The above fees have been developed in line with the standard financial methodologies commonly used to develop a fee or charge by connecting the activity of services being conducted and benchmarking against other local government authorities. The proposed fees reflect an accessible and affordable memorial option for SMBI residents and the broader community.

Options for burial and broader cemetery memorialisation will continue to be available for the community at other Council managed cemeteries at Cleveland, Redland Bay and Dunwich, in accordance with the existing fee structure.

## **STRATEGIC IMPLICATIONS**

### **Legislative Requirements**

Section 98 of the *Local Government Act 2009* requires a local government to keep a register of cost-recovery fees. For transparency, Council publishes all its annual fees and charges and not just cost-recovery fees.

### **Risk Management**

There are no identified risks associated with the recommendations from this report.

### **Financial**

With the first phase of the Bay Islands Memorial Garden now completed, in addition to setting the fees and charges for this service, a budget review will be performed as part of the Council budget review process, to account for the projected revenue for this service for the remainder of FY2017-2018.

### **People**

No impact to Council staff.

### **Environmental**

No environmental impacts.

### **Social**

Council has undertaken community consultation for the establishment of the Bay Islands Memorial Garden which resulted in a positive response from SMBI residents. A number of expressions of interest have already been received by Council for the purchase of an allotment at this site.

### **Alignment with Council's Policy and Plans**

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

3. Embracing the Bay allowing communities on the island and foreshores to enjoy equitable access to development opportunities and community services.

## **CONSULTATION**

Consultation has occurred with:

- Councillor Division 5, Cr Edwards;
- Group Manager City Spaces;
- Business Partnering Unit, Financial Services; and
- SMBI residents.

**OPTIONS****Option 1**

That Council resolves to:

1. Amend page 46 of the Fees and Charges Schedule FY2017-2018 to reference the final charge for permission to install a monument as \$360.00 inclusive of GST; and
2. Create new fees for the Bay Islands Memorial Garden to include:
  - Cremation Allotment, per site \$660 inclusive of GST; and
  - Cremation internment and plaque, per site \$330 inclusive of GST.

**Option 2**

That Council resolves not to accept the Officer's Recommendation.

**OFFICER'S RECOMMENDATION**

That Council resolves to:

1. **Amend page 46 of the Fees and Charges Schedule FY2017-2018 to reference the final charge for permission to install a monument as \$360.00 inclusive of GST; and**
2. **Create new fees for the Bay Islands Memorial Garden to include:**
  - **Cremation Allotment, per site \$660 inclusive of GST; and**
  - **Cremation internment and plaque, per site \$330 inclusive of GST.**

**10.3.2 DRINKING WATER QUALITY MANAGEMENT PLAN ANNUAL REPORT**

<b>Objective Reference:</b>	<b>A2589419</b> <b>Reports and Attachments (Archives)</b>
<b>Attachment:</b>	<a href="#"><u>Drinking Water Quality Management Plan 2016/17</u></a>
<b>Authorising Officer:</b>	<b>Peter Best</b> <b>General Manager Infrastructure &amp; Operations</b>
<b>Responsible Officer:</b>	<b>Bradley Taylor</b> <b>Group Manager Water &amp; Waste Infrastructure</b>
<b>Report Author:</b>	<b>Daniela Simon</b> <b>Service Manager Scientific Services</b>

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**PURPOSE**

The purpose of this report is to seek approval for the attached Redland Water Drinking Water Quality Management Plan (DWQMP) annual report.

The *DWQMP annual report* documents the performance of Redland Water's drinking water service with respect to water quality and performance in implementing the actions detailed in the DWQMP as required under sections 141 and 142 of the *Water Supply (Safety and Reliability) Act 2008* (the *Act*).

**BACKGROUND**

The *Act* requires Redland Water (RW) to submit its DWQMP annual report to the Queensland Water Supply Regulator (Department of Energy & Water Supply (DEWS) ) within 120 business days following the end of the financial year to which it relates. This report was prepared according to the "Water Quality and Reporting Guideline for a Drinking Water Service – September 2010" published by the Queensland Water Supply Regulator on the template provided.

The annual report states that drinking water supplied by Redland City Council (RCC) achieved 100% compliance with the Australian drinking water guidelines for the parameters that were tested.

**ISSUES**

The purpose of the DWQMP annual report is to:

- report on the performance of RW's drinking water service with respect to water quality;
  - report on the performance in implementing the actions detailed in the DWQMP;
  - assist the water supply regulator to determine whether the approved DWQMP and any approved conditions have been complied with; and
  - provide a mechanism for RW to report publicly on their performance in managing drinking water quality.
-

## **STRATEGIC IMPLICATIONS**

### **Legislative Requirements**

The *Act* requires RW to submit the DWQMP annual report. The updated DWQMP was submitted to the regulator on 23 June 2016 and the plan was approved by the regulator.

### **Risk Management**

The DWQMP incorporates risk management. The water quality risk is listed in the risk register as “RWW-2” – Health effects from adverse water quality.

### **Financial**

There is no direct impact on the budget from the adoption of the annual report; however future annual reports might be used to develop future budgets.

### **People**

Key RW staff that improved RW business are identified in Appendix B of the annual report.

### **Environmental**

Nil.

### **Social**

The annual report will demonstrate a direction for the RW business that aims to support transparency, accountability and to build confidence in the quality of drinking water supplied to the Redland community.

### **Alignment with Council's Policy and Plans**

The annual report supports Council's corporate plan in respect to providing essential physical infrastructure that supports community well-being and manages Council's existing infrastructure assets to ensure current service standards are maintained or improved.

The DWQMP has to be consistent with other RCC strategic documents such as the corporate plan, Redland Water annual performance plan and the Redland Water Netserv plan.

## **CONSULTATION**

The Business Partnering team was consulted in the preparation of this report.

## **OPTIONS**

1. That Council resolves to endorse the Drinking Water Quality Management Plan Annual Report 2016/17 as attached.
2. That Council resolves not to endorse the Drinking Water Quality Management Plan Annual Report 2016-17.

## **OFFICER'S RECOMMENDATION**

**That Council resolves to endorse the Drinking Water Quality Management Plan Annual Report 2016/17 as attached.**

**11 MAYORAL MINUTE**

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

**12 NOTICES OF MOTION TO REPEAL OR AMEND RESOLUTIONS**

In accordance with s.262 Local Government Regulation 2012.

**13 NOTICES OF MOTION**

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

**14 URGENT BUSINESS WITHOUT NOTICE**

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

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



**15 CLOSED SESSION****15.1 OFFICE OF CEO****15.1.1 REDLANDS INVESTMENT CORPORATION – BUSINESS PLAN  
1718-1819**

**Objective Reference:** A2624172  
Reports and Attachments (Archives)

**Authorising Officer:** Andrew Chesterman  
Chief Executive Officer

**Responsible Officer:** Peter Kelley  
Chief Executive Officer  
Redlands Investment Corporation

**Report Author:** Grant Tanham-Kelly  
Chief Financial Officer  
Redland Investment Corporation

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**EXECUTIVE SUMMARY**

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

**OFFICER'S RECOMMENDATION**

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

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

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

**15.2 COMMUNITY & CUSTOMER SERVICES****15.2.1 PROVISION OF COUNCIL SERVICES**

<b>Objective Reference:</b>	<b>A2623338 Reports and Attachments (Archives)</b>
<b>Authorising Officer:</b>	<b>Louise Rusan General Manager Community and Customer Services</b>
<b>Responsible Officer:</b>	<b>Kim Kerwin Group Manager Economic Sustainability and Major Projects</b>
<b>Report Author:</b>	<b>Craig Dickson Acting Strategic Adviser Community Programs</b>

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**EXECUTIVE SUMMARY**

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

**OFFICER'S RECOMMENDATION**

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

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

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

**15.2.2 ASSESSMENT OF PROPOSAL**

<b>Objective Reference:</b>	<b>A2626052 Reports and Attachments (Archives)</b>
<b>Authorising Officer:</b>	<b>Louise Rusan General Manager Community and Customer Services</b>
<b>Responsible Officer:</b>	<b>Peter Kelley Chief Executive Officer Redlands Investment Corporation</b>
<b>Report Author:</b>	<b>Anca Butcher Redland Investment Corporation</b>

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**EXECUTIVE SUMMARY**

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

**OFFICER'S RECOMMENDATION**

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

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

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

**15.3 INFRASTRUCTURE & OPERATIONS****15.3.1 DELEGATED AUTHORITY – COLLECTION, TRANSPORT AND PROCESSING OF GREEN WASTE AND TIMBER FROM REDLAND CITY COUNCIL WASTE TRANSFER STATIONS**

<b>Objective Reference:</b>	<b>A2599614</b> <b>Reports and Attachments (Archives)</b>
<b>Authorising Officer:</b>	<b>Peter Best</b> <b>General Manager Infrastructure &amp; Operations</b>
<b>Responsible Officer:</b>	<b>Kevin McGuire</b> <b>Group Manager Water &amp; Waste Operations</b>
<b>Report Author:</b>	<b>Claire Black</b> <b>Senior Contracts Advisor</b>

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**EXECUTIVE SUMMARY**

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

**OFFICER'S RECOMMENDATION**

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

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

*(e) contracts proposed to be made by it*

**16 MEETING CLOSURE**