

Redland
CITY COUNCIL

AGENDA

GENERAL MEETING

Wednesday, 16 April 2025
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 extends that respect to other indigenous Australians who are present.

2 RECORD OF ATTENDANCE AND LEAVE OF ABSENCE

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

3 DEVOTIONAL SEGMENT

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

4 RECOGNITION OF ACHIEVEMENT

Mayor to present any recognition of achievement items.

5 RECEIPT AND CONFIRMATION OF MINUTES

General Meeting - 19 March 2025

6 DECLARATION OF PRESCRIBED CONFLICT OF INTERESTS AND DECLARABLE CONFLICT OF INTERESTS

Councillors are reminded of their responsibilities in relation to a Councillor's Prescribed Conflict of Interest and Declarable Conflict of Interest at a meeting. For full details see Chapter 5B of the *Local Government Act 2009*.

In summary:

Obligation of Councillor with Prescribed Conflict of Interest

Section 150EL of the *Local Government Act 2009* requires Councillors to declare a Prescribed Conflict of Interest in a matter as soon as they become aware of their interest in the matter, either:

- (1) *at a local government meeting, or*
- (2) *as soon as practicable, by giving the Chief Executive Officer written notice of the prescribed conflict of interest.*
- (3) The declaration must include the following particulars:
 - (a) *For a gift, loan or contract – the value of the gift, loan or contract;*
 - (b) *For an application for which a submission has been made – the matters the subject of the application and submission;*
 - (c) *The name of any entity, other than the Councillor, that has an interest in the matter;*
 - (d) *The nature of the Councillor's relationship with the entity mentioned in (c) above;*
 - (e) *Details of the Councillor's, and any other entity's, interest in the matter.*

Dealing with Prescribed Conflict of Interest at a Meeting

Pursuant to Section 150EM of the *Local Government Act 2009*, if a Councillor declares a Prescribed Conflict of Interest in a matter, ***the Councillor must leave the place at which the meeting is being held, including any area set aside for the public, and stay away from the place while the matter is discussed and voted on.***

Obligation of Councillor with Declarable Conflict of Interest

Section 150EQ of the *Local Government Act 2009* requires Councillors to declare a Declarable Conflict of Interest in a matter as soon as they become aware of their interest in the matter, either:

- (1) *at a local government meeting, or*
- (2) *as soon as practicable, by giving the Chief Executive Officer written notice of the declarable conflict of interest.*
- (3) The declaration must include the following particulars:
 - (a) *The nature of the declarable conflict of interest;*
 - (b) *If the declarable conflict of interest arises because of the councillor's relationship with a related party:*
 - (i) *The name of the related party; and*
 - (ii) *The nature of the relationship of the related party to the Councillor; and*
 - (iii) *The nature of the related party's interests in the matter;*

(c) *If the Councillor's or related party's personal interests arise because of the receipt of a gift or loan from another person:*

- (i) The name of the other person; and*
- (ii) The nature of the relationship of the other person to the Councillor or related party; and*
- (iii) The nature of the other person's interests in the matter; and*
- (iv) The value of the gift or loan, and the date the gift was given or loan was made.*

Procedure if Councillor has Declarable Conflict of Interest

Pursuant to Section 150ES of the *Local Government Act 2009*, eligible Councillors at the meeting must, by resolution, decide whether the Councillor who has declared the interest:

May participate in a decision about the matter at the meeting, including by voting on the matter;
or

Must leave the place at which the meeting is being held, including any area set aside for the public, and stay away from the place while the eligible Councillors discuss and vote on the matter.

Duty to report another Councillor's Prescribed Conflict of Interest or Declarable Conflict of Interest

Pursuant to section 150EW of the *Local Government Act 2009*, a Councillor who reasonably believes or reasonably suspects another Councillor has a Prescribed Conflict of Interest or a Declarable Conflict of Interest in a matter must:

Immediately inform the person who is presiding at the meeting about the belief or suspicion; or

As soon as practicable, inform the Chief Executive Officer of the belief or suspicion.

The Councillor must also inform the person presiding, or the Chief Executive Officer, of the facts and circumstances forming the basis of the belief or suspicion.

Record of Prescribed and Declarable Conflicts of Interest

Where a Councillor informs the meeting of a Prescribed or Declarable Conflict of Interest, section 150FA of the *Local Government Act 2009* requires the following information to be recorded in the minutes of the meeting:

The name of the Councillor who may have a prescribed or declarable conflict of interest in the matter;

The particulars of the prescribed or declarable conflict of interest;

If another Councillor informs the meeting of a belief or suspicion, about another Councillor's Conflict of Interest:

- (a) The action the Councillor takes;
- (b) Any decision by eligible Councillors; and
- (c) The name of each eligible Councillor who voted in relation to whether the Councillor has a declarable conflict of Interest, and how each eligible Councillor voted.

Whether the Councillor participated in deciding the matter, or was present for deciding the matter;

For a matter to which the Prescribed or Declarable Conflict of Interest relates:

- (a) The name of the Councillor who has declared the conflict of interest;*
- (b) The nature of the personal interest, as described by the Councillor;*

- (c) The decision made;*
- (d) Whether the Councillor participated in the meeting under an approval by the Minister;*
- (e) If the Councillor voted on the matter, how they voted; and*
- (f) How the majority of Councillors voted on the matter.*

If the Councillor has a Declarable Conflict of Interest, in addition to the information above, the following information must be recorded in the minutes:

- (a) The decision and reasons for the decision as to whether the Councillor with the Declarable Conflict of Interest may participate in the decision, or must not participate in the decision; and
- (b) The name of each eligible Councillor who voted on the decision, and how the eligible Councillor voted.

7 MATTERS OUTSTANDING FROM PREVIOUS COUNCIL MEETINGS

7.1 INDOOR SPORTS FACILITIES PLANNING

At the General Meeting 18 September 2023 (Item 16.1 refers), Council resolved as follows:

1. *To endorse officers to investigate opportunities for a new indoor sports facility to be established in Redlands Coast as a legacy outcome in the lead up to the Brisbane 2032 Olympic and Paralympic Games.*
2. *To endorse the development of an Indoor Sports Facility Action Plan for the Redlands Coast identifying priority locations, funding requirements and opportunities for refurbishing existing facilities to obtain a minimum of six indoor courts.*
3. *To endorse the development of a feasibility study on the priority site(s) identified by the indoor sports court action plan.*
4. *To bring a report to Council on the outcomes of Brisbane 2032 Olympic and Paralympic Games indoor sports facility investigation and the Indoor Sports Facility Action Plan.*

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

7.2 DRAFT BIRKDALE COMMUNITY PRECINCT LOCAL GOVERNMENT INFRASTRUCTURE DESIGNATION CONSULTATION REPORT

At the General Meeting 13 September 2023 (Item 14.1 refers), Council resolved as follows:

- 1. To endorse the Birkdale Community Precinct Local Government Infrastructure Designation Consultation Summary Report, including responses to submissions.*
- 2. To note that officers will continue to progress amendments to the Birkdale Community Precinct Local Government Infrastructure Designation based on the Consultation Report, and that a report seeking Council endorsement to make the designation will be brought to a future meeting of Council.*
- 3. To thank the community for its participation in the consultation.*

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

7.3 PETITION - CR SHANE RENDALLS - REQUEST FOR COUNCIL TO REVERSE THE FULL COST RECOVERY POLICY FOR MORETON BAY MARINE FACILITIES

At the General Meeting 20 November 2024 (Item 10.2 refers), Council resolved as follows:

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

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

7.4 COUNCILLOR REPRESENTATIVE PORTFOLIO STRUCTURE

At the General Meeting 19 February 2025 (Item 18.1 refers), Council resolved as follows:

To request that a report be tabled at the General Meeting on 19 March 2025, finalising the Councillor Representative Portfolio Structure and the supporting Policy and Guideline.

A report addressing this matter is listed as Item 13.2 of the agenda.

7.5 SERVICE REVIEW AND RESTRUCTURE

At the General Meeting 19 March 2025 (Item 8.2 refers), Council resolved as follows:

That Council resolves to:

- 1. Establish an advisory group, including the Mayor and Chief Executive Officer, to guide the review process with regular report back to Council.*
- 2. Ensure the review is evidence based and draws on best practice models of local administration, including innovative delivery models drawing on the latest knowledge and technology.*
- 3. The Terms of Reference will come back to Councillors.*
- 4. With the intent to commission a comprehensive external review of all Redland City Council services (both internal and external), organisational structure and delivery models to ensure that Council is appropriately resourced to deliver what the community needs in the most efficient way possible.*

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

7.6 TROPICAL CYCLONE ALFRED EVENT

At the General Meeting 19 March 2025 (Item 13.1 refers), Council resolved as follows:

That Council resolves as follows:

- 1. To note Council's preparedness and response to the Tropical Cyclone Alfred event.*
- 2. To endorse continued advocacy to the Federal and State governments for ongoing support during the recovery phase.*
- 3. To note Council will publicly thank partner agencies, Council staff and volunteers for providing support to the Redlands Coast community before, during and after the Tropical Cyclone Alfred event.*
- 4. To bring a report for consideration to the April 2025 General Meeting relating to Council's recovery approach to the Tropical Cyclone Alfred event.*

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

8 MAYORAL MINUTE

In accordance with s.6.9 of 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.

9 PUBLIC PARTICIPATION

In accordance with s.6.10 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.

10 PETITIONS AND PRESENTATIONS**10.1 PETITION - CR PETER MITCHELL - ADOPTION OF NET-ZERO EMISSIONS**

In accordance with s.6.11 of Council Meeting Standing Orders, Cr Peter Mitchell will present the petition and motion as follows:

That the petition is of an operational nature and be received and referred to the Chief Executive Officer for consideration.

10.2 PETITION - CR LANCE HEWLETT - REQUEST FOR CREATION OF A SUITABLE WATER DRAIN BETWEEN THE DAM IN SANDY DRIVE BUSHLAND RESERVE TO THE SOUTHERN BOUNDARY OF RENAISSANCE RETIREMENT VILLAGE

In accordance with s.6.11 of Council Meeting Standing Orders, Cr Hewlett will present the petition and motion as follows:

That the petition is of an operational nature and be received and referred to the Chief Executive Officer for consideration.

11 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.

12 REPORTS FROM THE OFFICE OF THE CEO

Nil.

13 REPORTS FROM ORGANISATIONAL SERVICES

13.1 MARCH 2025 MONTHLY FINANCIAL REPORT

Objective Reference: A11940343

Authorising Officer: Sandra Bridgeman, Executive Group Manager Financial Services & Chief Financial Officer

Responsible Officer: Peter Paterson, Financial Controller

Report Author: Udaya Panambala Arachchilage, Corporate Financial Reporting Manager

Attachments: 1. March 2025 Monthly Financial Report [↓](#)

PURPOSE

To note the year-to-date financial results as at 31 March 2025.

BACKGROUND

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

ISSUES

There are no issues to report. The purpose of the attached report is to provide financial information to Council based upon actual versus budgeted financial activity.

STRATEGIC IMPLICATIONS

Council has either achieved or favourably exceeded the following key financial sustainability ratios as at the end of March 2025.

- Operating Surplus Ratio
- Operating Cash Ratio
- Unrestricted Cash Expense Cover Ratio
- Asset Consumption Ratio
- Leverage Ratio
- Net Financial Liabilities Ratio

The Asset Sustainability Ratio did not meet the target at the end of March 2025 and continues to be a stretch target for Council with renewal spends of \$23.56M and depreciation expense of \$56.02M 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 lives. Capital spend on non-renewal projects increases the asset base and therefore increases depreciation expense, resulting in a lower asset sustainability ratio.

The Council-Controlled Revenue, Population Growth, and Asset Renewal Funding Ratios are reported for contextual purposes only. Population Growth and Asset Renewal Funding Ratios will not materially change from month to month.

Legislative Requirements

The March 2025 financial report is presented in accordance with the legislative requirement of section 204(2) of the *Local Government Regulation 2012*, requiring the Chief Executive Officer to present the financial report to a monthly Council meeting.

Risk Management

The March 2025 financial report has 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 March 2025.

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.

Human Rights

There are no human rights implications from this report 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 Council's *Our Future Redlands – A Corporate Plan to 2026 and Beyond*:

Efficient and effective organisation objectives

- 7.1 Improve the efficiency and effectiveness of Council's service delivery to decrease costs, and enhance customer experience and community outcomes.
- 7.4 Demonstrate good governance through transparent, accountable processes and sustainable practices and asset management.

CONSULTATION

Consulted	Date	Comment
Council departmental officers	Year to date 31 March 2025	Consulted on financial results and outcomes.
Financial Services Group officers	Year to date 31 March 2025	Consulted on financial results and outcomes.
Executive Leadership Team and Senior Leadership Team	Year to date 31 March 2025	Recipients of variance analysis between actual and budget. Consulted as required.

OPTIONS**Option One**

That Council resolves to note the financial position, results and ratios for March 2025 as presented in the attached Monthly Financial Report.

Option Two

That Council resolves to request additional information.

OFFICER'S RECOMMENDATION

That Council resolves to note the financial position, results and ratios for March 2025 as presented in the attached Monthly Financial Report.



Monthly Financial Report

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Monthly Financial Report

1. EXECUTIVE SUMMARY

This monthly report illustrates the financial performance and position of Redland City Council compared to its adopted budget at an organisational level for the period ended 31 March 2025. The year to date annual revised budget referred to in this report incorporates the changes from the budget review adopted by Council on 18 December 2024.

Key Financial Highlights and Overview

Key Financial Results (\$000)	Annual Revised Budget	YTD Budget	YTD Actual	YTD Variance	YTD Variance %	Status Favourable ✓ Unfavourable ✗
Operating Surplus / (Deficit)	2,684	4,754	6,053	1,299	27%	✓
Recurrent Revenue	386,699	291,434	290,078	(1,356)	0%	✗
Recurrent Expenditure	384,015	286,680	284,025	(2,655)	-1%	✓
Capital Works Expenditure	140,083	96,537	61,962	(34,575)	-36%	✓
Closing Cash & Cash Equivalents	181,048	191,365	209,938	18,573	10%	✓
Short-Term Investment	50,000	50,000	50,000	-	0%	✓

Council reported a year to date operating surplus of \$6.05M which is favourable to budget by \$1.30M. This is mainly due to lower than budgeted materials and services expenses, partially offset by lower than budgeted levies and utility charges, higher than budgeted employee expenses, and higher than budgeted depreciation expense. Variances to budget are closely monitored and will be addressed within the appropriate budget review as required.

Council's capital works expenditure is behind budget by \$34.58M due to timing of works for a number of infrastructure projects, as well as impact to capital delivery from higher than expected wet weather days this financial year, including the recent impacts of Tropical Cyclone Alfred.

Council's cash balance is ahead of budget at 31 March mainly due to timing of cash flows, with lower than budgeted payments for property, plant and equipment, and timing of receipt of capital and operating grants and contributions, and higher than budgeted interest income. This is partially offset by lower than budgeted receipts from customers, higher than budgeted payments to suppliers. Constrained cash reserves represent 58% of the cash balance.

2. KEY PERFORMANCE INDICATORS

During 2024, a new Financial Management (Sustainability) Guideline (the Guideline) was developed by the Department of Housing, Local Government, Planning and Public Works following consultation with local governments and other stakeholders which supersedes the Financial Management (Sustainability) Guideline 2013. The Guideline applies to all Queensland local governments for calculating the relevant financial sustainability measures detailed in the *Local Government Regulation 2012* and are presented below.

Type	Financial Sustainability Measures	Target	Annual Revised Budget	YTD Actual	Status Achieved ✓ Not achieved ✗
Financial Capacity	Council-Controlled Revenue*	Contextual - No target specified	90.15%	90.81%	N/A
	Population Growth Ratio*	Contextual - No target specified	1.88%	1.88%	N/A
Operating Performance	Operating Surplus Ratio	Greater than 0%	0.70%	2.06%	✓
	Operating Cash Ratio	Greater than 0%	21.03%	22.61%	✓
Liquidity	Unrestricted Cash Expense Cover Ratio	Greater than 2 months	8.95	10.27	✓
Asset Management	Asset Sustainability Ratio	Greater than 60%	92.87%	42.06%	✗
	Asset Consumption Ratio	Greater than 60%	67.40%	61.19%	✓
	Asset Renewal Funding Ratio*	Contextual - No target specified	100.00%	100.00%	N/A
Debt Servicing Capacity	Leverage Ratio	0 - 4 times	1.10	0.93	✓
Level of Debt	Net Financial Liabilities Ratio**	Less than 60% (on average over the long-term)	-21.41%	-43.10%	✓

* The Council-Controlled Revenue, Population Growth, and Asset Renewal Funding Ratio measures are reported for contextual purposes only. Population Growth and Asset Renewal Funding Ratios will not materially change from month to month.

** The Net Financial Liabilities Ratio is negative as current assets are greater than total liabilities. This measure is presented in addition to the nine financial sustainability measures required to provide more information to the community.

Monthly Financial Report

3. STATEMENT OF COMPREHENSIVE INCOME

STATEMENT OF COMPREHENSIVE INCOME					
For the period ending 31 March 2025					
	Annual	Annual	YTD	YTD	YTD
	Original Budget \$000	Revised Budget \$000	Budget \$000	Actual \$000	Variance \$000
Recurrent revenue					
Rates charges	132,519	132,519	99,548	99,782	234
Levies and utility charges	202,583	202,583	154,473	152,661	(1,812)
Less: Pensioner remissions and rebates	(3,896)	(3,896)	(2,934)	(2,913)	21
Fees	20,936	22,442	17,861	17,700	(161)
Rental income	1,128	1,239	905	904	(1)
Interest received	13,583	13,583	10,144	10,368	224
Sales revenue	4,990	4,990	3,746	3,690	(56)
Other income	935	935	711	1,157	446
Grants, subsidies and contributions	9,534	12,305	6,980	6,729	(251)
Total recurrent revenue	382,312	386,699	291,434	290,078	(1,356)
Recurrent expenses					
Employee benefits	117,020	117,084	88,461	89,845	1,384
Materials and services	185,222	186,266	137,512	133,044	(4,468)
Finance costs	3,995	3,995	2,577	2,509	(68)
Depreciation and amortisation	78,067	78,067	58,550	59,235	685
Other expenditure	620	(249)	442	528	86
Net internal costs	(1,148)	(1,148)	(862)	(1,136)	(274)
Total recurrent expenses	383,777	384,015	286,680	284,025	(2,655)
OPERATING SURPLUS / (DEFICIT)	(1,465)	2,684	4,754	6,053	1,299
Capital revenue					
Grants, subsidies and contributions	20,232	28,409	12,263	10,259	(2,004)
Non-cash contributions	121,013	121,013	-	6	6
Total capital revenue	141,244	149,421	12,263	10,265	(1,998)
Capital expenses					
(Gain) / loss on disposal of non-current assets	9,603	9,603	7,202	33	(7,169)
Total capital expenses	9,603	9,603	7,202	33	(7,169)
TOTAL INCOME	523,556	536,121	303,697	300,343	(3,354)
TOTAL EXPENSES	393,380	393,618	293,882	284,058	(9,824)
NET RESULT	130,177	142,503	9,815	16,285	6,470
Other comprehensive income / (loss)					
Items that will not be reclassified to a net result					
Revaluation of property, plant and equipment	-	-	-	-	-
TOTAL COMPREHENSIVE INCOME	130,177	142,503	9,815	16,285	6,470

Monthly Financial Report

3. STATEMENT OF COMPREHENSIVE INCOME - CONTINUED

LEVIES AND UTILITY CHARGES ANALYSIS
For the period ending 31 March 2025

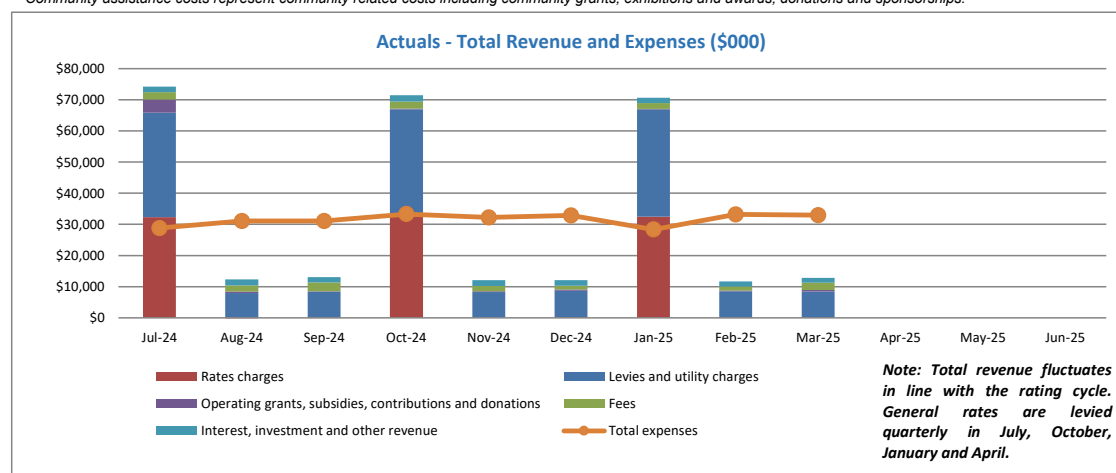
	Annual Original Budget \$000	Annual Revised Budget \$000	YTD Budget \$000	YTD Actual \$000	YTD Variance \$000
Levies and utility charges					
Refuse collection rate charge	38,288	38,288	28,670	29,096	426
SES separate charge	479	479	359	361	2
Environment & Coastal Management Separate Charge	14,970	14,970	11,227	11,256	29
Separate charge landfill remediation	3,096	3,096	2,320	2,329	9
Wastewater charges	60,831	60,831	45,706	46,205	499
Water access charges	24,845	24,845	18,619	18,718	99
Water consumption charges	60,074	60,074	47,572	44,696	(2,876)
Total levies and utility charges	202,583	202,583	154,473	152,661	(1,812)

MATERIALS AND SERVICES ANALYSIS
For the period ending 31 March 2025

	Annual Original Budget \$000	Annual Revised Budget \$000	YTD Budget \$000	YTD Actual \$000	YTD Variance \$000
Materials and services					
Contractors	54,322	55,877	38,736	36,350	(2,386)
Consultants	6,593	7,318	5,460	3,754	(1,706)
Other Council outsourcing costs*	32,430	31,000	22,388	20,039	(2,349)
Purchase of materials	64,458	65,046	50,655	47,453	(3,202)
Office administration costs	5,028	3,005	2,541	6,748	4,207
Electricity charges	5,550	6,547	4,731	4,822	91
Plant operations	4,111	4,111	3,115	3,487	372
Information technology resources	7,964	7,966	5,982	6,567	585
General insurance	2,158	2,804	2,135	2,181	46
Community assistance**	1,863	1,843	1,209	1,190	(19)
Other material and service expenses	746	749	560	453	(107)
Total materials and services	185,222	186,266	137,512	133,044	(4,468)

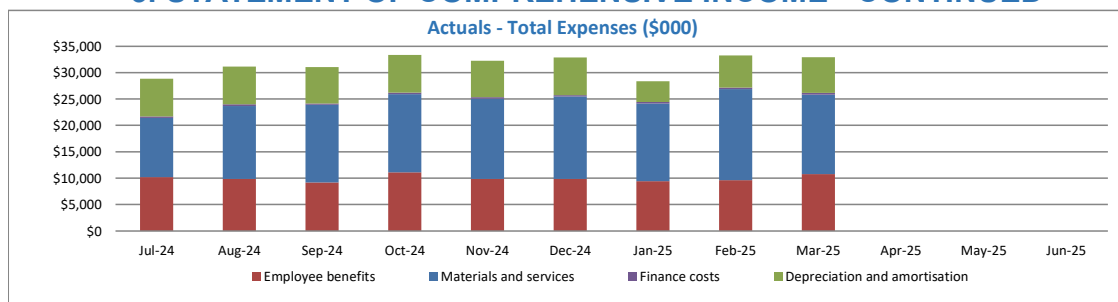
* Other Council outsourcing costs are various outsourced costs including refuse collection and disposal, waste disposal, legal services, traffic control, external training, valuation fees, etc.

** Community assistance costs represent community related costs including community grants, exhibitions and awards, donations and sponsorships.

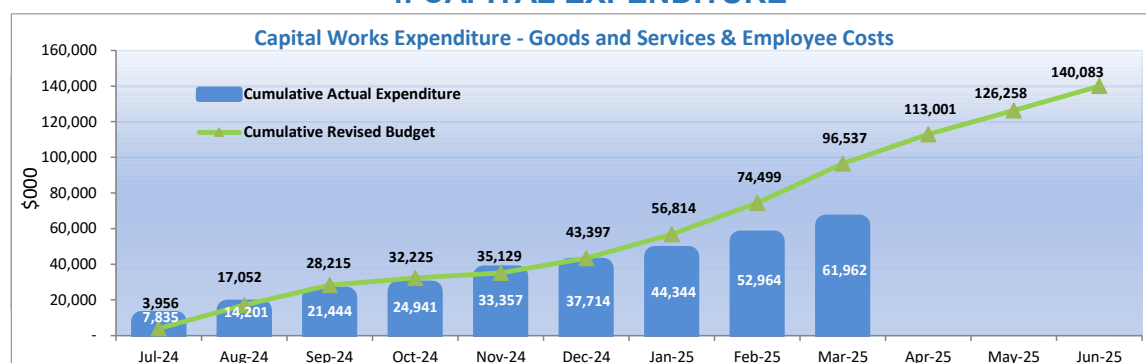


Monthly Financial Report

3. STATEMENT OF COMPREHENSIVE INCOME - CONTINUED



4. CAPITAL EXPENDITURE



	Annual Revised Budget \$'000	YTD Budget \$'000	YTD Actual \$'000	YTD Variance \$'000
Capitalised goods and services*	130,796	90,744	55,879	(34,865)
Capitalised employee costs	9,287	5,793	6,083	290
Total	140,083	96,537	61,962	(34,575)

* Excludes capital prepayments.

Notable Programs and Projects

The table below lists Council's capital expenditure on major programs and projects.

Capital Investment		YTD Actual \$'000
Wellington St / Panorama Dr upgrade	Road widening / lane duplication of Wellington St / Panorama Dr.	8,232
Kinross Road sewerage trunk	New sewage pump station (Lorikeet Dr) and trunk sewer main to Cleveland WWTP.	4,405
Property acquisition	Acquisition of property on Bloomfield Street, Cleveland.	4,285
Weinam Creek development	Continuation of works at Weinam Creek Priority Development Area.	4,173
Fleet replacement	Current fleet replacement program.	3,098

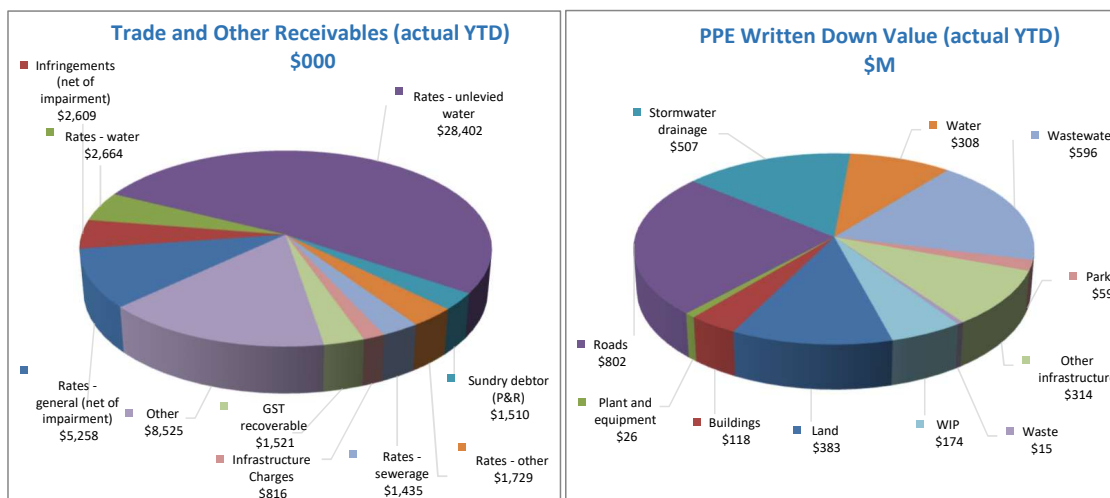
Monthly Financial Report

5. STATEMENT OF FINANCIAL POSITION

STATEMENT OF FINANCIAL POSITION As at 31 March 2025				
	Annual	Annual	YTD	YTD
	Original Budget \$000	Revised Budget \$000	Budget \$000	Actual \$000
CURRENT ASSETS				
Cash and cash equivalents	190,355	181,048	191,365	209,938
Short-term investment - CBA	50,000	50,000	50,000	50,000
Trade and other receivables	52,508	50,791	43,603	54,469
Inventories	1,123	1,042	1,042	1,104
Other current assets	3,052	5,838	5,838	4,168
Total current assets	297,038	288,720	291,848	319,679
NON-CURRENT ASSETS				
Investment property	1,403	1,474	1,474	1,474
Property, plant and equipment	3,266,103	3,472,720	3,330,155	3,302,137
Intangible assets	294	304	390	399
Right-of-use assets	2,469	2,523	2,759	2,772
Other financial assets	73	73	73	73
Investment in other entities	11,357	11,769	11,769	11,769
Equity investment	-	2,831	2,831	2,831
Total non-current assets	3,281,699	3,491,694	3,349,451	3,321,455
TOTAL ASSETS	3,578,737	3,780,413	3,641,299	3,641,134
CURRENT LIABILITIES				
Trade and other payables	38,992	56,810	68,896	50,972
Borrowings - current	5,252	6,391	6,391	6,391
Lease liability - current	781	537	901	900
Provisions - current	10,540	13,742	14,894	16,499
Other current liabilities	6,080	4,250	8,191	16,686
Total current liabilities	61,645	81,730	99,273	91,448
NON-CURRENT LIABILITIES				
Borrowings - non-current	85,169	84,052	55,412	55,385
Lease liability - non-current	2,112	2,508	2,659	2,249
Provisions - non-current	22,036	32,603	32,103	34,057
Other non-current liabilities	4,368	5,026	10,046	9,717
Total non-current liabilities	113,685	124,189	100,220	101,408
TOTAL LIABILITIES	175,331	205,918	199,493	192,856
NET COMMUNITY ASSETS	3,403,407	3,574,495	3,441,806	3,448,278
COMMUNITY EQUITY				
Asset revaluation surplus	1,441,319	1,612,203	1,612,203	1,612,203
Retained surplus	1,871,903	1,850,722	1,718,976	1,713,916
Constrained cash reserves	90,184	111,570	110,627	122,159
TOTAL COMMUNITY EQUITY	3,403,407	3,574,495	3,441,806	3,448,278

Monthly Financial Report

5. STATEMENT OF FINANCIAL POSITION - CONTINUED



RIGHT-OF-USE ASSETS As at 31 March 2025

	Annual Original Budget \$000	Annual Revised Budget \$000	YTD Budget \$000	YTD Actual Balance \$000
Right-of-use asset				
Buildings	382	407	538	551
Land	1,884	1,913	2,008	2,008
Plant and equipment	203	203	213	213
Closing balance	2,469	2,523	2,759	2,772

PROPERTY, PLANT AND EQUIPMENT (PPE) MOVEMENT* For the period ending 31 March 2025

	Annual Original Budget \$000	Annual Revised Budget \$000	YTD Budget \$000	YTD Actual Balance \$000
PPE movement				
Opening balance (includes WIP from previous years)	3,114,783	3,299,599	3,299,599	3,299,599
Acquisitions and WIP in year movement	239,295	261,095	96,537	61,968
Depreciation in year	(76,779)	(76,779)	(57,584)	(58,291)
Disposals	(11,196)	(11,195)	(8,397)	(1,139)
Closing balance	3,266,103	3,472,720	3,330,155	3,302,137

* This table includes movement relating to property, plant and equipment only and is exclusive of intangible assets.

Monthly Financial Report

6. STATEMENT OF CASH FLOWS

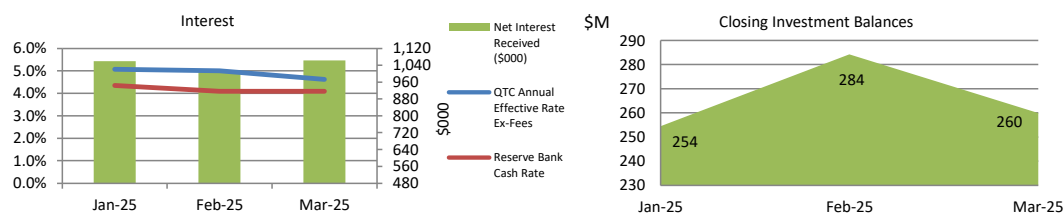
STATEMENT OF CASH FLOWS For the period ending 31 March 2025				
	Annual Original Budget \$000	Annual Revised Budget \$000	YTD Budget \$000	YTD Actual \$000
CASH FLOWS FROM OPERATING ACTIVITIES				
Receipts from customers	344,411	345,917	274,535	262,563
Payments to suppliers and employees	(317,872)	(317,879)	(226,671)	(236,136)
	26,539	28,038	47,864	26,427
Interest received	13,583	13,583	10,144	11,122
Rental income	1,128	1,239	905	904
Non-capital grants and contributions	9,658	12,757	7,347	7,779
Borrowing costs	(1,823)	(1,823)	(1,823)	(1,815)
Right-of-use assets interest expense	(316)	(316)	(237)	(236)
Net cash inflow / (outflow) from operating activities	48,769	53,478	64,200	44,181
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for property, plant and equipment	(118,283)	(140,083)	(96,537)	(61,962)
Proceeds from sale of property, plant and equipment	1,593	1,593	1,195	1,105
Capital grants, subsidies and contributions	20,232	28,409	12,263	16,791
Net cash inflow / (outflow) from investing activities	(96,459)	(110,082)	(83,079)	(44,066)
CASH FLOWS FROM FINANCING ACTIVITIES				
Proceeds of borrowings	27,922	27,922	-	-
Repayment of borrowings	(5,044)	(5,044)	(4,681)	(4,692)
Right-of-use lease payment	(607)	(607)	(455)	(865)
Net cash inflow / (outflow) from financing activities	22,271	22,271	(5,136)	(5,557)
Net increase / (decrease) in cash held	(25,419)	(34,332)	(24,015)	(5,442)
Cash and cash equivalents at the beginning of the year	215,774	215,380	215,380	215,380
Cash and cash equivalents at the end of the financial year / period	190,355	181,048	191,365	209,938
<div> <div> Cash Inflow (actual YTD) </div> <div> Cash Outflow (actual YTD) </div> </div>				
Total Cash Funding (Actual YTD)	300,264			
Total Cash Funding (Annual Revised Budget)	431,420			
% of Budget Achieved YTD	70%			
Total Cash Expenditure (Actual YTD)		305,706		
Total Cash Expenditure (Annual Revised Budget)		465,752		
% of Budget Achieved YTD		66%		

Monthly Financial Report

7. INVESTMENT & BORROWINGS REPORT

For the period ending 31 March 2025

INVESTMENT RETURNS



Total Investment at End of Month was \$259.94M

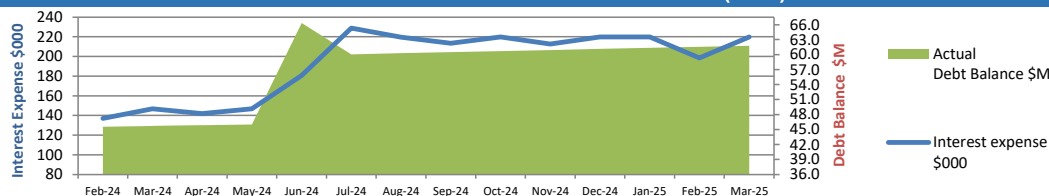
Council investments are currently held predominantly in the Capital Guaranteed Cash Fund, which is a fund operated by the Queensland Treasury Corporation (QTC).

The movement in interest earned is indicative of both the interest rate and the surplus cash balances held with QTC, the latter of which is affected by business cash flow requirements on a monthly basis as well as the rating cycle. The interest income increased from February to March mainly due to higher average investment balance.

Note: the Reserve Bank reduced the cash rate down to 4.10% during February 2025.

Council adopted its Investment Policy (FIN-001-P) in June 2024 for the 2024-2025 financial year

BORROWINGS AND BORROWING COSTS (QTC)



The debt balance increased in June 2024 due to new borrowings of \$20.16M as part of Council's Capital Works Plan.

In July 2024 the debt balance showed a decrease due to the \$6.51M Annual Debt Service Payment (ADSP), being \$4.69M principal and \$1.82M interest. Interest will accrue monthly on a daily balance until next ADSP in July 2025 which is reflected in the increasing debt balance.

Total Borrowings at End of Month were \$61.78M

Council adopted its Debt Policy (FIN-009-P) in June 2024 for the 2024-2025 financial year

BORROWINGS

For the period ending 31 March 2025

	Annual Original Budget \$'000	Annual Revised Budget \$'000	YTD Budget \$'000	YTD Actual Balance \$'000
Borrowings				
Opening balance	(66,308)	(66,330)	(66,330)	(66,330)
Accrued interest on borrowings	(2,696)	(2,696)	(1,978)	(1,953)
Interest paid on borrowings	1,824	1,824	1,824	1,815
Principal repaid	4,681	4,681	4,681	4,692
Loan drawdown	(27,922)	(27,922)	-	-
Closing balance	(90,421)	(90,443)	(61,803)	(61,776)

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8. CONSTRAINED CASH RESERVES

Reserves as at 31 March 2025	Purpose of reserve	Opening Balance \$000	To Reserve \$000	From Reserve \$000	Closing Balance \$000
Special Projects Reserve:					
Aquatic Paradise Revetment Wall Reserve	To fund Aquatic Paradise revetment wall works program	131	99	(15)	215
Weinam Creek Reserve	Maintenance and improvements associated with Weinam Creek projects	1,820	432	(1,002)	1,250
Waste Levy Reserve	To fund Waste Levy Program	57	4,206	(4,263)	-
Raby Bay Revetment Wall Reserve	To fund Raby Bay revetment wall works program	2,556	2,513	(1,359)	3,710
		4,564	7,250	(6,639)	5,175
Constrained Works Reserve:					
Public Parks Trunk Infrastructure Reserve	Capital projects for public parks trunk infrastructure	6,987	2,428	(904)	8,511
Marine Trunk Infrastructure Reserve	Provision of marine facilities south of Redland Bay	183	-	-	183
Land for Community Facilities Trunk Infrastructure Reserve	Land for community facilities trunk infrastructure	5,507	86	-	5,593
Water Supply Trunk Infrastructure Reserve	Upgrade, expansion or new projects for water supply trunk infrastructure	16,202	92	-	16,294
Sewerage Trunk Infrastructure Reserve	Upgrade, expansion or new projects for sewerage trunk infrastructure	16,269	2,158	(3,666)	14,761
Local Roads Trunk Infrastructure Reserve	Capital projects for local roads trunk infrastructure	36,271	3,456	(3,253)	36,474
Cycleways Trunk Infrastructure Reserve	Capital projects for cycleways trunk infrastructure	15,048	1,300	(35)	16,313
Stormwater Trunk Infrastructure Reserve	Capital projects for stormwater trunk infrastructure	11,739	348	-	12,087
Tree Planting Reserve	Acquisition and planting of trees on footpaths	428	57	(29)	456
Special Property Reserve	Acquisition of property in line with the strategic property framework	3,835	670	-	4,505
		112,469	10,595	(7,887)	115,177
Separate Charge Reserve:					
Environment & Coastal Management Separate Charge Reserve	Ongoing conservation and maintenance operations	-	11,265	(9,491)	1,774
SES Separate Charge Reserve	On-going costs of maintaining the Redland SES	105	361	(433)	33
		105	11,626	(9,924)	1,807
TOTALS		117,138	29,471	(24,450)	122,159
		Closing cash and cash equivalents		209,938	
		Reserves as percentage of cash balance		58%	

Monthly Financial Report

9. CITY WATER STATEMENTS

CITY WATER SUMMARY OPERATING STATEMENT					
For the period ending 31 March 2025					
	Annual Original Budget \$000	Annual Revised Budget \$000	YTD Budget \$000	YTD Actual \$000	YTD Variance \$000
Total revenue	155,256	155,270	119,004	116,596	(2,408)
Total expenses	89,785	89,915	69,394	64,694	(4,700)
Earnings before interest, tax and depreciation (EBITD)	65,471	65,355	49,610	51,902	2,292
External interest expense	648	648	474	469	(5)
Internal interest expense	19,061	19,061	14,295	14,295	-
Depreciation	30,585	30,585	22,939	23,195	256
Operating surplus / (deficit)	15,177	15,061	11,902	13,943	2,041
CITY WATER CAPITAL FUNDING STATEMENT					
For the period ending 31 March 2025					
	Annual Original Budget \$000	Annual Revised Budget \$000	YTD Budget \$000	YTD Actual \$000	YTD Variance \$000
Capital contributions, donations, grants and subsidies	3,196	3,196	2,397	2,252	(145)
Net transfer (to) / from constrained capital reserves	2,580	5,511	4,022	1,287	(2,735)
Non-cash contributions	110,434	110,434	-	-	-
New loans	7,195	7,195	-	-	-
Funding from utility revenue	8,423	11,177	9,372	7,424	(1,948)
Total sources of capital funding	131,827	137,512	15,791	10,963	(4,828)
Contributed assets	110,434	110,434	-	-	-
Capitalised expenditure	21,106	26,791	15,398	10,188	(5,210)
Loan redemption	287	287	393	775	382
Total application of capital funds	131,827	137,512	15,791	10,963	(4,828)

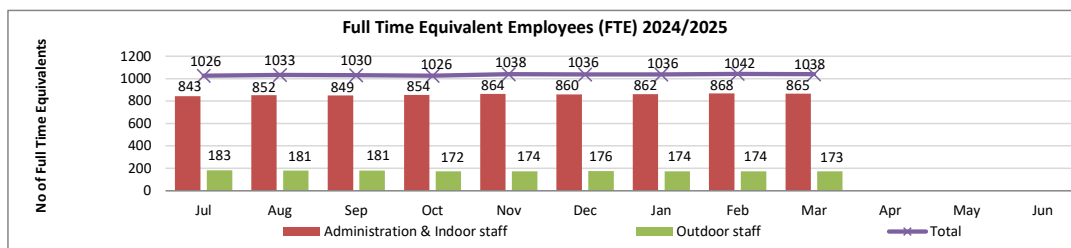
10. CITY WASTE STATEMENTS

CITY WASTE OPERATING STATEMENT					
For the period ending 31 March 2025					
	Annual Original Budget \$000	Annual Revised Budget \$000	YTD Budget \$000	YTD Actual \$000	YTD Variance \$000
Total revenue	41,369	41,608	30,987	31,380	393
Total expenses	32,200	32,439	24,020	25,753	1,733
Earnings before interest, tax and depreciation (EBITD)	9,169	9,169	6,967	5,627	(1,340)
External interest expense	5	5	4	4	-
Depreciation	486	486	364	344	(20)
Operating surplus / (deficit)	8,678	8,678	6,599	5,279	(1,320)
CITY WASTE CAPITAL FUNDING STATEMENT					
For the period ending 31 March 2025					
	Annual Original Budget \$000	Annual Revised Budget \$000	YTD Budget \$000	YTD Actual \$000	YTD Variance \$000
Funding from utility revenue	6,167	6,167	3,026	217	(2,809)
Total sources of capital funding	6,167	6,167	3,026	217	(2,809)
Capitalised expenditure	6,131	6,131	2,999	221	(2,778)
Loan redemption	36	36	27	(4)	(31)
Total application of capital funds	6,167	6,167	3,026	217	(2,809)

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11. APPENDIX: ADDITIONAL AND NON-FINANCIAL INFORMATION

Workforce Reporting



March 2025: Headcount		Employee Type			
Department Level	Casual	Full Time	Part Time	Total	
Office of CEO and People, Culture and Organisational Performance	3	50	11	64	
Organisational Services	3	207	29	239	
Community and Customer Services	68	305	65	438	
Infrastructure and Operations	5	354	21	380	
Advocacy, Major Projects and Economic Development	-	31	4	35	
Total	79	947	130	1,156	

Note: FTE employees includes all full time employees at a value of 1 and all other employees, at a value less than 1. During October 2024 there was a change to the methodology to calculate the number of FTE employees. The table above demonstrates the headcount by department. Following Ourspace, the table includes contract of service and temporary personnel. It includes casual staff in their non-substantive roles as at the end of the period where relevant.

Overdue Rates Debtors & Statistics

Comparison March 2025 to March 2024									
Days Overdue	Mar-25	% Overdue	Mar-24	% Overdue	\$ Variance	% Variance	Rates & Charges Statistics		
0 - 30	\$1,340	0.0%	\$600	0.0%	\$740	0.0%	Levied (Billed) Rates & Charges since 1 July 2024		
31 - 60	\$4,960,097	1.8%	\$3,948,458	1.5%	\$1,011,639	0.3%	Rate arrears b/fwd 1 July 2024		
61 - 90	\$0	0.0%	\$0	0.0%	\$0	0.0%	Total		
91 - 180	\$2,087,175	0.8%	\$1,929,768	0.7%	\$157,407	0.1%	Balance of overdue rates & charges		
>180	\$4,130,689	1.5%	\$3,999,713	1.6%	\$130,976	-0.1%	Percentage Overdue		
Total	\$11,179,301	4.1%	\$9,878,539	3.8%	\$1,300,762	0.3%			

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12. GLOSSARY

Key Terms

Written Down Value:

This is the value of an asset after accounting for depreciation or amortisation, and it is also called book value or net book value.

Work In Progress (WIP):

This represents an unfinished project that costs are still being added to. When a project is completed, the costs will be either capitalised (allocated to relevant asset class) or written off.

Current Replacement Cost:

The amount of money required to replace an existing asset with an equally valued or similar asset at the current market price.

Written Down Replacement Cost:

An asset's current replacement cost less accumulated depreciation.

Book Value of Debt:

The book value of Council's debt (QTC or other loans) as at the reporting date (i.e. 30 June).

Infrastructure Assets:

Those significant, long-life assets that provide ratepayers with access to social and economic facilities. Examples include water and sewerage treatment plants, roads, bridges, drainage, buildings, and other community assets (does not include right of use assets).

Definition of Ratios

Council Controlled Revenue Ratio:

This is an indicator of a Council's financial flexibility, ability to influence its operating income, and capacity to respond to unexpected financial shocks

$$\frac{\text{Net Rates, Levies and Charges add Fees and Charges}}{\text{Total Operating Revenue}}$$

Population Growth:

This is a key driver of a Council's operating income, service needs, and infrastructure requirements into the future

$$\frac{\text{Prior year estimated population}}{\text{Previous year estimated population}} - 1$$

Operating Surplus Ratio*:

This is an indicator of the extent to which revenues raised cover operational expenses only or are available for capital funding purposes

$$\frac{\text{Operating Result}}{\text{Total Operating Revenue}}$$

Operating Cash Ratio:

This measures the ability to cover core operational expenses and generate a cash surplus excluding depreciation, amortisation, and finance costs

$$\frac{\text{Operating Result add Depreciation and Amortisation add Finance Costs*}}{\text{Total Operating Revenue}}$$

Unrestricted Cash Expense Cover Ratio:

This is an indicator of the unconstrained liquidity available to meet ongoing and emergent financial demands. It represents the number of months Council can continue operating based on current monthly expenses

$$\frac{(\text{Total Cash and Cash Equivalents add Current Investments add Available Ongoing QTC Working Capital Facility Limit less Externally Restricted Cash})}{(\text{Total Operating Expenditure less Depreciation and Amortisation less Finance Costs*})} \times 12$$

Asset Sustainability Ratio:

This ratio indicates whether Council is renewing or replacing existing non-financial assets at the same rate that its overall stock of assets is wearing out

$$\frac{\text{Capital Expenditure on Replacement of Infrastructure Assets (Renewals)}}{\text{Depreciation Expenditure on Infrastructure Assets}}$$

Asset Consumption Ratio:

This measures the extent to which Council's infrastructure assets have been consumed to what it would cost to build a new asset with the same benefit to the community

$$\frac{\text{Written Down Replacement Cost of Depreciable Infrastructure Assets}}{\text{Current Replacement Cost of Depreciable Infrastructure Assets}}$$

Asset Renewal Funding Ratio:

This ratio measures the ability of a Council to fund its projected asset renewal/replacements in the future

$$\frac{\text{Total of Planned Capital Expenditure on Asset Renewals over 10 years}}{\text{Total of Required Capital Expenditure on Asset Renewals over 10 years}}$$

Leverage Ratio:

This is an indicator of a Council's ability to repay its existing debt. It measures the relative size of the Council's debt to its operating performance

$$\frac{\text{Book Value of Debt**}}{\text{Total Operating Revenue less Total Operating Expenditure add Depreciation and Amortisation and Finance Costs}}$$

Net Financial Liabilities:

This is an indicator of the extent to which the net financial liabilities of Council can be serviced by operating revenues

$$\frac{\text{Total Liabilities - Current Assets}}{\text{Total Operating Revenue}}$$

* Finance costs only include interest charged on Council's existing QTC debt balances and any other Council loans

** Book Value of Debt only includes the book value of the Council's debt (QTC or other loans) as at the reporting date

13.2 COUNCILLOR PORTFOLIOS

Objective Reference: A11893141

Authorising Officer: Amanda Pafumi, General Manager Organisational Services

Responsible Officer: Amanda Pafumi, General Manager Organisational Services

Report Author: Tony Beynon, Group Manager Corporate Governance

Attachments:

1. GOV-020-P Councillor Representative Portfolios Policy [↓](#)
2. GOV-020-001-G Councillor Representative Portfolios Priority Guideline [↓](#)

PURPOSE

To finalise a Councillor Portfolio Representative structure for Redland City Council including the supporting Policy and Guideline.

BACKGROUND

At the General Meeting held 19 February 2025, Cr Julie Talty submitted a Notice of Motion which the Council subsequently resolved as follows:

That Council resolves to request that a report be tabled at the General Meeting on 19 March 2025, finalising the Councillor Representative Portfolio Structure and the supporting Policy and Guideline.

ISSUES

The Notice of Motion made reference to a Councillor Workshop on 18 November 2024, where Councillors discussed the introduction of a portfolio structure and discussed various options. Discussions centred around how the portfolios would function and what the responsibilities would be.

Following the Council resolution of 19 February 2025, further research was undertaken into Queensland Councils which operate a Portfolio Structure to gain an understanding on the workings and operations of such structures.

The research found that many of the Councils with portfolios identified the key features to be:

- Specialised expertise is developed
- Enhanced accountability is experienced
- Improvement in governance and efficiency
- Improved community engagement

Governance Framework

GOV-020-P Councillor Portfolio Representative Policy (attachment 1) and GOV-020-001-G Councillor Portfolio Representative Priority Guideline (attachment 2) have been developed to assist Redland City Council in achieving these same key benefits.

The governance framework proposed for the establishment and operations of the Representative Portfolios requires that the appointment of Councillors to a Portfolio is by resolution of Council with a tenure of the Council term.

Portfolios will operate at the strategic level and not the day-to-day operations of Council.

Limitations

Portfolio Representatives hold no statutory responsibilities beyond those they hold in their normal role as a Councillor. They have no delegated authority for policy determination or operational decision making.

Role of the Mayor

The introduction of a Councillor Representative Portfolio Structure does not override the core functions of the Mayor. The Mayor remains Council's spokesperson in accordance with the ENG-002-001-G Media Relations and Speeches Guideline and is the lead on multiple committees, including the Local Disaster Management Group, other appointed committees and Council's representative in intergovernmental relations.

Role of a Portfolio Representative

Each Portfolio Representative will be required to familiarise themselves with the services and activities of their portfolio functions and keep informed on portfolio matters by meeting regularly with Executive Leadership team (ELT) or the relevant manager. They will lead the advancement of Council's key priorities and provide input and advice to employees on portfolio matters. In line with section 170(3) of the *Local Government Act 2009*, Portfolio Representatives cannot direct council employees.

Communication

Portfolio Representatives will act as an official spokesperson/representative on portfolio matters in accordance with ENG-002-001-G Media Relations and Speeches Guideline and be the key point of contact and engage with industry and the community. They will ensure consistent communication and messaging.

The Portfolio Representatives will be responsible for keeping the Mayor and other Councillors, including the relevant divisional Councillor, informed of matters impacting their portfolios, through the regular Mayor and Councillor meeting.

Portfolio Make Up

The Notice of Motion from the General Meeting held 19 February 2025 proposed the following Portfolios:

Portfolio	Portfolio Representative	Responsible Manager
Planning, Strategic Planning and City Plan	Cr Rowanne McKenzie Cr Shane Rendalls (Deputy)	GMCCS
Waste, Waste Transfer Stations, Capping and Remediation	Cr Tracey Huges	GMI&O
Centres, Centres Strategy, Economic Development and Olympics Legacy	Cr Peter Mitchell Cr Jason Colley (Deputy)	GMCCS GMAMPED
Audit and Finance, Tourism, Galleries and RPAC	Cr Wendy Boglary	GMOS GMCCS
Community Sport and Facilities (sports fields, halls and leasing)	Cr Jason Colley	GMCCS
Parks and Open Space, Environment, Environmental Management, Local Laws, Indigiscapes, RSPCA Wildlife, Community Programs & Events and Tracks & Trails	Cr Julie Talty	GMCCS
Pest Management, Mosquito Control and Fire Ant Management	Cr Paul Golle	GMCCS

Several Council functions are not included in the above proposal. Certain areas, such as Budget and the Corporate Plan, have been excluded noting they are addressed in workshops with the entire Council. There is an opportunity to incorporate additional areas into one of the existing groups or establish a new group. Additionally, Councillors who are not currently assigned a portfolio may be allocated one.

STRATEGIC IMPLICATIONS

Legislative Requirements

There is no statutory requirement for portfolios under the *Local Government Act 2009*.

Under section 150D of the *Local Government Act 2009*, the Minister for Local Government must make a Code of Conduct stating the standards of behaviour for Councillors in the performance of their responsibilities as Councillors.

The Standards of Behaviour contained in that Code of Conduct require that, at a minimum, *'Councillors have a responsibility to attend and participate meaningfully in all local government meetings, committee meetings, informal meetings, relevant workshops and training opportunities to assist them in fulfilling their roles other than when prior leave of absence is given'*.

Portfolio meetings would be considered to fall within the parameters of this standard of behaviour.

Risk Management

There are no risks associated with this report.

Financial

There is no direct financial impact to Council as a result of this report.

People

It is anticipated that there may be an increase in the workload of Portfolio Representatives and Councillor Executive Support Officers however the precise extent of this increase cannot be quantified at this time.

Environmental

There are no environmental implications from this report.

Social

The contents of this report are designed for internal evaluation and strategic alignment.

Human Rights

Consideration has been given to the *Human Rights Act 2019* (Qld) and there are no Human Rights implications from this report.

Alignment with Council's Policy and Plans

This report aligns with *Our Future Redlands – A Corporate Plan 2026 and Beyond*.

CONSULTATION

Consulted	Consultation Date	Comments/Actions
Councillors	18 November 2024	Workshop
Councillors	19 February 2025	Notice of Motion presented at General Meeting
Councillors	17 March 2025	Workshop
Councillors	1 April 2025	Workshop

OPTIONS**Option One**

That Council resolves as follows:

1. To implement the Councillor Portfolio Representative Structure as outlined in this report.
2. To appoint the nominated Portfolio Representative for the remainder of the Council Term.
3. To adopt GOV-020-P Councillor Portfolio Representative Policy and GOV-002-001-G Councillor Portfolio Representative Priority Guideline.

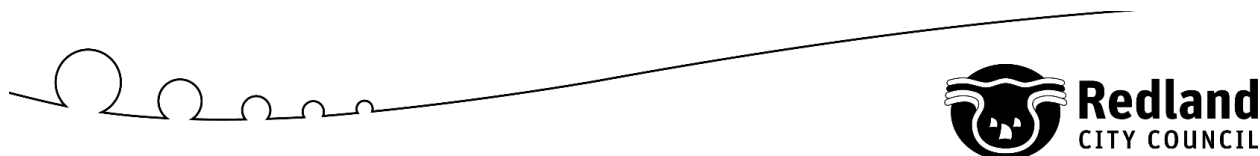
Option Two

That Council resolves not to implement the Councillor Portfolio Representative Structure outlined in this report.

OFFICER'S RECOMMENDATION

That Council resolves as follows:

1. To implement the Councillor Portfolio Representative Structure as outlined in this report.
2. To appoint the nominated Portfolio Representative for the remainder of the Council Term.
3. To adopt GOV-020-P Councillor Portfolio Representative Policy and GOV-002-001-G Councillor Portfolio Representative Priority Guideline.



Councillor Representative Portfolios Policy

Policy Identifier: GOV-020-P
 Approved by: Council
 Date of Approval:
 Effective Date:
 Review Date:
 Version: 1

Head of Power

Corporate Plan Our Future Redlands – A Corporate Plan to 2026 and Beyond
Local Government Act 2009
Local Government Regulation 2012

Policy Objective

To provide a governance framework for Councillor Representative Portfolios that will assist the organisation to facilitate engagement with the community and to advance the delivery of Council's strategic priorities.

Policy Statement

Redland City Council, through its Corporate Plan, is committed to providing services that deliver our community's shared vision and collective aspirations: *Naturally wonderful lifestyle. Connected community. Embracing opportunities.* We are a values led organisation and our organisational values encapsulate what we care about, influence how we operate and support our mission: Make a difference, make it count.

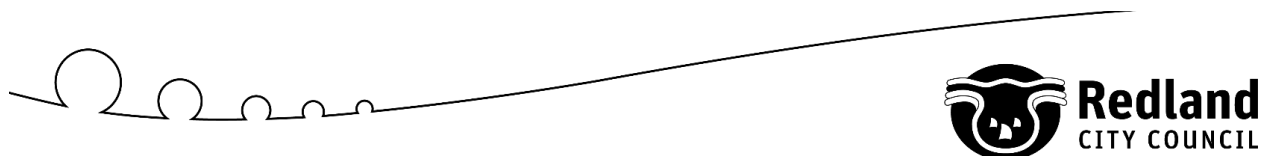
Council is committed to establishing an effective portfolio system that will:

- Lead the strategic direction of the organisation and contribute to the delivery of Council's Corporate Plan.
- Strengthen Council's decision-making process by ensuring Councillors have in-depth knowledge of portfolio matters.
- Provide strategic leadership opportunities for Councillors and enhance knowledge on strategic matters.
- Enhance Councillor engagement with the community.
- Strengthen Councillors and Executive Leadership Team engagement on strategic matters.
- Facilitate effective communication and information sharing between all Councillors on strategic matters of relevance to the portfolio.

Definitions

Term	Definition
Corporate Plan	Council's 5-year outline of the strategic direction of the local government as required pursuant to the <i>Local Government Regulation 2012</i> .
Portfolio	Specific areas of responsibilities relative to the delivery of key functions and services to the community.

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Councillor Representative Portfolios Policy

Associated Documents

Our Future Redlands – A Corporate Plan to 2026 and Beyond

GOV-020-0010-G Councillor Representative Portfolios Guideline ([A11551347](#))

GOV-017-002-G Councillor Briefing Sessions and Workshops Guideline ([A2841316](#))

GOV-004-004-G-Acceptable Requests Priority Guideline ([A316496](#))

Document Control

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

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

Reviewed documents must be submitted to the Corporate Meetings and Registers Team to progress for final approval, publish and register.

Version Control

Version number	Date	Key Changes
1	April 2025	New policy

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Department:	Organisational Services	Group:	Corporate Governance
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Councillor Representative Portfolios Priority Guideline

Guideline Identifier: GOV-020-001-G

Approved by: Council

Date of Approval:

Effective Date:

Review Date:

Version: 1

Scope

This guideline applies to the Mayor, Councillors and employees and any other persons engaged in the Councillor Representative Portfolio system for strategic matters.

Purpose

The purpose of this guideline is to provide a governance framework around the establishment of Councillors Representative Portfolios and appointment of Councillors (Representative) to a portfolio. The guideline also outlines the role of Portfolio Representatives in addition to their responsibilities as a Councillor under the *Local Government Act 2009*.

Actions and Responsibilities

Establishment of Portfolios

Councillor Representative Portfolios should align to Council's core functions and the services provided to the community.

Appointment of Councillors to Portfolios

Appointment of Councillors as Portfolio Representatives to portfolios will be by resolution of Council. A Councillor will be appointed for the duration of the term, unless otherwise resolved by Council. Portfolio Representatives will be appointed at the Post Election Meeting where possible, following the quadrennial election.

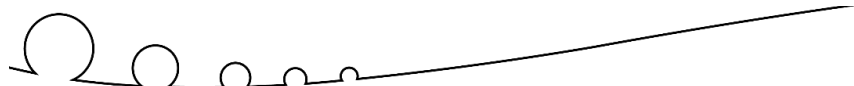
As prescribed in the *Local Government Act 2009*, the Councillors' responsibilities, endeavours, interest and influence must be focused on the strategic level of issues of their portfolio, and not the day-to-day operational matters that fall under the domain of the administration.

Role of Portfolio Councillors

In addition to their responsibilities as a Councillor under the *Local Government Act 2009*, Councillors appointed as Portfolio Representatives are required to:

- Familiarise themselves with the Corporate Plan and Operational Plan, in particular the objectives, strategies, issues and activities which are relevant to their portfolio.
- Keep informed of Council proposals, issues and activities relevant to their portfolio.
- Act as the official Council spokesperson or representative on portfolio matters, in accordance with Council's Media Relations and Speeches Guideline.
- Provide input and information to Council employees (not direct employees) on portfolio matters.

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Councillor Representative Portfolios Priority Guideline

- Be a key point of contact and engage with industry, community groups and associations on portfolio matters.
- Ensure there is consistent communication and messaging on portfolio matters.
- Provide guidance and information to Council and the organisation on portfolio matters through participation, discussion and debate at Council Meetings.
- Keep the Mayor and other Councillors, including the relevant divisional Councillor (as appropriate) fully informed on portfolio matters.
- Lead the advancement of Council's key priorities and decision relevant to their portfolio responsibilities.

Limitations

- Portfolio Representatives do not hold any specific statutory or governance responsibilities beyond those which they ordinarily hold as an elected member.
- The Local Government Act 2009 and the Portfolio system do not provide for formal delegated authority to a Portfolio Representative for policy determination and operational decision-making for portfolio matters.
- Consistent with the Local Government Act 2009, Portfolio Representatives must not give a direction to Council employees.

Engagement and Operating Procedures

Organisation

Portfolio Representatives will be supported by the organisation to enable them to:

- Be informed of portfolio matters and proposals to be tabled at Council Meetings.
- Be ready to present and advocate portfolio matters with the community.
- Be informed and understand the implications of decisions by Council and other levels of government on portfolio matters.

Executive Leadership Team and relevant Managers

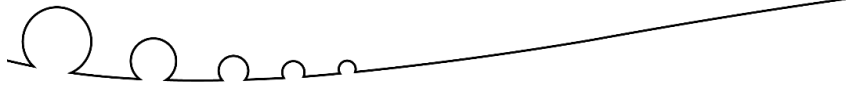
The Executive Leadership Team and relevant managers are responsible for engagement with Portfolio Representatives:

- On all portfolio matters where there is an intention to develop a Council report.
- Where it is proposed to conduct community engagement activities on a portfolio matter.
- Where a portfolio matter is likely to generate media or strong community interest.

To ensure inclusivity, the Executive Leadership Team and relevant Managers:

- Should meet regularly with Portfolio Representatives to ensure they are kept informed of current information, issues and strategies that impact their portfolio.
- Will brief Portfolio Representatives on all reports proposed to be tabled at a Council Meeting to ensure they are fully briefed on the content and direction. The Portfolio Representative must not direct the advice or recommendations in a report or delay the progress of a report.

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Councillor Representative Portfolios Priority Guideline

General Procedure

- Time will be allocated at Mayor/Councillor Workshops where Portfolio Representatives have the opportunity to discuss matters associated with their portfolio in addition to other workshop matters. The point of this is to ensure we are a well-informed Council.
- Should a Portfolio Representative be absent it is expected that the Representative will arrange a proxy if required.
- Portfolio meetings and attendances are required to be listed on the Councillor portal as soon as notified. It is the responsibility of the Portfolio Representative to ensure that the correct details are listed. Councillors wishing to have input into a particular matter should liaise with the Portfolio Representative
- Whilst written reports and meeting minutes will not be produced the Portfolio Representative will update Councillors at the Mayor/Councillors Workshop so that all Councillors are updated on issues that have arisen in the previous period.
- Should a Portfolio Representative wish to carry out an inspection/site visit on a matter within their portfolio that is not in their Division, the relevant Divisional should be advised of the details and proposed time of inspection with the opportunity to attend.

Responsibilities of the Mayor

The Portfolio system does not override the core functions of the Mayor as prescribed in the *Local Government Act 2009*. In addition to the Mayor's core functions, the Mayor is responsible for:

- Regional leadership and representation, including being Council's media spokesperson.
- Region shaping projects, regional advocacy and intergovernmental relationships. The Mayor should engage and include the relevant Portfolio Representative in advocacy and/or engagement with other levels of government.

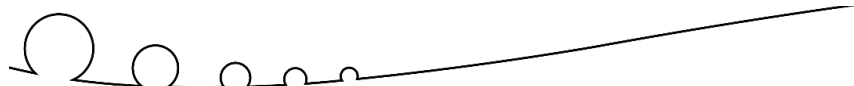
The Mayor is the spokesperson on regional issues, which include but not limited to:

- Advocacy and intergovernmental matters/ relationships
- Matters of emergency and disaster management
- Major reputation management
- State and Federal Government matters, policies, plans, initiatives and relationships
- Opening of major facilities
- Initiatives and projects of major regional significance
- Region wide planning matters
- Major Events
- Major region-wide promotions
- General commentary on matter impacting on or relevant to the community - generally matters of regional significance.

Communication and Media

Portfolio Representatives may be the key Council spokesperson on a portfolio matter for Council information released to the news media in accordance with ENG-002-001-G Council's Media Relations and Speeches Guideline.

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Councillor Representative Portfolios Priority Guideline

Reports to General Meetings of Council

Reports to a General Meeting of Council which relate to a portfolio, should be introduced by the relevant Portfolio Representative. The Portfolio Representative does not have to agree with the Officer's Recommendation in a report, however, should be aware a report is proposed for a meeting and is fully briefed on the content, directions and recommendations in the report.

Conflicts of Interest

Where a Portfolio Representative has a conflict of interest in a matter that falls under their portfolio, they must immediately remove themselves from any meetings or discussions on the matter until approval is granted by Council that they may participate in the matter. The Mayor will nominate another Councillor to be the lead on a matter where Portfolio Representative(s) have a conflict of interest and have not been granted permission to participate.

Changes to Structure

Any changes to the structure or composition of Councillor Portfolio Representative Portfolios must be by resolution of Council.

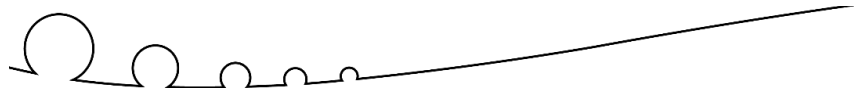
Definitions

Term	Definition
CEO	Chief Executive Officer A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Corporate Plan	Council's five-year outline of the strategic direction of the local government as required by the <i>Local Government Regulation 2012</i> .
Councillor/s	The Mayor and/or Councillors of Council, within the meaning of the <i>Local Government Act 2009</i> .
Employee	Local government employee: (a) The CEO; or (b) A person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
Executive Leadership Team	CEO, General Managers, Executive Group Managers.
General Meeting	Statutory Meeting of Council.
Portfolio	A specified strategic priority, service and/or function of Council.
Portfolio Representative	A Councillor who has been allocated responsibility of a portfolio by Council.
Region / Regional	Redland City Council area defined by the Local Government Areas of Queensland.
Report	Documents and information that relate to the business to be dealt with at a General Meeting of Council.

Reference Documents

This Guideline has been developed to support the application or administration of GOV-020-P Councillors Representative Portfolios Policy.

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Councillor Representative Portfolios Priority Guideline

Associated Documents

Code of Conduct for Councillors in Queensland

GOV-020-P Councillor Representative Portfolios Policy ([A11551348](#))

GOV-004-004-G-Acceptable Requests Priority Guideline ([A316496](#))

GOV-017-002-G Councillor Briefing Sessions and Workshops Guideline ([A2841316](#))

ENV-002-003-G Media Relations and Speeches Guideline ([A214632](#))

Document Control

Only Council (by resolution) can approve amendments to this priority guideline document.

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

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

Version Information

Version number	Date	Key Changes
1	April 2025	New guideline

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13.3 MEDIA RELATIONS AND SPEECHES GUIDELINE REVIEW

Objective Reference: A11988788

Authorising Officer: Amanda Pafumi, General Manager Organisational Services

Responsible Officer: Morgana Prior, Group Manager Communication, Engagement & Tourism

Report Author: Morgana Prior, Group Manager Communication, Engagement & Tourism

Attachments: 1. ENG-002-001-G Media Relations and Speeches Guideline - marked with proposed changes [↓](#)

PURPOSE

To note the administrative changes to ENG-002-001-G Media Relations and Speeches Guideline.

BACKGROUND

Council's Media Relations and Speeches Guideline relates in part to the release of information to the news media about Council initiatives, decisions, responses, events and services. The guideline enables effective and efficient Council media relations.

Administrative changes to the Media Relations and Speeches Guideline last came into effect on 9 December 2024.

Changes to the Media Relations and Speeches Guideline is proposed to ensure continued consistent, effective and efficient media relations.

ISSUES

Proposed Guideline Changes

Guideline Type

To update to a 'Priority' Guideline which will be public facing and sit on Council's website along with Council's Policies.

Proposed Guideline Changes under a Councillor Portfolio Structure

Media spokespeople under a Councillor Portfolio structure

- As civic leader, the Mayor will be the lead spokesperson on all Council information released to news media.

For city-wide matters

- Where matters originate from, or relate to, a Councillor Portfolio, the Lead Portfolio Councillor will be a secondary spokesperson on city-wide matters relating to their portfolios, or lead spokesperson, if the Mayor defers to them to be so. In the absence of the Lead Portfolio Councillor, the Deputy Portfolio Councillor, where one is appointed, will fulfill this role.

For Division-specific matters

- The relevant Divisional Councillor will instead be the secondary spokesperson.
- When a Portfolio Councillor is a spokesperson, Divisional Councillors will not be spokespeople.

STRATEGIC IMPLICATIONS

Legislative Requirements

This policy supports the Corporate Plan *Our Future Redlands – A Corporate Plan to 2026 and Beyond*.

Risk Management

Under the current Media Relations and Speeches Guideline, elected representatives are free at all times to initiate their own media communications on matters relating to personal opinion rather than Council policy.

Financial

There are no known financial implications associated with this report.

People

There are no known staff implications associated with this report.

Environmental

There are no known environmental implications associated with this report.

Social

There are no known social implications associated with this report.

Human Rights

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

Alignment with Council's Policy and Plans

This Guideline has been developed to support the application or administration of ENG-002-A Communications Administrative Directive and ENG-003-P Community Engagement Policy.

CONSULTATION

Consulted	Consultation Date	Comments/Actions
Councillors	1 April 2025	Proposed changes to Media Relations and Speeches Guidelines to support the introduction of Councillor Portfolios.

OPTIONS

Option One

That Council notes the administrative changes to Council's ENG-001-001-G Media Relations and Speeches Guideline.

Option Two

That Council resolves to request additional information.

OFFICER'S RECOMMENDATION

That Council notes the administrative changes to Council's ENG-001-001-G Media Relations and Speeches Guideline.



Media Relations and Speeches **Priority** Guideline

Guideline Identifier: ENG-002-001-G
 Approved by: ~~General Manager Organisational Services~~ **Council**
 Date of Approval: ~~09 December 2024~~ **** April 2025**
 Effective Date: ~~09 December 2024~~ **** April 2025**
 Review Date: ~~09 December 2027~~ **** April 2028**
 Version: ~~8~~ **9**

Scope

This guideline applies to all areas of Council and relates to the release of information to the news media about Council initiatives, decisions, responses, events and services and preparation of speeches.

Purpose

This guideline establishes clear responsibilities for the coordination and release of information to the media about Council initiatives, decisions, events and services.

It ensures information is provided to news media about Council's activities and issues in an accurate and timely fashion and in the appropriate context. It also establishes the protocol for preparation of official speeches.

Actions and Responsibilities

Official Media Spokespeople

The Mayor, Chief Executive Officer (CEO) and General Managers are Council's spokespeople. The Mayor may also delegate a Councillor as a spokesperson. For matters relating to a single division, the Divisional Councillor may also speak to the media.

In the absence of the Mayor, or when the Deputy Mayor is the Acting Mayor, the Deputy Mayor will be the spokesperson.

The Mayor and Councillors are primarily concerned with policy issues and the decision-making role of Council. The CEO and General Managers are spokespeople for matters of an organisational, operational, or technical nature within Council. The CEO will take note of media issues, including media responses and media releases, where General Managers are spokespeople and make comment if necessary.

The CEO may also delegate other spokespeople on particular matters.

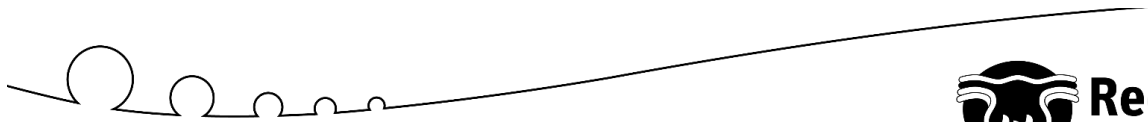
Media Spokespeople under a Councillor Portfolio structure

As civic leader, the Mayor will be the lead spokesperson on all Council information released to news media.

For city-wide matters

Where matters originate from, or relate to, a Councillor Portfolio, the Lead Portfolio Councillor will be a secondary spokesperson on city-wide matters relating to their portfolios, or lead spokesperson, if the Mayor defers to them to be so. In the absence of the Lead Portfolio Councillor, the Deputy Portfolio Councillor, where one is appointed, will fulfill this role.

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Media Relations and Speeches **Priority** Guideline

For Division-specific matters

The relevant Divisional Councillor will instead be the secondary spokesperson.

When a Portfolio Councillor is a spokesperson, Divisional Councillors will not be spokespeople.

Official Speeches

The Communication, Engagement and Tourism Group prepares speeches for the Mayor or the Mayor's official delegate at events. The Group prepares speeches for Councillors only when they are the official delegate of the Mayor at an event. Requests for speeches for Councillors must go through the Office of the Mayor, which determines Mayoral delegation at events.

Media Distribution

Media releases and responses are distributed following approval by relevant Council Officers and Councillors, when they are quoted. It is critical that media releases and responses are issued in a timely fashion in order to reduce the risk to Council. A process for distributing media responses and releases is included at Figure 1.

Media Releases

The Communication, Engagement and Tourism Group works with other Council areas on proactive communication plans to ensure timely release of newsworthy information to relevant news media.

Early advice to the Communication, Engagement and Tourism Group about appropriate Council initiatives, proposals and potential issues is essential. This ensures suitable communication support and advice is provided to maximise effectiveness of media relations.

This should occur at the beginning of the project, rather than when items become public through agendas, committee meetings or minutes.

Other areas of Council, or their representatives/contractors, should not directly contact media outlets without seeking the approval and advice of the Communication, Engagement and Tourism Group. This ensures consistent messages are delivered to the community.

The Mayor is quoted as Council's spokesperson in proactive media releases. The Mayor may also delegate another Councillor to be quoted in proactive media releases. Where the topic is local to a specific Council Division the Divisional Councillor will be quoted in addition to the Mayor.

Councillors appointed as representatives of Redland City Council on various committees, advisory boards and working groups will be quoted as spokespeople, in addition to the Mayor, to the extent that this is consistent with any responsibilities outlined in the committee, advisory board and working group's Terms of Reference document.

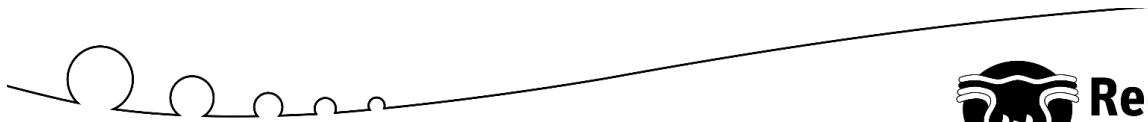
General Meeting Media

Communication, Engagement and Tourism will work with Council officers to identify the priority for proactive media releases to be issued following a General Meeting. Where there is confidence on the resolution, media releases will be submitted for preapproval the day before a General Meeting.

Communication, Engagement and Tourism will work with the delegated spokespeople to seek approval of General Meeting media releases, prioritising key topics to be issued on the day of the meeting and other releases of interest within 24 hours of the meeting, where possible.

Elected members who have voted against a majority decision of Council, or who have a declared conflict of interest in a decision, will not be the spokesperson for that decision.

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Media Relations and Speeches **Priority** Guideline

News Media Responses

Council receives many media inquiries of an urgent nature. Media deadlines are usually pressing and it is important that Council's response is timely, complete and accurate. Official spokespeople may also need to be urgently briefed to undertake interviews.

It is the responsibility of the Communication, Engagement and Tourism Group to take the initial media inquiry (telephone call or email contact). ~~The Communications Adviser then alerts~~ **Notifications are then provided** to the Group Manager – Communication, Engagement and Tourism, Executive Leadership Team, Councillors, Office of the Mayor, and appropriate spokesperson.

The Communications Adviser contacts the appropriate Council officer to obtain a briefing as quickly as possible. A written media response is then drafted and sent to the officer who provided the briefing and the relevant spokesperson for their approval.

~~The Communications Adviser will then forward the response~~ **Communications are issued** to all Councillors, the Executive Leadership Team, the internal Council Communication Media distribution list (media@redland.qld.gov.au) and any relevant Council Officers, advising that the response will be issued to the media within a nominated timeframe.

The Communications Adviser will then distribute the information appropriately.

Where interviews have been requested with a Council spokesperson, the Communications Adviser will liaise with the spokesperson to determine a suitable time and advise the media outlet.

Requests by the Communication, Engagement and Tourism Group for project briefings, and media response approvals, should be treated as a priority.

In the event that an officer is unable to be contacted, the approval process will be escalated to their manager for approval.

Councillors who have been contacted by the media for a statement are encouraged to contact the Communication, Engagement and Tourism Group to ensure consistency of messages (where appropriate) and to alert the Group of the issue.

Media Distribution Lists

An updated list of media outlets is maintained by the Communication, Engagement and Tourism Group. Media outlets receiving information are determined by the subject matter.

Media Training

The Communication, Engagement and Tourism Group assist spokespeople to prepare for media interviews. Other training can also be arranged.

Media Monitoring

The Communication, Engagement and Tourism Group arranges monitoring of relevant news media coverage about Council activities or subjects of general interest. Copies of newspaper/magazine and electronic media stories are distributed throughout Council electronically.

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Media Relations and Speeches **Priority** Guideline

Definitions

Term	Definition
News media	Television, radio, online and print journalists, news photographers and camera operators. It includes specialist and trade publications, internet news services or any situation where Council's official position will be published or viewed.
Media relations activity	Unpaid activity that uses the media to communicate or promote messages about Council. It encompasses management and preparation of media releases, statements, interviews, media conferences, launches and general media liaison

Reference Documents

This Guideline has been developed to support the application or administration of Corporate ENG-002-A Communications Administrative Directive ([A196672](#)) and ENG-003-P Community Engagement Policy ([A196571](#)).

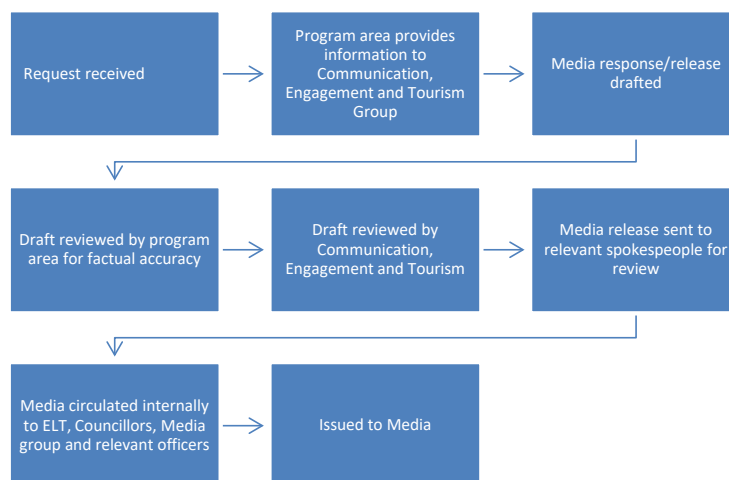
Associated Documents

ENG-002-002-G Corporate Image Guideline ([A214643](#))

Document Control

Only an ELT member (of the relevant Department/Group) can approve amendments to this document. Any requests to change the content of this document must be forwarded to relevant Service Manager(s). Approved documents must be submitted to the Corporate Meetings and Registers Team for registration.

Figure 1 Media release/response process



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Media Relations and Speeches **Priority** Guideline

Version Information

Version Number	Date	Key Changes
2	26 November 2013	<ul style="list-style-type: none"> Name changes to Organisational Services and Communication, Engagement and Tourism. Inclusion of Councillors as spokespeople for portfolios. Expanded Media Releases and News Media Responses. Included Figure 1: Media releases/responses process.
3	November 2014	<ul style="list-style-type: none"> Official Spokespersons – For matters relating to a single division, the Divisional Councillor may also speak on behalf of Council.
4	24 May 2016	<ul style="list-style-type: none"> Removal of Councillor portfolios Change of name of Council's management team to Executive Leadership Team (previously Group)
5	December 2018	<ul style="list-style-type: none"> Change of Guideline Heading to Media Relations and Speeches. Addition of Official Speech preparation protocols.
6	February 2021	<ul style="list-style-type: none"> Minor administrative updates to formatting and moved to new template.
7	December 2022	<ul style="list-style-type: none"> Reviewed, Minor administrative updates to formatting.
8	December 2024	<ul style="list-style-type: none"> Add Deputy Mayor as spokesperson in absence of Mayor. Add Councillors as representatives on Committees as spokespeople. Add new section 'General Meeting Media', to be published within 24-hours of the meeting where possible. Minor administrative formatting.
9	April 2025	<ul style="list-style-type: none"> Updated guideline a 'priority' guideline which will now public facing and will sit with the policies on RCC website New section added for media spokespeople under a Councillor Portfolio structure. Process information broadened to comply with new internal communication protocols

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13.4 OFFICE OF THE INDEPENDENT ASSESSOR REFERRAL OF SUSPECTED CONDUCT BREACH**Objective Reference:** A11879218**Authorising Officer:** Amanda Pafumi, General Manager Organisational Services**Responsible Officer:** Tony Beynon, Group Manager Corporate Governance**Report Author:** Tony Beynon, Group Manager Corporate Governance**Attachments:**
1. Summary Investigation Report [↓](#)
2. Investigation Report - Confidential**PURPOSE**

In accordance with 150AG of the *Local Government Act 2009* (the Act), Council must decide whether or not a Councillor has engaged in a conduct breach and under section 150AH of the Act, determine any disciplinary action if a conduct breach has occurred.

BACKGROUND

On 13 December 2024, the Office of the Independent Assessor (OIA) received a complaint about the conduct of Mayor Jocelyn Mitchell (Mayor Mitchell). A further complaint regarding the same matter was received by the OIA on 3 January 2025. These complaints are referred to by the OIA as complaint numbers C/25/00003 and C/25/00009 respectively.

The OIA conducted a preliminary assessment, and reasonably suspected the conduct, if proven, would amount to a conduct breach. In accordance with section 150W(b) of the Act, on 17 January 2025 the OIA referred the matters to Council to investigate in accordance with Council's GOV-009-P Investigations Policy (the Policy) which was adopted pursuant to section 150AE of the Act.

The suspected conduct breach involves two allegations:

Allegation 1 – That on 9 December 2024, the Councillor posted a video to their Facebook page containing oral comments which misrepresented the facts surrounding a site visit to the Southern Moreton Bay Islands on 30 July 2024.

Allegation 2 – That on 9 December 2024, the Councillor made two written comments in the comments section of the Facebook post containing the aforementioned video, which misrepresented the facts surrounding the site visit to the Southern Moreton Bay Islands on 30 July 2024.

At the General Meeting held on 22 January 2025, in accordance with the Policy, Council were notified of the referral notices and resolved to note the matters would be investigated and results presented to a future general meeting of Council for a decision.

BDO were engaged to undertake the investigation into these two matters, which were dealt with as one investigation report, as the complaints related to the same Councillor, and the same matter.

In accordance with the Policy, the investigator must prepare a Preliminary Statement of Findings and must give the preliminary findings to the Councillor before preparing the Investigation Report and allow the Councillor to give evidence or a written statement about the conduct and preliminary findings.

This Preliminary Statement of Findings report was provided to the Councillor on 25 March 2025, and no response was received from the Councillor within the allocated timeframe.

The investigation has now been completed and a summary investigation report (Attachment 1) and a confidential full investigation report (Attachment 2) are now presented to Council for decision.

ISSUES

Under section 150AG (1)(a) of the Act, Council must now decide if the Councillor engaged in a conduct breach. If Council, under section 150AG(1)(b), decides the Councillor engaged in a conduct breach, Council must then decide any disciplinary action under section 150AH (1) as follows:

- (a) *Order that no action be taken against the councillor; or*
- (b) *Make 1 or more of the following orders—*
 - (i) *an order that the councillor make a public apology, in the way decided by the local government, for the conduct;*
 - (ii) *an order reprimanding the councillor for the conduct;*
 - (iii) *an order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense;*
 - (iv) *an order that the councillor be excluded from a stated local government meeting;*
 - (v) *an order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor;*
 - (vi) *an order that if the councillor engages in the same type of conduct again, it will be treated as misconduct;*
 - (vii) *an order that the councillor reimburse the local government for all or some of the costs arising from the councillor's conduct breach.*

STRATEGIC IMPLICATIONS

Legislative Requirements

The investigation was conducted in accordance with Council's GOV-009-P Investigations Policy which was adopted pursuant to section 150AE of the Act. A decision about the subject Councillors' suspected conduct breach must be made in accordance with section 150AG, with any decision regarding disciplinary action (if applicable) made in accordance with section 150AH of the Act.

After making a decision under section 150AG, Council must make the investigation report for the investigation publicly available in accordance with section 150AGA of the Act.

Risk Management

The risk of not meeting Council's legislative obligations under the Act is reduced by this matter being tabled at the General Meeting for a decision in accordance with Appendix 3, 3.2 of Council's Standing Orders.

Any decision that is not consistent with the recommendation of the investigation report must state in the resolution and meeting minutes, the reasons for the decision. The minutes must give sufficient information to demonstrate the logic that has been applied to justify the decision not to follow the recommendation of the investigation report.

Financial

The cost for undertaking the investigation was \$15,592 excl GST and this was funded through the existing budget allocation.

People

The Work Health and Safety (Psychosocial Risks) Amendment Regulation 2022 stipulates, and broadens, the concept of psychosocial hazards that arise from, or relate to, a work environment, workplace interactions or behaviours that may cause psychological harm. Consideration has been given to these regulations in framing this report and the impact it may have on individuals.

Environmental

There are no environmental implications associated with this report.

Social

There are no social implications associated with this report.

Human Rights

All persons as part of a legal proceeding are subject to the presumption of innocence and a fair hearing as per sections 31 and 32 of the *Human Rights Act 2019*.

In accordance with Council's GOV-009-P Investigations Policy, any investigation of suspected conduct breach must be carried out in accordance with natural justice principles, including affording the person being investigated a chance to have his or her say before formal findings are made (fair hearing, known as the Hearing Rule), the investigators should be objective and impartial (absence of bias, known as this Bias Rule) and any action taken is based on evidence (not suspicion or speculation, known as the Evidence Rule). Council's investigator, BDO has confirmed in their summary and full (confidential) report, that each Rule was satisfied in this investigation, and they summarise how this natural justice, or procedural fairness, was satisfied in their reports.

Alignment with Council's Policy and Plans

GOV-017-SD Redland City Council Meeting Standing Orders

GOV-009-P Investigations Policy

Our Future Redlands – A Corporate Plan to 2026 and Beyond

CONSULTATION

Consulted	Consultation Date	Comments/Actions
Group Manager Corporate Governance	3 -18 March 2025	Reviewed Investigation Report, Participated in discussions with investigator.
Executive Group Manager Legal and Risk	3-13 March 2025	Reviewed Reports, Participated in discussions with investigator.
CEO and General Manager Organisational Services	13 March 2025	Received copy of Report, reviewed process to ensure compliance with Policy.

CONCLUSION

Following consideration of this report and the attached Investigation report, the local government must decide whether or not the Councillor has engaged in a conduct breach.

If the local government decides the Councillor has engaged in a conduct breach, they must decide what action the local government will take under section 150AH to discipline the Councillor.

In deciding what action to take the local government may consider any previous conduct breach of the Councillor; any allegation made in the investigation that was admitted, or not challenged; and the local government is reasonably satisfied is true.

The local government may order that:

1. No action to be taken against the Councillor; or
2. Make 1 or more of the following orders
 - i. An order that the Councillor make a public apology, in the way decided by the local government, for the conduct.
 - ii. An order reprimanding the Councillor for the conduct.
 - iii. An order that the Councillor attend training or counselling to address the Councillor's conduct, including at the Councillor's expense.
 - iv. An order that the Councillor be excluded from a stated local government meeting.
 - v. An order that the Councillor is removed, or must resign, from a position representing the local government, other than the office of Councillor.
 - vi. An order that if the Councillor engages in the same type of conduct again, it will be treated as misconduct.

An order that the Councillor reimburse the local government for all or some of the costs arising from the Councillor's conduct breach.
3. Pursuant to the Investigation Policy – Councillors (GOV-009-P) the reasons for deciding against the Investigation Report's recommendation must be stated in the resolution.

RECOMMENDATION

1. That Council decides whether or not the Councillor has engaged in a conduct breach for Allegation 1.
2. That Council decides whether or not the Councillor has engaged in a conduct breach for Allegation 2.
3. That if the Council decides that the Councillor has engaged in a conduct breach – what action the Council will take under section 150AH of the *Local Government Act 2009*, to discipline the Councillor.
4. That confidential Attachment 2 (Investigation Report) - for the investigation to be made publicly available within 10 business days after the decision is made as required by section 150AGA of the *Local Government Act 2009*, subject to redactions allowed pursuant to the section.
5. That in accordance with section 150AHA of the *Local Government Act 2009*, the Chief Executive Officer provides notice to the Office of the Independent Assessor of the decision, reasons for the decision; and where an order is made under section 150AH of the *Local Government Act 2009*, details about the order.
6. Pursuant to sections 150DX and 150DY of the *Local Government Act 2009*, if an order is made under section 150AH of the *Local Government Act 2009*, that the Councillor Conduct Register is updated accordingly.

Attachment 1

Summary Investigation Report

BREACH OF CONDUCT COMPLAINT SUMMARY INVESTIGATION REPORT

Reference number:

OIA Ref: C/25/00009 & C/25/00003

The Complaint

It was alleged that Mayor Mitchell committed a breach of conduct (as defined by section 150K (1)(a) of the *Local Government Act 2009*) when her conduct breached a behavioural standard of the Code of Conduct for Councillors in Queensland. The allegations relate to one social media post made by Mayor Mitchell on "Mayor Jos Mitchell" Facebook page on 9 December 2024, as well as written comments made by the page on this same post.

The Subject Councillor

Mayor Mitchell is the elected Mayor of the RCC. She is a first time Mayor, having been elected in a quadrennial local government election held on 16 March 2024. Mayor Mitchell began her tenure on 8 April 2024.

Facts identified

On 13 December 2024, Mayor Mitchell was referred to the OIA pursuant to section 150K (1)(a) of the *Local government Act 2009* (Qld) for allegedly breaching a behavioural standard of the Code of Conduct for Councillors in Queensland (Code of Conduct).

The allegation relates to one social media post made by Mayor Mitchell on her "Mayor Jos Mitchell" Facebook page, as well as written comments made by the page on this same post. The Facebook post and comments in question are as follows:

1. Post: 9 December 2024

On 9 December 2024, Mayor Mitchell posted a self-recorded video to social media platform Facebook following an article posted in the 'Friendly Bay Islander' magazine in September 2024. The entire transcription of the video, which only features Mayor Mitchell, is as follows:

"Hello everyone, this is another 'follow for facts' post, post #2, it's unfortunate that I have to keep doing these but it's important to set the record straight.

Now this [Holds up relevant magazine article] relates to an article that was printed in the Friendly Bay Islander magazine back in September and it says SMBI Tour Council delegation makes special visit to our SMBI Islands, and it talks about a number of councillors and some council staff being on the SMBI Islands to meet with representatives of organisations and other community reps.

And I've been asked why I wasn't there.

So it's important to note that I wasn't there because I, along with three other councillors, weren't invited."

The video remains uploaded to the "Mayor Jos Mitchell Facebook" page.

2. Comment 'A': 9 December 2024

[To ██████████] *"Hi, ██████████. No, I was not informed a delegation would be visiting SMBI. I had previously asked the CEO if I could join a visit to SMBI with the divisional councillor."* [emphasis added].

3. Comment 'B': 10 December 2024

[To ██████████] *"This approach was very disappointing."*

Natural justice process

In relation to Natural Justice, RCC's Investigation Policy states (at S.5):

Any investigation of suspected conduct breach of a councillor must be carried out in accordance with

Attachment 1

Summary Investigation Report

natural justice.

Natural justice, or procedural fairness, refers to three key principles:

- *That the councillor who is the subject of the suspected conduct breach matter has a chance to have his or her say before adverse formal findings are made and before any adverse action is taken i.e., fair hearing.*
- *That the investigator should be objective and impartial i.e., absence of bias.*
- *That any actions taken, or decisions made are based on evidence i.e., not on suspicion or speculation.*

The above points are commonly referred to (respectively) as 'The Hearing Rule', 'The Bias Rule' and 'The Evidence Rule'. In this investigation, each rule was satisfied as follows:

The Bias Rule

The Investigator had no personal or professional relationship with those involved in this matter and does not have a conflict of interest.

Additionally, BDO conducted firm-wide Conflict and Independence Checks (CIC) for this matter, prior to commencing the investigation and no conflicts were identified.

The Evidence Rule

During the course of this investigation, speculation, suspicion and supposition were disregarded and tangible evidence and facts preferred and considered.

The Hearing Rule

BDO were appointed to investigate this matter on 22 January 2025.

The Investigator then contacted Mayor Mitchell via email on 30 January 2025, requesting Mayor Mitchell participate in an interview conducted by the Investigator. Mayor Mitchell accepted the opportunity to participate in the interview, which was held at 03:00pm on 31 January 2025 at the Redland City Council offices, Bloomfield St & Middle St, Cleveland QLD 4163.

Summary of Findings

In summary, the investigation found:

- When considering the timeline of the emails, together with the information obtained from [REDACTED] and Mayor Mitchell, the evidence supports that Mayor Mitchell was not initially invited to the SMBI visit on 30 July 2024. Further, that Mayor Mitchell invited herself, by asking to come after she became aware of the visit because of [REDACTED] email on the 4 July 2024. Therefore, supporting that Mayor Mitchell's statement in the video dated 9 December 2024, that she was "not invited", is factually correct.
- Therefore, based on the information and on the balance of probabilities, the allegation that on 09 December 2024, Mayor Mitchell posted a video to the 'Mayor Jos Mitchell' Facebook page containing the following oral comment which misrepresented the facts surrounding the site visit to the Southern Moreton Bay Islands on 30 July 2024:

"...And I've been asked why I wasn't there, so it's important to note that I wasn't there, because I, along with three other councillors, weren't invited".

Is **unsubstantiated**.

- The emails and interview evidence obtained supports that Mayor Mitchell was informed that [REDACTED] were planning a visit to SMBI and had asked [REDACTED] if she could join the SMBI Island visit but was not informed that the 'delegation' outlined in the Friendly Bay Islander article on the date in question prior to the visit occurring. Therefore, Mayor Mitchell's first comment was factually accurate. Albeit the second version of the comment which was amended to remove *"and was informed my calendar wouldn't allow a visit"* provided greater context to why she did not attend the visit on 30 July 2024.

Attachment 1

Summary Investigation Report

- The second written comment in question made by Mayor Mitchell is expressed as a matter of opinion regarding the organisation of the SMBI visit. When considering the perspective of Mayor Mitchell, this comment is not a misrepresentation of fact, but rather how she has understood the situation to have been approached given the amount of information she was provided in the lead-up to the visit.
 - Therefore, based on the information and on the balance of probabilities, the allegation that on 9 December 2024, Mayor Mitchell made two written comments in the comments section of the abovementioned video which misrepresented the facts surrounding the site visit to the Southern Moreton Bay Islands on 30 July 2024:
 - (to [REDACTED]) *"Hi [REDACTED]. No, I was not informed a delegation would be visiting SMBI. I had previously asked the CEO if I could join a visit to SMBI with the divisional councillor."*
 - (to [REDACTED]) *"This approach was incredibly disappointing."*
- Is **unsubstantiated**.

Recommendation to Council

It is recommended that:

- a) This report be submitted to the council for consideration, pursuant to section 150AG of the Local Government Act 2009 (the LG Act), as to whether or not the Councillor has committed a conduct breach; and if they are found to have so engaged, what action the local government will take to discipline the councillor pursuant to section 150AH of the LG Act.
- b) Having analysed the material from this investigation, a conclusion might be drawn that:
 - Based on the available evidence, Mayor Mitchell's oral statement on 9 December 2024 that she was not invited to the SMBI visit does provide a factual representation of the event in question, in that she was not invited, but rather she invited herself after hearing about the visit. However, it should be noted that Mayor Mitchell did not provide contextual information in the video, including how she had asked to be invited but could not attend due to a diary clash, which may have alleviated any perceptions that she was deliberately excluded from the visit.
 - Based on the available evidence, Mayor Mitchell's two written comments in question provide a factual representation of the events in question, in that she was not aware that the 'delegation' (including the Deputy Mayor and other Councillors) would be attending the 30 July visit as the latest communication with the Mayor leading up to the event was that the visit was between the [REDACTED]. Further, that the second comment was her expressing her opinion that the approach was 'disappointing'.
 - Standard 3.3 of the Code of Conduct which requires all Councillors to, "at all times strive to maintain and strengthen the public's trust and confidence in the integrity of Council and avoid any action which may diminish its standing, authority or dignity". Making demonstrably dishonest social media posts about council publicly stating false criticisms of the council is an example of behaviour that could reasonably be regarded as reducing public confidence. As the evidence obtained does not support a finding that Mayor Mitchell misrepresented the facts surrounding the SMBI visit, and therefore the social media content was not dishonest, it cannot be concluded that Mayor Mitchell's actions were contrary to standard 3.3 of the Code of Conduct.

**14 REPORTS FROM ADVOCACY, MAJOR PROJECTS AND ECONOMIC
DEVELOPMENT**

Nil.

15 REPORTS FROM COMMUNITY & CUSTOMER SERVICES

Nil.

16 REPORTS FROM INFRASTRUCTURE & OPERATIONS

Nil.

17 NOTICES OF INTENTION TO REPEAL OR AMEND A RESOLUTION

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

18 NOTICES OF MOTION

18.1 CR COLLEY - BENCHMARKING WITH NORTHERN QUEENSLAND COUNCILS ON VEGETATION POLICIES

In accordance with section 6.16 of *Council Meeting Standing Orders*, at the General Meeting scheduled for Wednesday, 16 April 2025, notice is hereby given that Cr Jason Colley intends to move the motion as follows:

MOTION

That Council resolves as follows:

- 1. That suitable officers from Council's Parks and Conservation Team work with their counterparts from North Queensland councils to understand and learn about the vegetation policies and practices they have in place to mitigate the impact of extreme weather events.**
- 2. That a report be brought to Council outlining learnings from other local government area's and how these learnings can be adopted into our practices.**

BACKGROUND

Despite being downgraded to a low-pressure system prior to crossing the mainland, ex-Tropical Cyclone Alfred left a trail of damage in its wake last month, largely due to fallen trees and tree limbs. Numerous public and private properties sustained damage from trees and prolonged power outages were also attributable to vegetation which had taken out critical infrastructure.

Redland City Council has the monumental task of managing almost 200,000 trees on our streets and in our park perimeters. With a tree program which is predominantly reactive – meaning assessment and maintenance is generally done in response to a customer query or request – it is important council officers are empowered and equipped to deliver solutions which are in line with community expectations to protect people and property.

While ex-Tropical Cyclone Alfred was the first of its kind in South-East Queensland for more than 50 years, many parts of North Queensland experience cyclones and extreme weather events far more frequently. The community has raised concerns with Councillors about our City's preparedness for this type of event, and a future review of our tree management policy will best be informed by learning from those who have robust practices in place to mitigate the impact when disaster strikes.

18.2 CR BISHOP - BIRKDALE COMMUNITY PRECINCT

In accordance with section 6.16 of *Council Meeting Standing Orders*, at the General Meeting scheduled for Wednesday, 16 April 2025, notice is hereby given that Cr Paul Bishop intends to move the motion as follows:

MOTION

That Council resolves as follows:

1. To acknowledge the Birkdale Community Precinct (BCP) is a site of special community interest containing recognised cultural, environmental and heritage values and note a degree of community discussion regarding elements to do with planning, financial viability, and long-term stewardship of the site.
2. To request a report be brought to a future General Meeting, by July 2025, subject to the final investment decision on the Redland Whitewater Centre by both State and Federal Governments, providing clarity and assurance on the following matters:
 - a. **Project Delivery:**
Identify which elements of the Birkdale Community Precinct Master Plan are currently proposed for funding and delivery in the lead-up to the Brisbane 2032 Games, including scope, timing and budget sources including details on partner involvement.
 - b. **Financial Modelling and Legacy Planning:**
Provide a transparent explanation of how proposed works – (particularly the proposed Whitewater Rafting Centre and potential lagoon) are underpinned by sound financial modelling, intergenerational planning, and fiscal preparedness, with a breakdown on costs to Council and community, as well as clarity on proposed delivery partner arrangements during construction, pre 2032 and in post 2032 legacy mode.
 - c. **Cultural, Environmental and Heritage Management:**
Clarify how Council will ensure that site works affecting environmental, cultural or heritage values are informed by current studies, guided by subject matter experts, and consistent with best-practice land stewardship principles, including an update on the status of the Federal Conservation Agreement and EPBC assessment process.
 - d. **Consultation and Co-Design:**
Demonstrate the degree to which meaningful community consultation will inform site planning; and outline the proposed process by which future project prioritisation, site activation, and community education that is consistent with the BCP Master plan will be designed in partnership with relevant stakeholders, experts, and communities of interest, ahead of 2032.

BACKGROUND

This Notice of Motion seeks to provide clarity on four key questions that are of ongoing importance to many members of the Redlands community in relation to the Birkdale Community Precinct (BCP).

1. **Project Timing** - What elements of the Birkdale Community Precinct Master Plan are currently planned for delivery ahead of the Brisbane 2032 Games?

2. **Funding and Financial Sustainability** - Who will be responsible for funding and delivering specific elements of the precinct—particularly major projects such as the proposed whitewater rafting facility and potential lagoon pool—and how has Council ensured that long-term management and financial sustainability measures have been considered to avoid placing a future financial burden on ratepayers?
3. **Stewardship of Site Values** - How will Council ensure that the cultural, environmental, and heritage values inherent to the site will be upheld and protected throughout the life of the project?
4. **Consultation and Community Engagement** - What processes will Council adopt, including those referenced in the Jacobs Report, to ensure that future planning, prioritised infrastructure delivery, and site activation are informed by meaningful consultation and co-design with the community, stakeholders, and subject matter experts, commencing in the near-term?

This motion is intended to support transparency, reinforce good governance, and confirm Council's commitment to long-term planning, community engagement and site stewardship.

19 URGENT BUSINESS WITHOUT NOTICE

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

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

20 CONFIDENTIAL ITEMS

Nil.

21 MEETING CLOSURE